

MINUTES

Trinity County Board of Education Regular Board Meeting February 16, 2022

WHERE HELD: 201 Memorial Drive - Granite Room
and by teleconference/Zoom.

MEMBERS PARTICIPATING: Randy Spencer, Area I (by Zoom from 201 Memorial Drive Weaverville, CA 96093 – Granite Room)
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 (by Zoom from 13361 Mad River Rd Mad River, CA 95552)

COUNTY OFFICE: Sarah Supahan, Trinity County Superintendent of Schools (by Zoom from 201 Memorial Drive Weaverville, CA 96093)
Fabio Robles, Deputy Superintendent (by Zoom from 201 Memorial Drive Weaverville, CA 96093)
Dawn MacLaren, Secretary/Receptionist (by Zoom from 201 Memorial Drive Weaverville, CA 96093)

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

COUNTY OFFICE ABSENT: Gretchen Deichler, Assistant Superintendent of Business Services

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, Melissa Nielsen, and Randy Spencer. County Office present Sarah Supahan, Fabio Robles, and Dawn MacLaren.

1.3 Additions or Changes to Agenda

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

There was no public communication.

3.0 Accept Open Session Agenda

MOTION: Motion was made by Melissa Nielsen, with a second by Michelle Myers to accept the Open Agenda. Motion passed unanimously. Aye-5 (Aldinger, Canale, Myers, Nielsen, Spencer), No-0, Absent-0, Abstain-0.

4.0 Consent Agenda

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

- 4.1 Minutes – January 26, 2022
- 4.2 Warrants – January 2022
- 4.3 Payroll – January 2022
- 4.4 AR 0430 Comprehensive Local Plan for Special Education – Second Reading
- 4.5 BP/E(1)(2)(3) 1312.3 Uniform Complaint Procedures – Second Reading
- 4.6 BP 3280 Sale or Lease of District-Owned Real Property – Second Reading
- 4.7 BP/E 5145.6 Parental Notification – Second Reading
- 4.8 E 9323.2 Actions by the Board – 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-5 (Aldinger, Canale, Myers, Spencer, Nielsen) No-0, Absent-0, Abstain-0.

5.0 Reports

- 5.1 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 the members to review.

- 5.2 Deputy Superintendent Report – includes Trinity COE and District LCAP Updates (*Back-up will be available at the meeting*), Trinity Co-Op, and Trinity Teachers Newsletter.

Fabio Robles provided his Deputy Superintendent Report and LCAP updates.

Fabio shared with the board how Trinity COE will be transitioning to digital board packets. A short discussion was had by the board members. One concern was the lack of internet access in some areas and the ability to download the board packet. The board members agreed that a transition to digital board packets was in everyone's best interest. Tim Nordstrom provided a copy of Trinity Co-Op, and Trinity Teachers Newsletters that were included in the Board packet for the member to review.

- 5.3 Annual Update to the 2021-22 LCAP and Budget Overview for Parents
 - LCAP Supplement - Mid-Year Report - Update on Metrics, Actions and Associated Expenditures (*No Back-up*)

Fabio Robles provided the Annual Update to the 2021-22 LCAP and Budget Overview for Parents- LCAP Supplement - Mid-Year Report - Update on Metrics, Actions and Associated Expenditures.

6.0 Correspondence

There was no correspondence

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 March 16, 2022, at 1:00 p.m. as per California Governor's Executive Order AB 361. (No back-up).

MOTION: Motion was made by Steve Canale, with a second by Michelle Myers to approve that meeting in person would present imminent risks to the health/safety of attendees for the Board Meeting scheduled for March 16, 2022, at 1:00 p.m. as per California Governor's Executive Order AB 361. Motion passed. Aye- 4 (Aldinger, Canale, Myers, Nielsen), No-1 (Spencer), Absent- 0, Abstain-0.

- 7.2 Approve Revised 2021-2022 Trinity County R.I.S.E. Academy Calendar to Remove Snow Days.

MOTION: Motion was made by Melissa Nielsen, with a second by Randy Spencer to approve the revised R.I.S.E. Academy 2021-2022 School Year Calendar to Remove Snow Days. Motion passed unanimously. Aye-5 (Aldinger, Canale, Myers, Nielsen, Spencer), No-0, Absent-0, Abstain-0.

- 7.3 Approve Comprehensive Safety Plan – Trinity County Office of Education (TCOE)(Cover page only included in packet. Full documents will be available at the front desk for the public to review during normal business hours)

MOTION: Motion was made by Randy Spencer, with a second by Steve Canale to approve Comprehensive Safety Plan – Trinity County Office of Education (TCOE). Motion passed unanimously. Aye-5 (Aldinger, Canale, Myers, Nielsen, Spencer), No-0, Absent-0, Abstain-0.

- 7.4 Approve Comprehensive School Safety Plan – R.I.S.E. Academy (Cover page only included in packet. Full documents will be available at the front desk for the public to review during normal business hours)

MOTION: Motion was made by Steve Canale, with a second by Michelle Myers to approve Comprehensive School Safety Plan – R.I.S.E. Academy. Motion passed unanimously. Aye-5 (Aldinger, Canale, Myers, Nielsen, Spencer), No-0, Absent-0, Abstain-0.

8.0 Information Items

- 8.1 Trinity County Office Unaudited Actuals for Year Ending June 30, 2021
(Back-up will provided under separate cover)
- 8.2 BP/AR 5126 Awards for Achievement – First Reading
- 8.3 BP/AR 5141.31 Immunizations – First Reading
- 8.4 BP/AR 5148.3 Preschool/Early childhood Education – First Reading
- 8.5 BP 6170.1 Transitional Kindergarten – First Reading
- 8.6 BB 9012 Board Member Electronic Communications - First Reading
- 8.7 BB 9320 Meetings and Notices – First Reading

Fabio Robles gave a brief summary on the Policy updates. Item 8.2 through 8.7

9.0 Superintendent's Report

9.1 Fabio Robles and Sarah Supahan had the opportunity to present a framed letter with the new Trinity County Office of Education challenge coin to some district administrators recognizing them for their outstanding work during challenging times.

9.2 Sarah has been busy attending five CCSESA meetings in the last two weeks. Some topics that were discussed: mask mandates, increased base funding rather than categorical, and upcoming legislation.

9.3 Evaluation season is in full swing at the County Office. Evaluations are

completed on a two-year cycle and new employee evaluations are completed six months after hire.

9.4 Sarah and Fabio have been meeting with staff about the upcoming transitions in the office and working on updating job duties and descriptions.

9.5 The Trinity COE has hosted several board trainings for the school districts and their board members with lawyer, Tom Gauthier, from the Lozano Smith law firm. A survey has been sent to the school districts and board members to see what topics they would like covered in future board trainings.

10.0 Adjournment

This meeting may be recorded

The meeting adjourned at 1:52 p.m.

Respectfully submitted,

Sarah E. Supahan, Ex-Officio Secretary

Trinity County Office of Education

dm

Register 000785 - 02/02/2022

Bank Account COUNTY - County

Payment Id	Comment						
Check # 5232492	01	Check Amt	31.08	Status	Printed	Smith, Alison E (000486 - Emp)	
ASMITH12822	Storage Bags			01. 7366. 0. 4900. 4000. 4300. 825.			31.08
Check # 5232493	01	Check Amt	333.20	Status	Printed	Palmer, Jason (000501 - Emp)	
JPALMER11322	RISE T-shirts poetry out loud			01. 0245. 0. 3500. 1000. 4300. 829.			333.20
Check # 5232494	01	Check Amt	101.42	Status	Printed	Burger, Erin E (000502 - Emp)	
EBURGER01252022	RISE Class Auction			01. 0245. 0. 3500. 1000. 4300. 829.			60.03
EBURGER01252021	RISE Culinary Arts			01. 0245. 0. 3500. 1000. 4300. 829.			41.39
Check # 5232495	01	Check Amt	42.39	Status	Printed	AT&T (000030/3)	
0517865016001 JAN 22	AT&T Computer Line 21/22 Jan22			01. 0000. 0. 0000. 8100. 5920. 825.			42.39
Check # 5232496	01	Check Amt	191.52	Status	Printed	GBC Films Group (001056/2)	
4718895537	Lamination Rolls			01. 0000. 0. 0000. 7200. 4300. 825.			95.76
				01. 0000. 0. 8600. 7200. 4300. 825.			95.76
Check # 5232497	01	Check Amt	48.90	Status	Printed	Lingo (001302/1)	
32223106	21/22 Long Distance Services Jan22			01. 0000. 0. 0000. 8100. 5920. 825.			48.90
Check # 5232498	01	Check Amt	1,000.00	Status	Printed	Pitney Bowes Inc RESERVE (000278/3)	
FEB2022 RESERVE	21/22 Postage and lease RESERVE Funds			01. 0000. 0. 0000. 7200. 5910. 825.			1,000.00
Check # 5232499	01	Check Amt	3,360.00	Status	Printed	ProCare Therapy (001345/1)	
20303858	Behavior Specialist 1/18/22-1/21/22			01. 3217. 0. 8600. 3120. 5800. 825.			3,360.00
Check # 5232500	01	Check Amt	43.68	Status	Printed	Randy Spencer (001238/1)	
012622TCBOE	Mileage Jan 2022			01. 0000. 0. 0000. 7110. 5200. 825.			43.68
Check # 5232501	01	Check Amt	4,365.60	Status	Printed	SHI (001200/2)	
B14699274	Barracuda Anti-Spam Subscription			01. 0000. 0. 8600. 2420. 5800. 825.			4,365.60
Check # 5232502	01	Check Amt	45.00	Status	Printed	Trinity Journal (000396/1)	
TJSUBSCRIPTION*DUPE*	Annual Subscription- Trinity Journal			01. 0000. 0. 0000. 7200. 5300. 825.			45.00
Check # 5232503	01	Check Amt	1,213.04	Status	Printed	Trinity PUD (000399/2)	
16243 JAN 22	21/22 monthly electricity Jan 22			01. 0000. 0. 0000. 8100. 5510. 825.			1,008.70
16244 JAN 22	21/22 monthly electricity Jan 22			01. 0000. 0. 0000. 8100. 5510. 825.			204.34
Check # 5232504	01	Check Amt	1,096.68	Status	Printed	U.S. Bank Corporate Payment Systems (000404/2)	
062826	S. Supahan \$20			01. 0000. 0. 0000. 7200. 4300. 825.			34.26
181640	Mobile STEAM Various Supplies			01. 0000. 0. 8600. 2100. 4300. 825. 2555.			208.75
329754	Skewers Mobile STEAM			01. 0000. 0. 8600. 2100. 4300. 825. 2555.			5.96
462649	Gretchen Adobe Acrobat			01. 0000. 0. 0000. 2420. 5800. 825.			14.99
491590	Postage Graybar Check			01. 0000. 0. 0000. 7200. 5910. 825.			26.35
500010	CCSESA General Membership Meetings Supahan			01. 0000. 0. 0000. 7100. 5200. 825.			200.00
624816	Stillworks Hard Drive R. Jackson			01. 0000. 0. 0000. 2420. 4300. 825.			438.03

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 2/1/2022, Ending Check Date = 2/28/2022, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Register 000785 - 02/02/2022

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5232504	01	Check Amt	1,096.68	Status	Printed	U.S. Bank Corporate Payment Systems (000404/2) - continued
677823		Books for Alps View Students		01. 0000. 0. 8600. 2100. 4300. 825. 2552.		93.04
727527		FYS Wireless Service Dec 21		01. 0000. 0. 8600. 3130. 5920. 825. 7366. 099		50.30
784135		Coalition for Adequate funding tax exempt payment		01. 6500. 0. 5001. 2200. 5300. 826. . 650		25.00
Check # 5232505	01	Check Amt	63.75	Status	Printed	WageWorks, Inc. (001083/3)
INV3370377		21-22 WageWorks HealthCare admin fee		01. 0000. 0. 0000. 7200. 5800. 825. .		63.75
Check # 5232506	01	Check Amt	20.03	Status	Printed	NAPA Weaverville Auto Parts (000423/2)
387137		degreaser, vinyl fabric		01. 0000. 0. 0000. 8100. 4300. 825. .		20.03
Number of Items		15	11,956.29	Totals for Register 000785		

2022 FUND-OBJ Expense Summary / Register 000785

01-4300	1,457.29	
01-5200	243.68	
01-5300	70.00	
01-5510	1,213.04	
01-5800	7,804.34	
01-5910	1,026.35	
01-5920	141.59	
01-9110*		11,956.29-
Totals for Register 000785	11,956.29	11,956.29-

* denotes System Generated entry

Net change to Cash 9110

11,956.29- Credit

Check Register with Accounts

Generated for April Angelone (AANGELONE), Mar 8 2022 8:56AM

Register 000786 - 02/09/2022

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5232638	01	Check Amt	98.00	Status	Printed	State Of Cal Dept Of Justice (000353/1)
559328	Jan 21-22 Fingerprint Fees			01. 0000. 0. 8600. 7200. 5840. 825.		98.00
Check # 5232639	01	Check Amt	253.77	Status	Printed	Trinity Co. Solid Waste (000394/1)
20012 FEB 22	Feb 21/22 solid waste fees			01. 0000. 0. 0000. 8100. 5550. 825.		253.77
Check # 5232640	14	Check Amt	934.71	Status	Printed	Trinity Heating & Air Conditioning Corp. (001261/1)
2065-168	21-22 heating&air Maint			14. 0000. 0. 0000. 8100. 4300. 825.		829.71
2065-170	21-22 heating&air inspect			14. 0000. 0. 0000. 8100. 4300. 825.		105.00
Check # 5232641	01	Check Amt	130.75	Status	Printed	WageWorks, Inc. (001083/3)
INV3368836	21-22 WageWorks Admin & Compliance fees Jan22			01. 0000. 0. 0000. 7200. 5800. 825.		130.75
Check # 5232642	01	Check Amt	531.55	Status	Printed	NAPA Weaverville Auto Parts (000423/2)
387680	Oil Filter x6			01. 0000. 0. 0000. 8100. 4300. 825.		80.37
387866	Valve, Cuel Cap Tether			01. 0000. 0. 0000. 8100. 4300. 825.		20.05
387902	lo-pro serv jack			01. 0000. 0. 0000. 8100. 4300. 825.		431.13
Number of Items	20		24,976.97	Totals for Register 000786		

2022 FUND-OBJ Expense Summary / Register 000786

01-4300	1,275.23	
01-5200	1,134.39	
01-5550	253.77	
01-5800	17,400.70	
01-5840	98.00	
01-5920	605.30	
01-9110*		20,767.39-
Totals for Fund 01	20,767.39	20,767.39-
14-4300	4,209.58	
14-9110*		4,209.58-
Totals for Fund 14	4,209.58	4,209.58-
Totals for Register 000786	24,976.97	24,976.97-

* denotes System Generated entry

Net change to Cash 9110

24,976.97- Credit

Register 000787 - 02/17/2022

Bank Account COUNTY - County

Payment Id	Comment						
Check # 5232841	01	Check Amt	26.80	Status	Printed	Dawson, Laura L (000098 - Emp)	
LDAWSONPHOTO21022	Admin Frame Photo			01. 0000. 0. 0000. 7200. 4300. 825. .			26.80
Check # 5232842	01	Check Amt	31.91	Status	Printed	Hill, Ann M (000141 - Emp)	
AHILL02092022	TUPE Materials			01. 6685. 0. 8600. 2150. 4300. 825. .			15.98
AHILLTUPE2522	TUPE Materials			01. 6685. 0. 8600. 2150. 4300. 825. .			15.93
Check # 5232843	01	Check Amt	499.00	Status	Printed	Pickett, Deidre L (000171 - Emp)	
DPICKETTCSHAREG	CSHA Convention Registration			01. 6500. 0. 5050. 3150. 5200. 826. . 650			499.00
Check # 5232844	01	Check Amt	450.00	Status	Printed	Holmes, Melanie R (000298 - Emp)	
MHOLMES02152022	Employee Testing Software Units			01. 0000. 0. 8600. 7200. 5800. 825. .			450.00
Check # 5232845	01	Check Amt	105.28	Status	Printed	Bunce, MaryAnn (000488 - Emp)	
MBUNCE02152022	COVID Testing Mileage			01. 7815. 0. 8600. 3140. 5200. 825. .			105.28
Check # 5232846	01	Check Amt	168.31	Status	Printed	Hayes, Rachel D (000494 - Emp)	
RHAYES02142022	Phone Stipend, Office Supplies			01. 0000. 0. 0000. 7200. 4300. 825. .			71.27
				01. 0000. 0. 0000. 8100. 5920. 825. .			97.04
Check # 5232847	01	Check Amt	60.45	Status	Printed	Burger, Erin E (000502 - Emp)	
EBURGER02152022	RISE Class Rewards, Historical Society			01. 0245. 0. 3500. 1000. 4300. 829. .			60.45
Check # 5232848	01	Check Amt	214.53	Status	Printed	Long, Sarah N (000510 - Emp)	
SLONG02112022	CASBO BEL Lodging			01. 0000. 0. 0000. 7200. 5200. 825. .			214.53
Check # 5232849	01	Check Amt	36.00	Status	Printed	Accu-Print (001226/2)	
3032	Jan 21-22 Fingerprint Fees			01. 0000. 0. 8600. 7200. 5840. 825. .			36.00
Check # 5232850	01	Check Amt	553.89	Status	Printed	Anthony Rebelo (001245/1)	
AREBELOSELPAAIRFARE	A. Rebleo SELPA Travel & Conference Airfare			01. 6500. 0. 5050. 2200. 5200. 826. . 650			553.89
Check # 5232851	01	Check Amt	346.10	Status	Printed	Carrel's Office Solutions (000825/2)	
AR42157	Jan 21/22 TASKalfa 6501i			01. 0000. 0. 0000. 7200. 5600. 825. 2751. .			60.17
AR42159	Jan 21/22 TASKalfa 5052ci			01. 0000. 0. 0000. 7200. 5600. 825. 2753. .			285.93
Check # 5232852	01	Check Amt	28.15	Status	Printed	Frontier Communications (001182/1)	
091196-5FEB22	Feb 21/22 Exchange Listing 091196-5 Expenses			01. 0000. 0. 0000. 8100. 5920. 825. .			28.15
Check # 5232853	14	Check Amt	646.89	Status	Printed	Jones Electric (001021/1)	
JONESELECTRIC292022	Install Outlet for Electric Door			14. 0000. 0. 0000. 8100. 5800. 825. .			646.89
Check # 5232854	01	Check Amt	18.15	Status	Printed	Office Depot (000261/4)	
224996490001	Storage Boxes			01. 0000. 0. 0000. 7200. 4300. 825. .			18.15
Check # 5232855	01	Check Amt	28.00	Status	Printed	Weaverville CSD (000424/1)	
10839FEB22	Feb 21-22 monthly water service			01. 0000. 0. 0000. 8100. 5560. 825. .			28.00
Check # 5232856	01	Check Amt	28.00	Status	Printed	Weaverville Sanitary District (000426/1)	

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 2/1/2022, Ending Check Date = 2/28/2022, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Register 000787 - 02/17/2022

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5232856	01	Check Amt	28.00	Status Printed	Weaverville Sanitary District (000426/1) - continued	
1926FEB22	Feb 21-22 monthly sewer service			01. 0000. 0. 0000. 8100. 5550. 825.	.	28.00

Number of Items

16

3,241.46

Totals for Register 000787

2022 FUND-OBJ Expense Summary / Register 000787

01-4300	208.58	
01-5200	1,372.70	
01-5550	28.00	
01-5560	28.00	
01-5600	346.10	
01-5800	450.00	
01-5840	36.00	
01-5920	125.19	
01-9110*		2,594.57-
Totals for Fund 01	2,594.57	2,594.57-
14-5800	646.89	
14-9110*		646.89-
Totals for Fund 14	646.89	646.89-
Totals for Register 000787	3,241.46	3,241.46-

* denotes System Generated entry

Net change to Cash 9110

3,241.46- Credit

Register 000788 - 02/24/2022

Bank Account COUNTY - County

Payment Id	Comment						
Check # 5232960	01	Check Amt	256.95	Status	Printed	Amy Curry (000022/1)	
CURRY MAR 2022	Retiree Curry Mar 2022			01.		. 9580.	256.95
Check # 5232961	01	Check Amt	125.00	Status	Printed	Butte Co Office Of Education Region 2 Expanded Learning (000048/4)	
R2LS-0020	Region 2 Remix Conference			01.	9600.	0. 7110. 2150. 5200. 825.	125.00
Check # 5232962	01	Check Amt	146.57	Status	Printed	Carrel's Office Solutions (000825/2)	
AR42264	TK-1152 Toner Cartridge			01.	0000.	0. 0000. 7200. 4300. 825.	146.57
Check # 5232963	01	Check Amt	21.90	Status	Printed	Cigna (001344/1)	
1229384621	Retiree Curry Cigna March 2022			01.		. 9580.	21.90
Check # 5232964	01	Check Amt	1,358.00	Status	Printed	Com-Pair Services (001086/1)	
14955	Feb 2022 Com-Pair Monthly Expenses			01.	0000.	0. 8600. 7700. 5920. 825.	1,358.00
Check # 5232965	01	Check Amt	4,080.66	Status	Printed	Cresswell Physical Therapy Inc (000987/2)	
70OT	Jan 2022 OT Services			01.	3315.	0. 5730. 3140. 5800. 826.	392.96
				01.	6500.	0. 5760. 3140. 5800. 826. 0304. 651	245.65
				01.	6500.	0. 5760. 3140. 5800. 826. 0306. 651	358.15
				01.	6500.	0. 5760. 3140. 5800. 826. 0311. 651	1,201.70
				01.	6500.	0. 5760. 3140. 5800. 826. 0312. 651	112.50
73OT	Feb 2022 OT Services			01.	6500.	0. 5760. 3140. 5800. 826. 0304. 651	245.65
				01.	6500.	0. 5760. 3140. 5800. 826. 0306. 651	133.15
				01.	6500.	0. 5760. 3140. 5800. 826. 0311. 651	976.70
				01.	6500.	0. 5760. 3140. 5800. 826. 0312. 651	112.50
73PT	Feb 2022 PT Services			01.	6500.	0. 5760. 3140. 5800. 826. 0311. 651	301.70
Check # 5232966	01	Check Amt	680.00	Status	Printed	Frederick John Wyckoff (001383/1)	
FEB2022CPR1STAID	CPR/First Aid Training			01.	0000.	0. 8600. 3140. 5800. 825.	680.00
Check # 5232967	01	Check Amt	45.77	Status	Printed	Frontier Communications (001182/1)	
032097-5JAN22	Jan 2022 Business line 032097-5 expenses			01.	0000.	0. 0000. 8100. 5920. 825.	45.77
Check # 5232968	01	Check Amt	59.90	Status	Printed	Hawthorne Educational Svc (000617/1)	
563767	ADDES SV Rating Form			01.	6500.	0. 5001. 3120. 4300. 826.	59.90
Check # 5232969	01	Check Amt	796.30	Status	Printed	Independent Business Forms (000173/1)	
40971	Tax Forms			01.	0000.	0. 8600. 7200. 4300. 825.	796.30
Check # 5232970	01	Check Amt	141.00	Status	Printed	John W. Kizziar, DDS, INC (001234/1)	
AC 02032022	Trinity Smiles AC 2/3/22			01.	0033.	0. 8600. 3140. 5800. 825.	141.00
Check # 5232971	01	Check Amt	4,617.35	Status	Printed	Lozano Smith (000441/1)	
2155370	Jan 2022 General Labor & Empl			01.	0000.	0. 0000. 7100. 5850. 825.	2,577.35
2155371	Jan 2022 General Student			01.	0000.	0. 0000. 7100. 5850. 825.	1,020.00
2155372	Jan 2022 General Board Governance			01.	0000.	0. 0000. 7100. 5850. 825.	960.00
2155373	Jan 2022 General Public Records Act			01.	0000.	0. 0000. 7100. 5850. 825.	60.00
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 2/1/2022, Ending Check Date = 2/28/2022, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)						ESCAPE ONLINE

Check Register with Accounts

Generated for April Angelone (AANGELONE), Mar 8 2022 8:56AM

Register 000788 - 02/24/2022

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5232986	01	Check Amt	2,890.11	Status Cancelled	U.S. Bank Corporate Payment Systems (000404/2) - continued	
020763	G. Deichler Adobe Acro Subs			01. 0000. 0. 0000. 2420. 5800. 825.		14.99
	Reversal of EX22-01123			01. 0000. 0. 0000. 2420. 5800. 825.		14.99-
022920	Coffee Creek QCNS			12. 6127. 0. 0001. 2150. 4300. 825.		11.54
	Reversal of EX22-01137			12. 6127. 0. 0001. 2150. 4300. 825.		11.54-
027939	TCOE Crisis Hotline			01. 6546. 0. 8600. 3130. 5920. 825.		1,193.82
	Reversal of EX22-01121			01. 6546. 0. 8600. 3130. 5920. 825.		1,193.82-
046226	Coffee Creek QCNS			12. 6127. 0. 0001. 2150. 4300. 825. 0302.		97.55
	Reversal of EX22-01127			12. 6127. 0. 0001. 2150. 4300. 825. 0302.		97.55-
093836	FYS Wireless Service August			01. 0000. 0. 8600. 3130. 5920. 825. 7366. 099		65.30
	Reversal of EX22-01120			01. 0000. 0. 8600. 3130. 5920. 825. 7366. 099		65.30-
286150	Coffee Creek QCNS			12. 6127. 0. 0001. 2150. 4300. 825.		.64-
	Reversal of EX22-01133			12. 6127. 0. 0001. 2150. 4300. 825.		.64
407770	Coffee Creek QCNS			12. 6127. 0. 0001. 2150. 4300. 825.		.64-
	Reversal of EX22-01132			12. 6127. 0. 0001. 2150. 4300. 825.		.64
426298	Temtop M10 Air Quality Monitor			01. 0000. 0. 0000. 8100. 5800. 825.		193.02
	Reversal of EX22-01126			01. 0000. 0. 0000. 8100. 5800. 825.		193.02-
438763	Coffee Creek QCNS			12. 6127. 0. 0001. 2150. 4300. 825. 0302.		2.16-
	Reversal of EX22-01128			12. 6127. 0. 0001. 2150. 4300. 825. 0302.		2.16
440215	Coffee Creek QCNS			12. 6127. 0. 0001. 2150. 4300. 825.		.83-
	Reversal of EX22-01129			12. 6127. 0. 0001. 2150. 4300. 825.		.83
534813	S Supahan Adobe Acro Subs			01. 0000. 0. 0000. 2420. 5800. 825.		14.99
	Reversal of EX22-01122			01. 0000. 0. 0000. 2420. 5800. 825.		14.99-
645988	Coffee Creek QCNS			12. 6127. 0. 0001. 2150. 4300. 825.		16.74-
	Reversal of EX22-01131			12. 6127. 0. 0001. 2150. 4300. 825.		16.74
687886	Coffee Creek QCNS			12. 6127. 0. 0001. 2150. 4300. 825.		16.74-
	Reversal of EX22-01130			12. 6127. 0. 0001. 2150. 4300. 825.		16.74
708801	TCOE Zoom Annual Renewal			01. 0000. 0. 8600. 2420. 5800. 825.		149.90
	Reversal of EX22-01138			01. 0000. 0. 8600. 2420. 5800. 825.		149.90-
733812	FS COM			01. 0000. 0. 8600. 2420. 4300. 825.		27.02
	Reversal of EX22-01125			01. 0000. 0. 8600. 2420. 4300. 825.		27.02-
782543	Coffee Creek QCNS			12. 6127. 0. 0001. 2150. 4300. 825.		159.73
	Reversal of EX22-01134			12. 6127. 0. 0001. 2150. 4300. 825.		159.73-
927734	Coffee Creek QCNS			12. 6127. 0. 0001. 2150. 4300. 825. 0302.		96.51
	Reversal of EX22-01135			12. 6127. 0. 0001. 2150. 4300. 825. 0302.		96.51-
996441	Coffee Creek QCNS			12. 6127. 0. 0001. 2150. 4300. 825.		148.54
	Reversal of EX22-01136			12. 6127. 0. 0001. 2150. 4300. 825.		148.54-
PBIS HOTELPARKING	PBIS Conference 9/13 - 9/15/2021			01. 0000. 0. 8600. 3130. 5200. 825. 7813.		754.95
	Reversal of EX22-01124			01. 0000. 0. 8600. 3130. 5200. 825. 7813.		754.95-

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 2/1/2022,
Ending Check Date = 2/28/2022, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Page 3 of 4

Register 000788 - 02/24/2022

Bank Account COUNTY - County

Payment Id	Comment				
Check # 5232987	01	Check Amt	426.60	Status Printed	UnitedHealthcare (001343/1)
318485807-1MAR22	Retiree Curry 318485807-1 3-1-22				426.60
Check # 5232988	01	Check Amt	432.22	Status Printed	Wells Fargo Vendor Fin Serv (001187/2)
5018912509	Feb 2022 TASKalfa 5052ci contract expenses				432.22
Number of Items		29	73,375.08	Totals for Register 000788	

2022 FUND-OBJ Expense Summary / Register 000788

01-4300	4,234.28	
01-5200	385.00	
01-5600	432.22	
01-5800	7,956.66	
01-5850	4,617.35	
01-5920	1,403.77	
01-9110*		70,484.97-
01-9580	51,455.69	
Totals for Fund 01	70,484.97	70,484.97-
12-4300	.00	.00
12-9110*	.00	.00
Totals for Fund 12		
Totals for Register 000788	70,484.97	70,484.97-

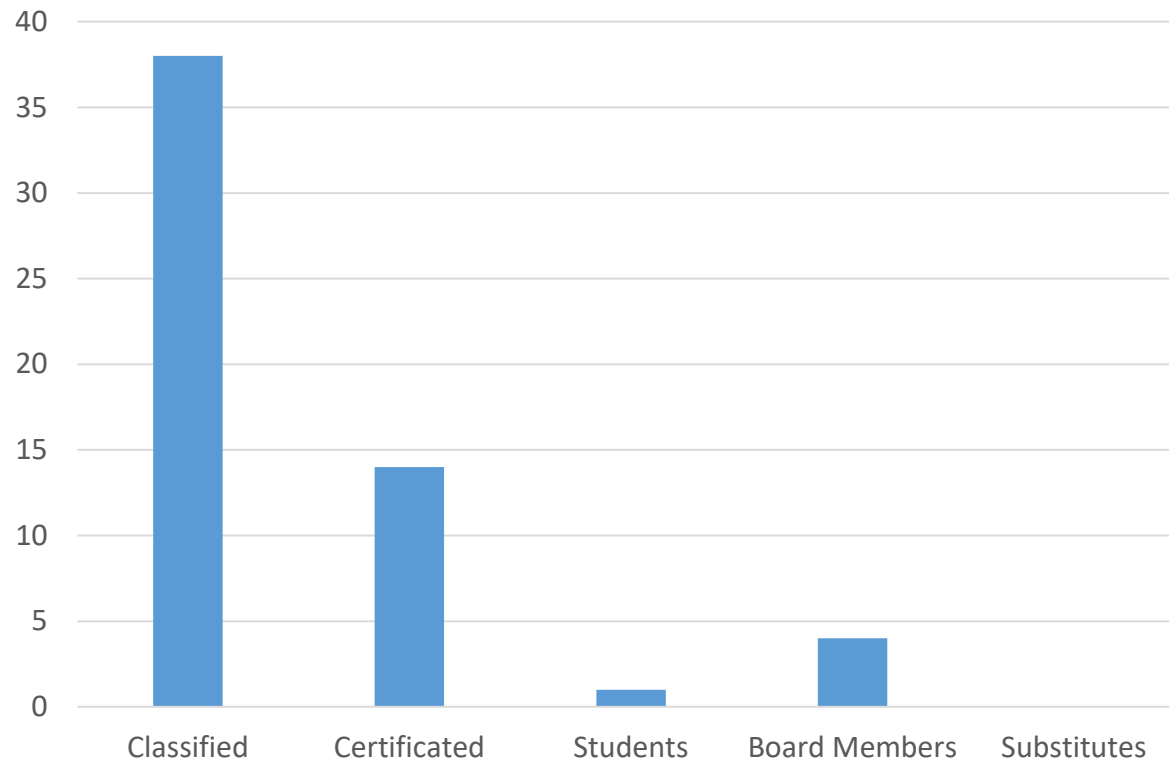
* denotes System Generated entry

Net change to Cash 9110 70,484.97- Credit

Number of Items	80	113,549.80	Totals for Org 309 - Trinity County Office of Education
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Trinity County Office of Education

2/1/2022 - 2/28/2022



Employee Salaries= \$267,988.00

District Liabilities= \$108,393.75

Total Payroll= \$376,381.75

AWARDS FOR ACHIEVEMENT

The County Board encourages excellence as a goal for all students and wishes to publicly recognize students for exemplary achievement in academic, artistic, extracurricular, athletic, and community service activities.

District/School Awards

Student awards may include verbal recognition, a letter, a certificate, a County Board resolution, public ceremony, trophy, gift, plaque, or monetary gift.

The County Superintendent or designee shall develop criteria for the selection of student award recipients.

Golden State Seal Merit Diploma

At graduation from high school, students whose academic achievements in core curriculum areas have been outstanding shall receive special recognition.

The County Superintendent or designee shall identify graduating high school students who have demonstrated mastery of the high school curriculum qualifying them for the Golden State Seal Merit Diploma. (Education Code 51454)

State Seal of Biliteracy

The County Office shall present the State Seal of Biliteracy to each graduating high school student who has attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English. (Education Code 51460-51464)

In order to affirm the value of bilingualism and encourage students' enrollment in world language programs, the County Superintendent or designee may present awards at appropriate grade levels to recognize the pursuit and/or attainment of grade-level proficiency in one or more languages in addition to English. The County Superintendent or designee may also present awards to English learners who are reclassified as fluent English proficient to recognize proficiency in both English and the student's native language.

State Seal of Civic Engagement

The County Superintendent or designee shall present the State Seal of Civic Engagement to each student who demonstrates excellence in civics education and participation and has demonstrated an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. (Education Code 51470-51474)

All County Office students shall be afforded the opportunity to earn the State Seal of Civic Engagement, regardless of their background, communities, or experiences. No student shall be denied such opportunity based on academic ability, alternative school setting, or unique or unconventional expression of civic engagement.

Scholarship and Loan Fund

The County Board shall establish and maintain a scholarship and loan fund which shall be used to provide interest-free loans for educational advancement, scholarship, and/or grants-in-aid to bona fide organizations, students, or graduates of County Office schools. (Education Code 35310, 35315)

The district's scholarship and loan fund shall be administered by a County Office committee composed of County Board members, the County Superintendent, and such other community, staff, administrative, and/or student representatives as determined

by the County Board. (Education Code 35310)

The County Board shall select its own representatives to the committee. Staff, community, and/or student representatives shall be selected by the County Superintendent. Members of this committee shall serve two-year terms.

The committee may accept gifts, donations, and bequests made for the purposes of the fund and may prescribe conditions or restrictions on these gifts and bequests. If the donor imposes any conditions, the committee shall review the conditions and make a recommendation to the County Board as to the compatibility of such conditions with the intent and purpose of the fund. The County Board may prohibit the committee from accepting any donation under conditions it finds incompatible with the fund's intents and purposes. (Education Code 35313)

The County Superintendent or designee shall report to the Board at least annually regarding the status and activity of the fund. (Education Code 35319)

(3/09) 12/20

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

AWARDS FOR ACHIEVEMENT

The County Superintendent or designee may appoint an awards committee at each school which may consist of school administrators, staff members, parents/guardians, community members, and student representatives. The committee shall submit recommendations for student awards to the County Superintendent or designee for approval.

Individual awards in excess of \$200 must be expressly approved by the County Board. (Education Code 44015)

Golden State Seal Merit Diploma

To be eligible to receive the Golden State Seal Merit Diploma upon graduation from high school, a student shall complete all requirements for a high school diploma and shall demonstrate mastery of the curriculum in mathematics, English language arts, science, U.S. history, and two other subject matter areas selected by the student by meeting at least one of the following criteria for each subject: (Education Code 51451, 51452; 5 CCR 876)

1. Mathematics and English language arts

- a. A grade of at least B+ or the numerical equivalent in a single course each semester completed in grade 9, 10, or 11
- b. An achievement level of "Standard Met" or above for the high school Smarter Balanced Summative Assessment

2. Science

- a. A grade of at least B+ or the numerical equivalent in a single course each semester completed in grade 9, 10, or 11
- b. An achievement level of "Standard Met" or above for the high school California Science Test taken in grade 10 or 11

3. U.S. history

- a. A grade of at least B or the numerical equivalent in the required U.S. history course each semester
- b. A qualifying score that demonstrates mastery of the subject as determined by the district for an exam produced by a private provider or the district

4. Two additional subject areas of the student's choosing

- a. Any additional qualifying grade or score listed above, earned for the subject of English language arts, mathematics, science, or U.S. history not already used to meet eligibility
- b. A grade of at least B or the numerical equivalent upon completion of high school courses in other subjects
- c. A qualifying score that demonstrates mastery of other subjects, as determined by the district, for an exam produced by a private provider or the district

The County Superintendent or designee shall maintain appropriate records to identify students who have earned the Golden State Seal Merit Diploma and shall affix an insignia to the high school diploma and transcript of each such student. (Education Code 51454)

CDE requires each district to annually submit one districtwide insignia request on a form provided by CDE. CDE's web site encourages districts to submit the request far enough in advance of the graduation ceremony date to allow sufficient time for processing by CDE and for district staff to place the insignias on the diplomas. CDE begins mailing

requested insignias the first week of April.

The County Superintendent or designee shall submit an insignia request form to the California Department of Education in sufficient time to allow for processing of the request prior to the high school graduation ceremony.

State Seal of Biliteracy

To be eligible to receive the State Seal of Biliteracy upon graduation, a student shall demonstrate a high level of proficiency in English and at least one other language, which may include American Sign Language, by meeting all of the following state-established criteria: (Education Code 51461)

1. Completion of all English language arts requirements for graduation with an overall grade point average of at least 2.0 in those classes
2. Passage of the California Assessment of Student Performance and Progress for English language arts or any successor test administered in grade 11 at or above the "Standard Met" achievement level
3. Proficiency in one or more languages other than English, demonstrated through one of the following methods:
 - a. Passage of a world language Advanced Placement (AP) exam with a score of 3 or higher or an International Baccalaureate (IB) exam with a score of 4 or higher
 - b. Successful completion of a four-year high school course of study in a world language, attaining an overall grade point average of at least 3.0 in that course of study, and oral proficiency in the language comparable to that required on an AP or IB exam
 - c. If no AP exam or off-the-shelf language test exists, passage of a district language exam that can be certified to meet the rigor of a four-year high school course of study in a given language and, at a minimum, assesses speaking, reading, and writing in a language other than English at the proficient level or higher
 - d. If a language is not characterized by listening, speaking, or reading, or for which there is no written system, passage of an assessment on the modalities that characterize communication in that language at the proficient level or higher
 - e. Passage of the SAT II world language exam with a score of 600 or higher

To be eligible to receive the State Seal of Biliteracy, a student whose primary language is other than English shall also attain the level which demonstrates English language proficiency on the state's English Language Proficiency Assessments for California. (Education Code 51461)

The County Superintendent or designee shall maintain appropriate records to identify high school students who have earned the State Seal of Biliteracy and shall affix the insignia to the high school diploma or transcript of each such student. (Education Code 51463)

State Seal of Civic Engagement

To be eligible to receive the State Seal of Civic Engagement, a student shall meet district requirements for all of the following state-established criteria:

1. Be engaged in academic work in a productive way
2. Demonstrate a competent understanding of U.S. and California Constitutions, functions and governance of local governments, tribal government structures and organizations, the role of the citizen in a constitutional democracy, and democratic principles, concepts, and processes
3. Participate in one or more informed civic engagement project(s) that address real-world problems and require students to identify and inquire into civic needs or problems, consider varied responses, take action, and reflect on efforts

4. Demonstrate civic knowledge, skills, and dispositions through self-reflection
5. Exhibit character traits that reflect civic-mindedness and a commitment to positively impact the classroom, school, community and/or society

The County Superintendent or designee shall maintain appropriate records to identify students who have earned the State Seal of Civic Engagement and shall affix the insignia to the high school diploma or transcript of each such student. (Education Code 51473)

Scholarship and Loan Fund

The County Superintendent shall serve as chief executive officer of the scholarship and loan fund and as chairperson of the district committee established to administer the fund. The committee shall meet at least once each fiscal year and at other such times as it may be called into session by the County Superintendent. (Education Code 35311, 35312)

Scholarship and loan funds shall be deposited, administered, and audited in accordance with Education Code 35314 and 35318.

The County Superintendent or designee shall establish criteria, procedures, and deadlines for student applications for scholarships and/or loans from the fund. As applicable, the County Superintendent or designee may require the student to submit letters of recommendation or other supplementary materials providing evidence of the student's accomplishments and/or need.

Notifications

The County Superintendent or designee shall annually distribute information about eligibility requirements for the Golden State Seal Merit Diploma, State Seal of Biliteracy, State Seal of Civic Engagement, and/or any district awards programs to students at the applicable grade levels.

(3/09) 12/20

IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the County Board shall cooperate with state and local public health agencies to encourage and facilitate immunization of all County Office students against preventable diseases.

Each student enrolling for the first time in a County Office school, preschool, or child care and development program or enrolling in or advancing to grade 7 shall present an immunization record from any authorized private or public health care provider certifying that the student has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

Transfer students shall be requested to present immunization records upon registration at County Office schools if possible.

The County Superintendent or designee may arrange for an authorized health care provider to administer immunizations at school to any student whose parent/guardian has consented in writing. At the beginning of the school year, parents/guardians shall be notified of their right to provide consent for the administration of an immunization to their child at school. (Education Code 48980, 49403)

(11/00) 12/20

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

IMMUNIZATIONS

Required Immunizations

Upon a student's registration at a County Office school, the County Superintendent or designee shall provide the student's parents/guardians a written notice summarizing the state's immunization requirements.

The County Superintendent or designee shall not unconditionally admit any student to a County Office school, preschool, or child care and development program for the first time nor admit or advance any student to grade 7, unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6025)

1. Measles, mumps, and rubella
2. Diphtheria, tetanus, and pertussis (whooping cough)
3. Poliomyelitis (polio)
4. Hepatitis B
5. Varicella (chickenpox)
6. Haemophilus influenza type b (Hib meningitis)
7. Any other disease deemed appropriate by CDPH

However, full immunization against hepatitis B shall not be a condition by which the County Superintendent or designee shall admit or advance any student to grade 7. (Health and Safety Code 120335)

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the County Office shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related services required by the student's IEP regardless of whether the student is fully immunized. (Health and Safety Code 120335)

School personnel shall record information for each student regarding all doses of required immunizations and the status of all requirements in accordance with 17 CCR 6070. The school records shall be based on the student's immunization record provided by the student's health care provider, from the student's previous school immunization record, or through the California Immunization Registry (CAIR). (17 CCR 6070)

Exemptions

Exemption from one or more immunization requirements shall be granted under any of the following circumstances:

1. A medical exemption is submitted using the standardized form developed by CDPH and transmitted using CAIR which includes, but is not 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. (Health and Safety Code 120372)

A student who has a medical exemption issued prior to January 1, 2020 shall be allowed to continue enrollment until the next grade span, except that after July 1, 2021, a student may not be admitted or advanced to grade 7 unless the student has been immunized or a medical exemption form filed as stated above. (Health and Safety Code 120370)

A temporary exemption shall not exceed one year, and all medical exemptions shall not extend beyond the grade span. (Health and Safety Code 120372)

If a student's medical exemption is revoked by CDPH on the basis that the exemption does not meet applicable criteria for medical exemptions, the student shall continue in attendance and, within 30 calendar days of the revocation, commence the immunization schedule required for conditional admittance pursuant to 17 CCR 6050, as described below. (Health and Safety Code 120372)

The student's parent/guardian may appeal a revocation to the Secretary of California Health and Human Services. If a revocation is appealed, the student shall continue in attendance and shall not be required to commence the immunization schedule required for conditional admittance provided the appeal is filed within 30 calendar days of the revocation. (Health and Safety Code 120372, 120372.05)

2. The student's parent/guardian filed with the County Office, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to the student's personal beliefs, in which case the student shall be exempted from the immunization until the student enrolls in the next applicable grade span requiring immunization (birth to preschool, grades K-6, grades 7-12). (Health and Safety Code 120335)

When a student transfers to a different school within the County Office or transfers into the County Office from another school County Office in California, the student's personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the County Office shall present a copy of the personal beliefs exemption upon enrollment. When a student transfers into the County Office from outside California and presents a personal beliefs exemption issued by another state or country prior to January 1, 2016, the County Superintendent or designee may consult with legal counsel regarding the applicable immunization requirements.

3. The student is enrolled in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction. (Health and Safety Code 120335)

Conditional Enrollment

The County Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that the student has not received all the immunizations required for the student's age group, but has commenced receiving doses of all required vaccines and is not due for any other doses at the time of admission. The County Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses as specified in 17 CCR 6035. (Health and Safety Code 120340; 17 CCR 6035)

In addition, a transfer student may be conditionally admitted for up to 30 school days while the student's immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered. (17 CCR 6035)

The County Superintendent or designee shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or County Office staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that the student is properly immunized. (Education Code 48853.5, 49701; Health and Safety Code 120341; 42 USC 11432)

The County Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, the student shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6040, 6070)

Exclusions Due to Lack of Immunizations

If an enrolled student who was previously believed to be in compliance with immunization requirements is subsequently discovered to not be in compliance with requirements for unconditional or conditional admission, the County Superintendent or designee shall notify the parent/guardian that evidence of proper immunization or an appropriate exemption must be provided within 10 school days. This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216; 17 CCR 6040)

The County Superintendent or designee shall exclude from further attendance an enrolled student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above. The student shall remain excluded from school until documentation is provided indicating that the student has received a dose of each required vaccine due at that time. (17 CCR 6040, 6055)

The student shall also be reported to the attendance supervisor or principal.

Exclusion Due to Exposure to Disease

If the County Office has good cause to believe that a student has been exposed to a disease listed in the section "Required Immunizations" above and the student's documentation of immunization does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120370)

Records

Each student's immunization record shall be retained as part of the student's mandatory permanent student record. County Office staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

The County Office shall also retain in the mandatory student record any physician or health officer statement, personal beliefs letter or affidavit, reason for conditional enrollment, or any other documentation related to the student's immunization record or exemptions.

At least annually, the County Superintendent or designee shall file a written report on the immunization status of new students with CDPH and the local department of public health on forms prescribed by CDPH. (Health and Safety Code 120375; 17 CCR 6075)

Audits

If an audit reveals deficiencies in the district's reporting procedures, the County Superintendent or designee shall present the County Board with a plan to remedy such deficiencies.

(11/10) 12/20

PRESCHOOL/EARLY CHILDHOOD EDUCATION

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

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

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

County Office Preschool Programs

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

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

The County Board shall approve, for the district's preschool program, a written philosophical statement, goals, and objectives that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

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

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

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

The County Superintendent or designee shall coordinate the district's preschool program, transitional kindergarten program (TK), and elementary education program to provide a developmental continuum that builds upon children's growing skills and knowledge.

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

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills in

the areas of language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

The district's preschool program shall include activities and services that meet the needs of dual language learners for support in the development of their home language and English. (Education Code 8203)

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

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

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

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

Preschool admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a health examination requirement. (CCR 18105; 22 CCR 101218)

The County Superintendent or designee shall ensure that subsidized preschool is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8208, 8210, and 8211 and 5 CCR 18106.

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

The County Superintendent or designee shall ensure that the plan to provide access to full-day learning programs the year before kindergarten addresses the needs of preschool children and their families as specified in BP 6170.1 -Transitional Kindergarten. (Education Code 8281.5)

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

The County Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 18279)

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

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

(11/12) 12/21

**Board
Approved:**

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

PRESCHOOL/EARLY CHILDHOOD EDUCATION

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

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

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

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

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

The district's preschool program shall include all required program components for the educational program, the creation of a developmental profile for each child, staff development, parent involvement and education, community involvement, health and social services, nutrition, and program evaluation, as described in 5 CCR 18272-18281 and AR 5148 - Child Care and Development.

Minimum Hours/Days of Operation

The district's part-day preschool program shall operate a minimum of three hours per day, excluding time for home-to-school transportation, and for a minimum of 175 days per year unless otherwise specified in the program's contract. (Education Code 8207; 5 CCR 18136)

The district's full-day program shall operate for a minimum of 246 days per year, unless the contract specifies a lower number of days of operation. (Education Code 8207)

Staffing

The preschool program shall maintain an adult-child ratio of at least one adult for every eight children and a teacher-child ratio of at least one teacher for every 24 children. (Education Code 8241, 5 CCR 18135, 18290)

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

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

Family Literacy Services

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

1. Opportunities for parents/guardians to work with their children on interactive literacy activities, including activities in which parents/guardians actively participate in facilitating their children's acquisition of prereading skills through guided activities such as shared reading, learning the alphabet, and basic vocabulary development
2. Parenting education for parents/guardians of children in participating classrooms to support their child's development of literacy skills, including, but not limited to, parent education in:
 - a. Providing support for the educational growth and success of their children
 - b. Improving parent-school communications and parental understanding of school structures and expectations
 - c. Becoming active partners with teachers in the education of their children
 - d. Improving parental knowledge of local resources for the identification of and services for developmental disabilities, including, but not limited to, contact information for the County Office special education referral
3. Referrals to providers of adult education and instruction in English as a second language as necessary to improve academic skills of parents/guardians
4. Staff development for teachers in participating classrooms that includes, but is not limited to:
 - a. Development of a pedagogical knowledge, including, but not limited to, improved instructional and behavioral strategies
 - b. Knowledge and application of developmentally appropriate assessments of the prereading skills of children in participating classrooms
 - c. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities
 - d. Providing targeted interventions for all young children to improve kindergarten readiness upon program completion

Eligibility and Enrollment Priorities for Part-Day CSPP Programs

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

1. A current aid recipient
2. Income eligible
3. Homeless
4. One whose children are recipients of child protective services, or whose children have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected or exploited

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

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

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

The County Office shall certify eligibility and enroll families into their program within 120 calendar days prior to the first day of the beginning of the new preschool year. Subsequent to enrollment, a child shall be deemed eligible for a part-day CSPP program for the remainder of the program year. (Education Code 8208)

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

1. The first priority for services shall be given to three-year-old or four-year-old children who are recipients of child protective services or who are at risk of being neglected, abused, or exploited and for whom there is a written referral from a legal, medical, or social service agency. If the County Office is unable to enroll a child in this first priority category, the County Office shall refer the child's parent/guardian to local resources and referral services so that services for the child can be located.
2. The second priority for services shall be given to eligible four-year-old children who are not enrolled in a state-funded transitional kindergarten (TK) program. Within this priority category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the County Superintendent of Public Instruction (SPI) at the time of enrollment, shall be enrolled first.
If two or more families have the same income ranking according to the most recent schedule of income ceiling eligibility table, a child with disabilities shall be enrolled first. If there are no families with a child with disabilities, the child that has been on the waiting list for the longest time shall be admitted first.
3. The third priority shall be given to eligible three-year-old children. Within this priority category, eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the County Superintendent at the time of enrollment, shall be enrolled first.
4. The fourth priority, after all otherwise eligible children have been enrolled, shall be children from families whose income is no more than 15 percent above the eligibility income threshold, as described in Education Code 8213. Within this priority category, priority shall be given to four-year-old children before three-year-old children.
5. The fifth priority, after all otherwise eligible children have been enrolled, shall be a child with disabilities whose family's income is above the income eligibility threshold, as described in Education Code 8213. Within this priority category, priority shall be given to four-year-old children before three-year-old children.
6. After all otherwise eligible children have been enrolled in the first through fifth priority categories, as described in Items #1-5 above, a CSPP program site operating within the attendance boundary of a school where at least 80 percent of students are eligible for free and reduced price lunch as described in Education Code 8217 may enroll any four-year-old children whose families reside within the attendance boundary of the qualified elementary school. These children shall, to the extent possible, be enrolled by lowest to highest income according to the most recent schedule of income ceiling eligibility table.

Eligibility and Enrollment Priorities for Full-Day CSPP Programs

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

1. The child's family is a current aid recipient, income eligible, homeless, or one whose children are recipients of

child protective services, or whose children have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected, or exploited.

2. The child's family needs the childcare services because of either the following:

- a. The child is identified by a legal, medical, or social services agency, the County Office liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services; as being or at risk of being neglected, abused, or exploited; or as being homeless
- b. The parents/guardians are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or to attain a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated

After all families meeting the criteria specified in Items #1 and 2 above have been enrolled, a full-day CSPP program may provide services to three- and four-year-old children in families who do not meet at least one of the criteria in Item #2 above. (Education Code 8208)

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

Upon establishing initial eligibility or ongoing eligibility for a full-day CSPP program, a family shall be considered to meet all eligibility and need requirements for those services for not less than 12 months, shall receive those services for not less than 12 months before having 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 that establishes initial eligibility or ongoing eligibility on the basis of income shall report increases in income that exceed the threshold for ongoing income eligibility, as described in Education Code 8213, and the family's ongoing eligibility for services shall at that time be recertified. In addition, a family may, at any time, voluntarily report income or other changes. This information shall be used, as applicable, to reduce the family's fees, increase the family's services, or extend the period of the family's eligibility before recertification. (Education Code 8208)

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)

Notice of Action

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

The district's decision to approve or deny a child's enrollment shall be communicated to the family through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18095, 18118)

Subsequently, the County Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the County Office requested such documentation in writing
3. An indication by the parent/guardian that the parent/guardian no longer wants the service

4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

For each child enrolled in the district's preschool program, the County Superintendent or designee shall maintain a family data file including, but not limited to, a completed and signed application for services, documentation of income eligibility, and a copy of all Notices of Action. For each child not receiving subsidized services, the family data file shall also include records of the specific reason(s) for enrolling each child, the child's family income, and evidence that the County Office has made a diligent search for children eligible for subsidized services. (5 CCR 18081, 18084, 18130, 18133)

Combined Preschool/Transitional Kindergarten Classroom

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

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

Fees and Charges

Fees for participation in the district's full-day CSPP program shall be assessed and collected in accordance with the fee schedule established by the SPI in conjunction with the California Department of Social Services. (Education Code 8252; 5 CCR 18078)

However, for the 2021-2022 school year, family fees shall not be collected as specified in Education Code 8252.

In addition, no fee shall be charged to an eligible family whose child is enrolled in a part-day preschool program or a family that is receiving CalWORKs cash aid. (Education Code 8253; 5 CCR 18110)

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

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

Disenrollment Based on Reduced Funding

When necessary to disenroll families from subsidized preschool services, families shall be disenrolled in reverse

priority order for services as specified in Education Code 8210 and 8211 and as described above in the sections "Eligibility and Enrollment Priority for Part-Day CSPP Programs" and "Eligibility and Enrollment Priority for Full-Day CSPP Programs." (Education Code 8214)

Expulsion/Unenrollment Based on Behavior

A County Office preschool program shall not expel or unenroll a child based on the child's behavior, unless the County Office first takes the following actions to address the child's behavior: (Education Code 8222)

1. Inform the parents/guardians of the child's persistent and serious challenging behaviors and consult with the parents/guardians and teacher in an effort to maintain the child's safe participation in the program
2. If the child has an individualized family service plan (IFSP) or individualized education program (IEP), with written parent/guardian consent, contact the agency or County Office employee responsible for such plan or program to seek consultation in regard to serving the child
3. If the child does not have an IFSP or IEP, consider if it is appropriate to complete a universal screening of the child, including, but not limited to, screening the child's social and emotional development, referring the parents/guardians to community resources, implementing behavior supports within the program, and considering an IEP for the child

If the County Office has taken the actions specified in items #1-3 above and the child's continued enrollment would present a serious safety threat to the child or other enrolled children, the County Office shall refer the parents/guardians to other potentially appropriate placements, the local child care resource and referral agency, or any other referral service available in the local community. The County Office may then unenroll the child. The County Office shall have up to 180 days to complete the actions described above. (Education Code 8222)

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

Parent Hearing

If a parent/guardian disagrees with any County Office action to deny the child's eligibility for subsidized preschool services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, the parent/guardian may file a request for a hearing with the County Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the County Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 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 CDE. (5 CCR 18120-18122)

(7/15) 12/21

Board

Approved:

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

TRANSITIONAL KINDERGARTEN

The County Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The County Board encourages ongoing collaboration among County Office preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

Eligibility

The district's TK program shall admit children as follows: (Education Code 48000):

1. For the 2021-22 school year, children whose fifth birthday is between September 2 through December 2
2. For the 2022-23 school year, children whose fifth birthday is between September 2 and February 2
3. For the 2023-24 school year, children whose fifth birthday is between September 2 and April 2
4. For the 2024-25 school year, children whose fifth birthday is between September 2 and June 2
5. For the 2025-26 school year, and in each school year thereafter, children who turn four by September 1

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

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the County Superintendent or designee determines that it is in the child's best interest.

At any time during the school year, the County Office may admit into the TK program a child whose fifth birthday is after the date specified for admittance for the applicable year as described above, provided that the County Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional

development.

The County Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long except for TK students enrolled in expanded learning opportunity programs provided by the County Office pursuant to Education Code 46120. If the County Office has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The County Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

The County Superintendent or designee shall develop a plan for how all children in the attendance area of the County Office will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning offerings, the After School Education and Safety Program, the California State Preschool Program (CSPP), Head Start programs, and other community-based early learning and care programs. The County Superintendent or designee shall present such plan for consideration by the County Board at a public meeting on or before June 30, 2022. (Education Code 8281.5)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be commingled in the same classroom with four-year-old students from a CSPP program as long as the commingled program meets all of the requirements of each program as well as the following requirements:

(Education Code 8207, 48000):

1. The classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten
2. An early childhood environment rating scale, as specified in 5 CCR 18281, is completed for the classroom
3. All children enrolled for 10 or more hours per week are evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272
4. The classroom is taught by a teacher that holds a credential issued by the Commission on Teacher Credentialing in accordance with Education Code 44065 and 44256
5. The classroom is in compliance with the adult-child ratio specified in Education Code 8241
6. Contractors of the County Office report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068 except for contractors of the TK program

The County Office shall maintain an average TK class enrollment of not more than 24 students for each school site.

(Education Code 48000)

Staffing

The County Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2023, have at least 24 units in early childhood education and/or child development, comparable professional experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The County Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.

The County Office shall, commencing with the 2022-23 school year, maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2023-24 school year. (Education Code 48000)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the County Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

Assessment

The County Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The County Superintendent or designee shall monitor and regularly report to the County Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

(10/15) 12/21

**Board
Approved:**

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

BOARD MEMBER ELECTRONIC COMMUNICATIONS

The County Board of Education recognizes that electronic communication is an efficient and convenient way for County Board members to communicate and expedite the exchange of information within the county office of education (COE) and with members of the public. However, electronic communications shall not be used as a means for the County Board to deliberate outside of an agenda meeting, circumvent the public's right to access records regarding County Office business, or restrict access to a public forum.

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

Examples of permissible electronic communications concerning County Office business include, but are not limited to, dissemination of County Board meeting agendas and agenda packets, reports of activities from the County Superintendent of Schools, and reminders regarding meeting times, dates, and places.

To avoid inadvertently violating the prohibition of law against a serial meeting, a County Board member shall not forward any comments on an electronic communication received from another member regarding an issue within the subject matter jurisdiction of the County Board to any other member.

County Board members may engage in separate conversations or communications with members of the public on a social media platform to answer questions, provide information, or solicit information regarding a matter that is within the subject matter jurisdiction of the County Board, as long as a majority of the County Board does not use the platform to discuss among themselves any business of a specific nature that is within the subject matter jurisdiction of the County Board. A County Board member is prohibited from responding directly to any communication from other County Board members regarding matters that are within the subject matter jurisdiction of the County Board or using digital icons (e.g., "likes" or emojis) to express reactions to communications made by other County Board members. (Government Code 54952.2)

Whenever a County Board member uses a social media platform to communicate with the public about County Office business or County Board activities, the County Board member shall not block access to a member of the public based on the viewpoint expressed by that individual.

County Board members may use electronic communications to discuss matters that are outside the jurisdiction of the County Board, regardless of the number of members participating in the discussion.

When communicating electronically, County Board members shall make every effort to adhere to the same standards and protocols established for other forms of communication. A County Board member may respond to an electronic communication received from a member of the community and should make clear that the response does not necessarily reflect the views of the County Board as a whole. As appropriate, complaints or requests for information shall be forwarded to the County Superintendent so that the issue may receive proper consideration and be handled through the appropriate County Office process. Communication received from the media shall be forwarded to the County Board president and the County Superintendent.

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

MEETINGS AND NOTICES

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

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

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

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

In order to help ensure the participation of individuals with disabilities at County Board meetings, appropriate disability-related accommodations or modifications shall be provided upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

Regular Meetings

The County Board shall hold one regular meeting each month. Regular meetings shall be held at 1:00 p.m. on the third Wednesday, unless otherwise determined at the Trinity County Office of Education

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

Whenever agenda materials relating to an open session of a regular meeting are distributed to the County Board less than 72 hours before the meeting, the secretary to the County Board or the secretary's designee shall make the materials available for public inspection at a public office or location designated for that purpose at the time the materials are distributed to all or a majority of the County Board. (Government Code 54957.5)

Special Meetings

Special meetings of the County Board may be called by the County Board president when exigencies require them to be held, or whenever any three members of the County Board make a written request for such a meeting. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the County Superintendent. (Education Code 1012; Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all County Board members and the local media who have requested such notice in writing. The notice also shall be posted on the County Board's and/or COE's web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The

notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Government Code 54956)

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

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

Emergency Meetings

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

An *emergency situation* means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the County Board
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the County Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the County Board

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

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

Adjourned/Continued Meetings

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

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

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The County Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The County Board may also convene a retreat or discussion meeting to discuss County Board roles and relationships.

Public notice shall be given in accordance with law when a quorum of the County Board is attending a study

retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within the county. Action items shall not be included on the agenda for these meetings.

Other Gatherings

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

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

Individual contacts or conversations between a County Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the COE is a party
2. Inspect real or personal property which cannot conveniently be brought into the county, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the COE has no meeting facility within its boundaries or if its principal office is located outside the county
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the COE over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the COE but located outside the county, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the County Board's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs

Meetings exempted from the boundary requirements, as specified in items #1-8 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the County Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting location unsafe, meetings shall be held for the duration of the emergency at a place designated by the County Board president or designee, who shall so

inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the County Board in which County Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The County Board may use teleconferences for all purposes in connection with any meeting within its subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the County Board shall participate from locations within the County. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the County Board, including the right to address the County Board directly at each teleconference location. (Government Code 54953)

Teleconferencing During a Proclaimed State of Emergency

The County Board may conduct County Board meetings by teleconference without posting agendas at all teleconference locations, identifying teleconference locations in meeting notices and agendas, allowing public access to each teleconference location, providing an opportunity for members of the public to address the County Board directly at each teleconference location, and ensuring that at least a quorum of the County Board participate from locations within COE boundaries, during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

1. State or local officials have imposed or recommended measures to promote social distancing
2. For the purpose of determining, by majority vote, whether as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees
3. When it has been determined, by majority vote as described in Item #2 above, that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees

To conduct a teleconference meeting for these purposes, the following requirements shall be satisfied: (Government Code 54953)

1. The notice and agenda shall be as given and posted as otherwise required by the Brown Act
2. The notice and agenda of the meeting shall specify the means by which members of the public may access the meeting and offer public comments, including via a call-in or internet-based service option
Members of the public may be required to register to log in to a meeting when making public comments through an internet web site or other online platform that is operated by a third-party and not under the control of the County Board.
3. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the County Board directly pursuant to Government Code 54954.3
4. Members of the public shall not be required to submit public comments in advance of a County Board meeting and shall be provided an opportunity to address the County Board and offer comments in real time
5. Public comment periods shall not be closed until the timed public comment period, if such is offered by the County Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed

6. If during a County Board meeting a disruption occurs which prevents the COE from broadcasting the meeting

to members of the public or for members of the public to offer public comments, the County Board shall take no further action on any agenda item until public access via the call-in or internet-based service option to the meeting is restored

The COE may, in its discretion, provide a physical location from which the public may attend or comment.

(Government Code 54953)

The County Board may continue to conduct meetings by teleconference, as specified above for teleconferencing during proclaimed states of emergency, by a majority vote finding within 30 days after teleconferencing for the first time, and every 30 days thereafter, that either: (Government Code 54953)

1. The state of emergency continues to directly impact the ability of the County Board to meet safely in person
2. State or local officials continue to impose or recommend measures to promote social distancing

(1/1/21) 12/14/21

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA



DATE: March 9, 2022
TO: TCOE Board Members
FROM: Gretchen Deichler, Assistant Superintendent of Business Services
RE: March 16, 2022 Board Meeting Update

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

1. The Fiscal report provides financial information through February 28, 2022 (8/12 of the year).

a. **\$7,550,718 Revenues & \$65,526 Transfers**

In/Contributions - A total of \$2,497,154 or 33% of all budgeted revenues have been received to date equal to approximately

- a. 58.28% of budgeted LCFF
- b. 6.72% of federal
- c. 32.74% of state
- d. 5.02% of local revenues
- e. 0% of transfers in from other funds

b. **\$7,433,796 Expenditures & \$10,767 Transfers Out** – A total of \$3,558,743 or 48% of budgeted expenditures have occurred to date equal to approximately

- a. 58.13% of budgeted salaries and benefits
- b. 69.55% of supplies
- c. 52.69% services and operations
- d. 100% capital outlay – This budget item for the van that was purchased
- e. 3.62% transfers out to districts/other transfers
- f. 0% transfers out to other funds
- g. 31.79% of support costs

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

d. **\$1,707,235 June 30, 2022 Ending fund balance**

e. **\$330,643 General Fund cash balance 2-28-2022**

Sarah E. Supahan, County Superintendent of Schools

2. The Fiscal report below is for the R.I.S.E. Academy and provides financial information through February 28, 2022 (8/12 of the year). Here is the summary of the RISE for this month.

- f. **\$293,864 Revenues + \$36,510 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. **\$330,194 Expenditures** – A total of \$180,615 or 55% of budgeted expenditures have occurred to date equal to approximately
 - a. 58.91% of budgeted salaries and benefits
 - b. 25.97% 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.** 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 ILUC 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 ILUC 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. Sarah Long is heading up this project.
- c. **2021-22 Second Interim Financial Reports** are in process by all the school districts and the charter school. The documents are due to our office by March 16, 2022. As part of our oversight responsibility these will be 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 February 2022

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Revenue Limit/Current Yr	1,999,902.00	1,983,386.00	1,105,629.00	877,757.00	55.74
8012	Revenue Limit EPA	3,050.00	2,250.00	13,169.00	10,919.00-	585.29
8021	Homeowners Exemptions	7,412.00	7,437.00	3,610.76	3,826.24	48.55
8022	Timber Yield Tax	433.00	1,629.00	1,542.97	86.03	94.72
8041	Secured Roll Taxes	751,720.00	794,095.00	464,000.32	330,094.68	58.43
8042	Unsecured Roll Taxes	19,500.00	14,935.00	15,885.07	950.07-	106.36
8043	Prior Years Taxes	2,545.00	5,200.00-	.16	5,200.16-	0.00
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-	224,559.00-	119,615.00-	104,944.00-	53.27
Total LCFF Revenue Sources		2,557,181.00	2,566,733.00	1,495,830.31	1,070,902.69	58.28
Federal Revenue						
8181	Spec Ed Entitlemnt/94-142	39,948.00	40,154.00		40,154.00	
8182	Discretionary Grant	56,206.00	56,206.00		56,206.00	
8285	Interagency Contract		52,635.00		52,635.00	
8290	Other Federal Revenues	59,644.00	229,341.00	25,438.67	203,902.33	11.09
Total Federal Revenue		155,798.00	378,336.00	25,438.67	352,897.33	6.72
Other State Revenues						
8311	Other State Apportionment	46,835.00	46,317.00	31,565.00	14,752.00	68.15
8550	Mandated Costs	1,592.00	1,616.00	47,217.00	45,601.00-	2,921.84
8560	State Lottery Revenue		1,830.00	468.29	1,361.71	25.59
8587	Pass-thru From State Rev	120,987.00	120,988.00		120,988.00	
8590	Other State Income	2,065,469.00	2,516,251.00	800,411.16	1,715,839.84	31.81
Total Other State Revenues		2,234,883.00	2,687,002.00	879,661.45	1,807,340.55	32.74
Other Local Revenue						
8631	Sale Of Equip/Supplies			2,720.00	2,720.00-	NO BDGT
8660	Interest	4,586.00	4,899.00	59.40	4,839.60	1.21
8677	Interagency Revenues	303,863.00	735,961.00	25,000.00	710,961.00	3.40
8699	Other Local Income	225,000.00	236,900.00	68,443.74	168,456.26	28.89
8710	Excess Costs/Spec Ed	675,616.00	676,789.00		676,789.00	
8711	Tuition/TCCS	214,752.00	264,098.00		264,098.00	
Total Other Local Revenue		1,423,817.00	1,918,647.00	96,223.14	1,822,423.86	5.02
Total Year To Date Revenues		6,371,679.00	7,550,718.00	2,497,153.57	5,053,564.43	33.07

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 8, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

ESCAPE ONLINE

Page 1 of 7

Fund 01 - General Fund

Fiscal Year 2021/22 Through February 2022

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teachers Salary	140,885.00	150,004.00	52,236.04	94,256.97	3,510.99	62.84
1110	Teachers Sal/Subst	2,600.00	2,600.00		459.84	2,140.16	17.69
1200	Cert Pupil Support	537,604.00	638,673.00	202,427.01	392,437.63	43,808.36	61.45
1300	Cert Superv & Admin	531,461.00	562,743.00	178,259.80	373,549.21	10,933.99	66.38
1900	Other Cert Salaries	60,757.00	79,625.00	24,484.32	42,038.53	13,102.15	52.80
Total Certificated Salaries		1,273,307.00	1,433,645.00	457,407.17	902,742.18	73,495.65	62.97
Classified Salaries							
2100	Instructional Aides	90,752.00	111,628.00	33,444.16	63,909.88	14,273.96	57.25
2110	Instructional Aides/Subst	3,512.00	3,512.00			3,512.00	
2200	Class Support Salaries	372,539.00	533,564.00	148,446.07	269,417.83	115,700.10	50.49
2300	Class Superv & Admin	470,885.00	418,751.00	137,994.18	280,757.44	.62-	67.05
2400	Clerical & Office	634,609.00	700,338.00	226,479.92	428,506.30	45,351.78	61.19
2410	Clerical & Office/Subst		2,039.00		2,162.21	123.21-	106.04
2900	Other Classified Salaries	13,168.00	92,289.00	13,507.57	35,237.85	43,543.58	38.18
Total Classified Salaries		1,585,465.00	1,862,121.00	559,871.90	1,079,991.51	222,257.59	58.00
Employee Benefits							
3101	STRS/Cert	281,240.00	301,263.00	59,388.16	115,089.74	126,785.10	38.20
3102	STRS/Class	4,352.00	4,352.00			4,352.00	
3201	PERS/Cert	55,261.00	59,857.00	19,263.48	36,756.44	3,837.08	61.41
3202	PERS/Class	372,959.00	419,313.00	125,748.33	233,658.30	59,906.37	55.72
3301	OASDI/Cert	33,498.00	37,354.00	11,646.96	21,954.03	3,753.01	58.77
3302	OASDI/Class	120,379.00	140,649.00	39,914.96	77,205.94	23,528.10	54.89
3401	Health & Welfare/Cert	147,485.00	136,358.00	48,915.84	89,766.97	2,324.81-	65.83
3402	Health&Welfare/Class	269,589.00	255,483.00	80,577.08	147,709.95	27,195.97	57.82
3501	SUI/Cert	15,566.00	9,564.00	2,030.49	4,015.03	3,518.48	41.98
3502	SUI/Class	19,330.00	9,662.00	2,800.25	5,384.12	1,477.63	55.72
3601	Workers Comp/Cert	21,273.00	24,045.00	7,638.79	15,130.69	1,275.52	62.93
3602	Workers Comp/Class	26,425.00	31,103.00	9,352.54	18,072.59	3,677.87	58.11
3702	OPEB/Class	34,526.00	34,526.00	11,490.12	22,506.66	529.22	65.19
3901	Other Benefits/Cert		2,000.00		2,000.00		100.00
3902	Other Benefits/Class		15,000.00			15,000.00	
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		920.00		1,280.00	360.00-	139.13
3922	Fitness Classified		1,160.00	160.00	2,200.00	1,200.00-	189.66

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 8, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

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Fund 01 - General Fund

Fiscal Year 2021/22 Through February 2022

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
	Total Employee Benefits	1,401,883.00	1,486,509.00	418,927.00	797,230.46	270,351.54	53.63
Books and Supplies							
4300	Materials & Supplies	116,997.00	146,665.00	13,355.36	45,063.28	88,246.36	30.73
4400	Non Capitalized Equipment	14,000.00	29,000.00	5,765.92	77,109.87	53,875.79-	265.90
	Total Books and Supplies	130,997.00	175,665.00	19,121.28	122,173.15	34,370.57	69.55
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	97,759.00	23,050.28	25,312.53	49,396.19	25.89
5300	Dues & Memberships	63,981.00	64,021.00	3,700.00	46,394.58	13,926.42	72.47
5400	Insurance	12,352.00	13,253.00		12,453.00	800.00	93.96
5510	Electricity	9,600.00	9,600.00	4,004.97	5,595.03		58.28
5520	Fuel/Prop/Oil	200.00	200.00			200.00	
5550	Waste Disposal	5,596.00	5,596.00	2,677.77	3,254.23	336.00-	58.15
5560	Water	336.00	336.00	139.57	196.43		58.46
5600	Rnt/Lease/Repairs	40,050.00	40,050.00	11,840.67	12,179.69	16,029.64	30.41
5750	Trfs Dir Cost/Interfund	1,516.00-	1,350.00-		27.44-	1,322.56-	2.03
5800	Consult Serv & Oper Exp	578,710.00	780,932.00	130,639.56	411,906.41	238,386.03	52.75
5810	Advertising	2,905.00	2,905.00	1,550.05	1,349.95	5.00	46.47
5820	Audit	17,200.00	17,200.00			17,200.00	
5830	Elections	250.00	250.00			250.00	
5840	Fingerprinting	500.00	500.00		1,840.00	1,340.00-	368.00
5850	Legal Expenses	19,050.00	25,050.00		27,045.35	1,995.35-	107.97
5890	Fees, Xrays, Exams	500.00	500.00		251.43	248.57	50.29
5910	Postage/shipping	4,500.00	4,500.00		4,860.42	360.42-	108.01
5920	Telephone	30,892.00	30,892.00	14,215.41	19,124.02	2,447.43-	61.91
	Total Services and Other Operating Expenditures	886,266.00	1,141,142.00	191,818.28	601,292.15	348,031.57	52.69
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							
7142	Excess Costs/Billback	115,960.00	169,363.00			169,363.00	
	Total Tuition	115,960.00	169,363.00	.00	.00	169,363.00	
Other Transfers Out							
7212	Pass-thru To Coe's	120,987.00	120,988.00			120,988.00	
7281	All Other Transf To Distr	897,951.00	992,760.00		16,192.68	976,567.32	1.63
7299	All Other Transfers		41,013.00		25,618.69	15,394.31	62.46

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 8, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

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Fund 01 - General Fund

Fiscal Year 2021/22 Through February 2022

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
	Total Other Transfers Out	1,018,938.00	1,154,761.00	.00	41,811.37	1,112,949.63	3.62
Transfers of Indirect/direct support costs							
7310	Transfers/indirect Cost		300.00			300.00	
7350	Trfs Indirects/interfund	8,635.00-	4,710.00-		1,497.53-	3,212.47-	31.79
	Total Transfers of Indirect/direct support costs	8,635.00-	4,410.00-	.00	1,497.53-	2,912.47-	33.96
	Total Year To Date Expenditures	6,404,181.00	7,433,796.00	1,647,145.63	3,558,743.29	2,227,907.08	47.87

Object	Description	Adopted Budget	Revised Budget	Actual	Balance	% Used
Other Financing Sources						
Other Financing Sources						
8912	Interf Trans/Spec Res		16,000.00		16,000.00	
8919	Interfund Transfers In	49,526.00	49,526.00		49,526.00	
	Total Other Financing Sources	49,526.00	65,526.00	.00	65,526.00	
	Total Year To Date Other Financing Sources	49,526.00	65,526.00	.00	65,526.00	

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 February 2022

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash	661,411.93	330,768.65-	330,643.28
9130	Revolving Cash	150.00		150.00
9200	Accounts Receivable	295,943.27	224,564.73-	71,378.54
9290	Due From Grantor Govt	1,184,198.27	885,501.67-	298,696.60
9310	Due From Other Funds	51,697.05	851.68-	50,845.37
9320	Stores	2,669.29		2,669.29
9330	Prepaid Expenses	1,285.00		1,285.00
Total Assets		2,197,354.81	1,441,686.73-	755,668.08
Liabilities				
9500	Accounts Payable		42,667.43-	42,667.43-
9510	Accounts Payable/Pr Yr	268,848.77	150,621.15-	118,227.62
9580	H&W Payable		8,036.45-	8,036.45-
9586	District Repay	297.60-		297.60-
9589	Salary Withhold		40,957.02	40,957.02
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	419,714.01-	284,702.72
Calculated Fund Balance		1,492,938.08	1,021,972.72-	470,965.36
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	1,061,589.72-	1,061,589.72-
Change in Fund Balance - Excess Revenues (Expenditures)			(1,061,589.72)	

Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
Reserves		
9720 Reserve for Encumbrances		1,647,145.63
Restricted Balance		
9740 Restricted Balance	206,086.00	636,214.00
Other Designations		
9780 Other Assignments		8,000.00
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 = 8, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

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Fund 01 - General Fund

Fiscal Year 2021/22 Through February 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		766,261.00			
Total Other Designations			.00		.00	.00	

Fund 01 - General Fund

Fiscal Year 2021/22 Through February 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	7,550,718.00		2,497,153.57	5,053,564.43	33.07
B. Expenditures	6,404,181.00	7,433,796.00	1,647,145.63	3,558,743.29	2,227,907.08	47.87
C. Subtotal (Revenue LESS Expense)	32,502.00-	116,922.00		1,061,589.72-	2,825,657.35	
D. Other Financing Sources and Uses						
Sources	49,526.00	65,526.00			65,526.00	
LESS Uses	4,750.00	10,767.00			10,767.00	
E. Net Change in Fund Balance	12,274.00	171,681.00		1,061,589.72-	2,880,416.35	
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	1,704,235.00		470,965.36		
*Components of Ending Fund Balance						
Legally Restricted (9740)	206,086.00	636,214.00				
Other Designations (9780)		8,000.00				
Undesig/Unapprop (9790)	942,856.00	766,261.00				
Other	293,760.00	293,760.00		1,647,145.63		

Fund 01 - General Fund

Fiscal Year 2021/22 Through February 2022

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Revenue Limit/Current Yr	64,105.00	29,586.00		29,586.00	
Total LCFF Revenue Sources		64,105.00	29,586.00	.00	29,586.00	
Other Local Revenue						
8711	Tuition/TCCS	214,752.00	264,098.00		264,098.00	
Total Other Local Revenue		214,752.00	264,098.00	.00	264,098.00	
Total Year To Date Revenues		278,857.00	293,684.00	.00	293,684.00	

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teachers Salary	129,995.00	132,347.00	48,126.00	85,660.57	1,439.57-	64.72
1110	Teachers Sal/Subst	2,600.00	2,600.00		459.84	2,140.16	17.69
1300	Cert Superv & Admin	12,000.00	12,000.00			12,000.00	
Total Certificated Salaries		144,595.00	146,947.00	48,126.00	86,120.41	12,700.59	58.61
Classified Salaries							
2100	Instructional Aides	32,511.00	50,080.00	18,742.72	35,120.74	3,783.46-	70.13
2110	Instructional Aides/Subst	3,512.00	3,512.00			3,512.00	
Total Classified Salaries		36,023.00	53,592.00	18,742.72	35,120.74	271.46-	65.53
Employee Benefits							
3101	STRS/Cert	24,466.00	24,863.00	8,142.92	14,431.53	2,288.55	58.04
3201	PERS/Cert				105.35	105.35-	NO BDGT
3202	PERS/Class	8,253.00	12,278.00	4,293.96	7,987.74	3.70-	65.06
3301	OASDI/Cert	2,097.00	2,130.00	667.88	1,228.98	233.14	57.70
3302	OASDI/Class	2,756.00	4,100.00	1,368.24	2,574.35	157.41	62.79
3401	Health & Welfare/Cert	31,930.00	21,846.00	8,389.72	13,455.23	1.05	61.59
3402	Health&Welfare/Class	25,634.00	14,098.00	2,361.12	4,131.96	7,604.92	29.31
3501	SUI/Cert	1,779.00	1,807.00	240.64	430.62	1,135.74	23.83
3502	SUI/Class	443.00	659.00	93.68	175.56	389.76	26.64
3601	Workers Comp/Cert	2,414.00	2,454.00	803.72	1,438.23	212.05	58.61
3602	Workers Comp/Class	601.00	895.00	313.04	586.57	4.61-	65.54
3911	HSA Certificated				500.00	500.00-	NO BDGT
Total Employee Benefits		100,373.00	85,130.00	26,674.92	47,046.12	11,408.96	55.26
Books and Supplies							

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 8, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01, Resource = 0245)

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Fund 01 - General Fund

Fiscal Year 2021/22 Through February 2022

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Books and Supplies (continued)							
4300	Materials & Supplies	10,353.00	10,647.00	38.00	2,764.53	7,844.47	25.97
Total Books and Supplies		10,353.00	10,647.00	38.00	2,764.53	7,844.47	25.97
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	2,028.00			2,028.00	
Total Tuition		2,140.00	2,028.00	.00	.00	2,028.00	
Total Year To Date Expenditures		315,984.00	330,194.00	94,114.52	180,614.96	55,464.52	54.70

Object	Description	Adopted Budget	Revised Budget	Actual	Balance	% Used
Other Financing Sources						
Contributions						
8980	Contrib From Unrestr	37,127.00	36,510.00		36,510.00	
Total Contributions		37,127.00	36,510.00	.00	36,510.00	
Total Year To Date Other Financing Sources		37,127.00	36,510.00	.00	36,510.00	

Fund 01 - General Fund

Fiscal Year 2021/22 Through February 2022

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash	101,646.00-	188,614.96-	290,260.96-
9290	Due From Grantor Govt	111,122.00		111,122.00
	Total Assets	9,476.00	188,614.96-	179,138.96-
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	180,614.96-	180,614.96-

Fund 01 - General Fund

Fiscal Year 2021/22 Through February 2022

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	278,857.00	293,684.00			293,684.00	
B. Expenditures	315,984.00	330,194.00	94,114.52	180,614.96	55,464.52	54.70
C. Subtotal (Revenue LESS Expense)	37,127.00-	36,510.00-		180,614.96-	238,219.48	
D. Other Financing Sources and Uses						
Sources	37,127.00	36,510.00			36,510.00	
LESS Uses						
E. Net Change in Fund Balance	.00	.00		180,614.96-	274,729.48	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance	.00	.00		180,614.96-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						



March 7, 2022

To: Gretchen Deichler, Assistant Superintendent of Business Services
Sarah Long, Chief Business Official

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 – On the heels of this year's fire events, CAL OES has talked to us and District teams regarding Hazard Mitigation Funding opportunities coming up that might be available. TCOE staff completed two "Notices of Interest" (NOIs) and submitted them to CAL OES. The school generator NOI was approved for a full application and the defensible space / campus-hardening NOI is still under review.

SHARED FACILITIES POSITION PILOT PROGRAM - TCOE staff is currently soliciting feedback from districts on this project.

Universal Transitional Kindergarten (UTK) – TCOE team is working to conduct an assessment (staff, programming, facilities) to assist districts in moving towards the future state requirements to offer TK programming to 4 year olds. Currently Facilities Fiscal Analyst and Early Childhood Education Coordinator are conducting interviews with individual districts and also communicating with state agencies to see if there is both alignment and also enough flexibility to ensure that our districts can expand their service levels and facilities to accommodate the new 4 year old grade level.

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:* "Soft audit" response has been received from the Office of Public School Instruction and TCOE / BRES D staff are following up with OPSC the week of 03.07.22.
- *Well / Water Supply:* Still moving forward on project. Due to delays we'll be filing a new full funding application with OPSC soon.
- *BRES D Generator:* **New generator has been installed.** 😊
- *Potential Solar Project:* BRES D is moving forward with an RFP for a potential solar project.

- *Shade Structure*: Pre-DSA (Division of State Architect) designs have been received and district is working with an architect to fast track plans through DSA.

CHYBA (California Heritage Youth Build Academy) – Discussions are still moving along regarding potential new campus location, finance options and partner conversations.

COFFEE CREEK – TCOE is working on an RFP for a temporary generator.

DOUGLAS CITY

- *Windows Project*: Project completed over winter break. Tinting is in process.
- *Shade Structure*: Waiting on design and then will contact architect to run through DSA.
- *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. Still in process.
- *Closing out original construction* – Ongoing
- *Future Modernization* – Still in process with updating enrollment status, etc.

LEWISTON

- *Main Project* – Project is substantially complete and district has received approval to use ESSER II funding to complete some final loose ends for ventilation. TCOE staff will be escalating a documentation issue with DSA regarding following subject.
- *Unresolved ADA issues* – We have received DSA letter and forwarded it to OPSC to look at options for funding the ADA work.
- *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.
- *Facilities Master Plan* – RFP for this work was released and will be due later in March 2022. TCOE staff compiled a list of over 40 architects (Sacramento North) plus a number of consultants. Response so far has been very encouraging that we'll see multiple proposals.

MOUNTAIN VALLEY – No new updates (MVUSD was included in Cal OES NOIs)

SOUTHERN TRINITY

- **HVAC replacement (AB 841)** – TCOE staff was able to submit the initial design application on deadline (1.31.2022). We expect a several week review process. TCOE staff will need to get quotes on filter and CO2 monitor installation and additional maintenance. This is in the works and should complete this phase of the application.

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 likely wrench in the system will be supply chain issues which we're just getting a sense of now.

TRINITY CENTER - No significant update

TRINITY COUNTY OFFICE OF EDUCATION

- Facilities committee agreed to a designer for the needed ADA work. We reached out to them last week and hope to hear back soon.

TRINITY CO-OP

Trinity County Office of Education

Spring Guidance

Comprehensive Safe School Plan (CSSP)

CSSP was due March 1, 2022. Please send Tim Nordstrom a copy of your plan and the approval date. TCOE is required to report approved plans to the CDE.

Winter ConApp

Winter ConApp was released in Jan. and is required to be certified March 11. TCOE will contact LEAs for completion.

ELO-P

This is an item on our next admin agenda. We are currently watching a trailer bill on this topic.

UPK

This is an item on our next admin agenda.

LCAP Support Workshops

We will begin having scheduled LCAP/ ELO-P/UPK work days at TCOE beginning at our next Admin meeting through June. We will send an RSVP email before each meeting so we know who's coming. Our main conference room will be open for you to work independently, with one of us, or collaborating with other admin.

TCOE Quality improvement Survey

We have 18 replies so far from various staff around the county. It would be a great help if you would be willing to remind all your staff to complete the survey.

[SURVEY LINK](#)

Young Artist Showcase

Projects are due to TCOE by March 25th. Please contact Julia Dixon jdixon@tcoek12.org to schedule pickup and or assistance with shrink-wrap and backing.

Show will run from April 2 - 26th at the Highland Art Center in Weaverville. Virtual show will also be available to the public beginning mid-April.

Kudos

Kudos to Tina Bauman at DC- I really appreciate her attention to detail and organized approach to upcoming changes and implementations. I admire her dedication to plan, prepare and understand the impacts of new requirements, well in advance of deadlines. - Liz M.

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 Survey Results

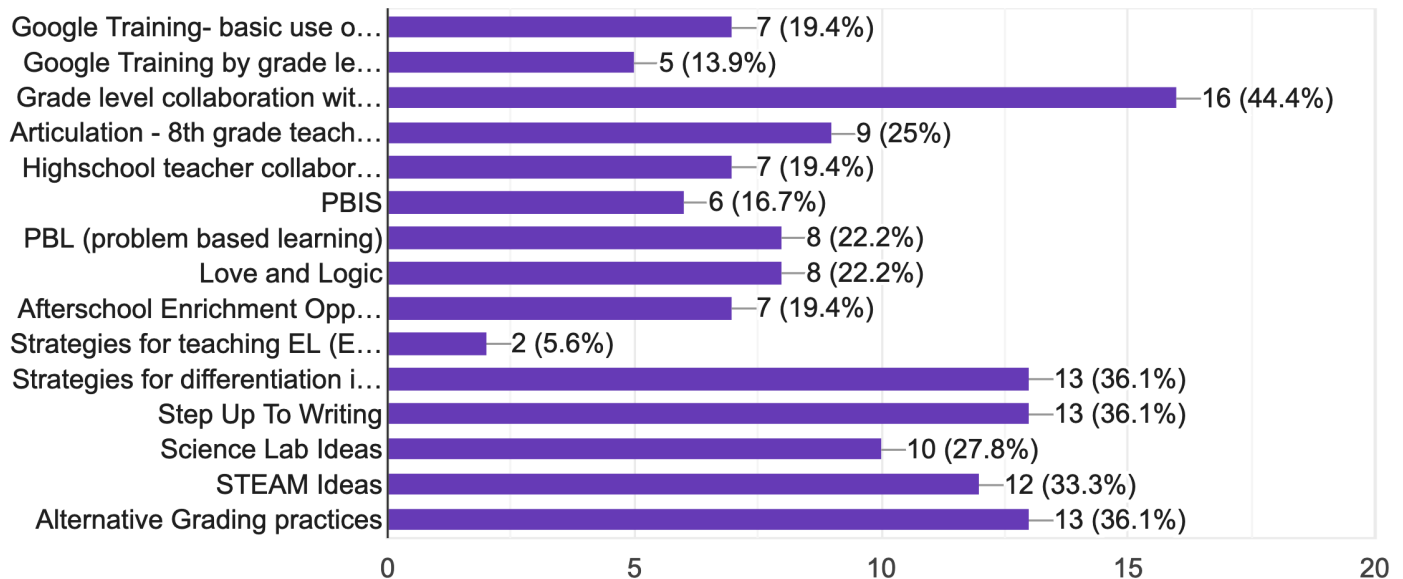
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Possible Keynote presenters: Doug Fisher, Kelly Rizzi, Gerry Brooks, Kim Harpham, Dave Burgess, Bruce Perry, Tricia Rees

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36 responses



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TRINITY TEACHERS

Trinity County Office of Education

Student Events

Spelling Bee

- 4-9th Trinity County Spelling Bee
- When: March 7, 2022 @ 5:30PM
- Where: Hayfork Elementary School Gymnasium
- State Spelling Bee
- 4-6th and 7th-9th
- When: May 14, 2022
- Where: San Joaquin County Office of Education in Stockton.

TCOE Quality improvement Survey

We have 18 replies so far from various staff around the county. It would be a great help if you would be willing to complete the survey. If you haven't seen the survey yet, it provides a way for the districts and schools that our office serves to provide us with feedback either things we are doing well that you want us to keep, things we can improve on, and things that you want to see us provide.

Click here: [SURVEY LINK](#)

History Day

- When: March 9, 2022 @ 12pm
- Where: TCOE

Young Artist's Showcase

- Student work will be due March 25th.
- Artwork will be displayed during the month of April at the Highland Art Center in Weaverville.

- Please contact Julia Dixon jdixon@tcoek12.org to schedule art pickup and/or shrink wrapping/foam backing assistance.

Douglas Reeves Takes On Five Myths About Grading

By Kim Marshall, TIE columnist
18-May-17

In this article in *All Things PLC*, consultant/author Douglas Reeves confronts these widely espoused misconceptions about grading:

Myth #2: Grading homework and practice improves achievement. There are three problems here, says Reeves. First, for practice to be an effective tool for improvement, students need to be pushing the limits of current performance and getting continuous feedback – very difficult to orchestrate for 30 students working in their bedrooms. Second, as soon as teachers give grades for practice work, the incentive is for students to play it safe and not push into challenging or unknown territory. “No one gets feedback that is meaningful,” says Reeves, “because the only feedback that matters is that the work was finished on time and correctly. No one gets feedback to improve specific skills because everyone is doing the same dreary and unchallenging work.” And third, it’s unfair and demotivating for students to have their final grade pulled down for practice work.

[CLICK Here](#) to see all 5 grading myths explained.

PD Day Survey Results

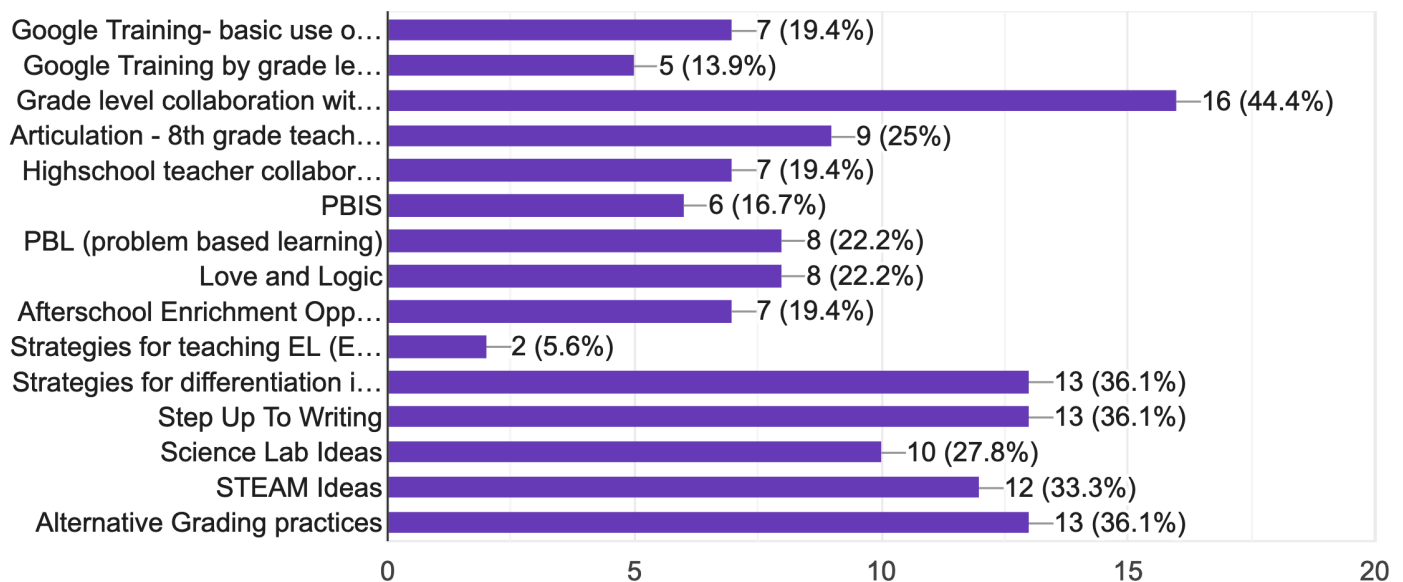
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AD HOC COMMITTEE REPORT

FOR MARCH 16, 2022 TRINITY COE BOARD MEETING

AD HOC COMMITTEE MEMBERS

Gretchen Deichler, Trinity COE Assistant Superintendent Business Services

Melanie Holmes, Trinity COE HR/Payroll Manager

Michelle Myers, Area II Member and Board Vice-President

Sally Aldinger, Area III Member and Board President

THE AD HOC COMMITTEE PROCESS

- On February 23, 2022 the ad hoc committee followed the process outlined in Board Bylaw / Administrative Regulation 9500
- After reviewing all the information it was determined:
 - Compensation should be competitive and measured by Region 2 and Class 7 for long-term consideration
 - The recommendation of the committee is:
 - Apply the same 3.27% increase that was applied to TCOE staff and increase the 2021-22 County Superintendent annual compensation to \$159,080 retroactive to July 1, 2021

AD HOC COMMITTEE 2021-2022 COMPENSATION COMPARISON SUMMARY

			2021-22 Impact	Annual Salary	Total Compensati on Package	Financial Impact
A	Current Trinity County Superintendent Daily Rate	\$751.19		\$153,994	\$169,846	
B	Region 2 Median Daily Rate	\$775.55		\$158,987		\$4,993 Salary
C	Class 7 Median Daily Rate				\$173,300	
D	TCOE Bargaining Unit Settlement 3.27% on Salaries	\$776.00		\$159,080	\$174,702	\$5,086 Salary

COUNTY SUPERINTENDENT'S REMUNERATION

The County Board of Education believes that the County Superintendent of Schools renders services that promote the success of students and of the educational programs of the county office of education, and that anyone occupying the position should be fairly compensated for his/her 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 Attorney General has opined that a County Board may increase or decrease the County Superintendent's salary at any point during the term for which the County Superintendent was elected, but that any salary decrease may not be retroactive. Due to the conflict recognized by the Attorney General between the California Constitution and Education Code 1207, prior to decreasing a County Superintendent's salary, the County Board should first contact legal counsel.

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

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

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

Legal Reference:**EDUCATION CODE**

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

GOVERNMENT CODE

3511.1-3511.2 Local agency executives

53243.3-53243.4 Abuse of office

54954 Time and place of regular meetings

54957 Closed session personnel matters

CALIFORNIA CONSTITUTION

Article 9, Section 3.1 County Superintendent qualifications and salaries

COURT DECISIONS

Woodcock v. Dick, (1950) 36 Cal 2d 146

ATTORNEY GENERAL OPINIONS

61 Ops.Cal.Atty.Gen. 384 (1978)

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

Management Resources:**WEB SITES**

CSBA, Governance Consulting Services: <http://www.csba.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

1/16

Board

Approved: November 18, 2020

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

COUNTY SUPERINTENDENT OF SCHOOLS REMUNERATION

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

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

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

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

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

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

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

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

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

Legal Reference:**EDUCATION CODE**

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

GOVERNMENT CODE

3511.1-3511.2 Local agency executives

CALIFORNIA CONSTITUTION

Article 9, Section 3.1 County Superintendent qualifications and salaries CALIFORNIA

ATTORNEY GENERAL

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

Board

Approved: November 18, 2020

TRINITY COUNTY OFFICE OF EDUCATION

WEAVERVILLE, CA



**CALIFORNIA DEPARTMENT
OF EDUCATION**

TONY THURMOND
STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

March 4, 2022

Sarah Supahan, Superintendent
Trinity County Office of Education
P.O. Box 1256
Weaverville, CA 96093-1256

Dear Superintendent Supahan:

Subject: 2021–22 First Interim Report

Pursuant to California *Education Code* Section 1240(l), we have reviewed your county office of education's First Interim Report and the accompanying positive certification of financial solvency to determine whether it complies with the Criteria and Standards for fiscal stability adopted by the State Board of Education, allows your office to meet its financial obligations during the fiscal year, and is consistent with a financial plan that will enable your office to satisfy its multiyear financial commitments. We concur with your assessment that, based on current projections, your county office will be able to meet its financial obligations for the current and subsequent two fiscal years and that a positive certification is appropriate.

We appreciate the submission of your First Interim Report and await your Second Interim Report, which must be submitted to our office no later than March 17, 2022. If you have any questions or concerns, please contact our office by phone at 916-322-1770 or email at SACSINFO@cde.ca.gov.

Sincerely,

/s/

John Miles, Administrator
Fiscal Oversight and Support Office

JM:jp
2022-0203-53

cc: Gretchen Deichler, Chief Business Official, Business Services

Timeline for BB AR 9500 County Superintendent of Schools Remuneration		
Date	New County Supt	Incumbent
113 - 88 Days Before Election (July - Oct)	Candidate files nomination papers and pays fee	Candidate files nomination papers and pays fee
October Regular Board Meeting of Election Year	Consider changes to CS Compensation per BB AR 9500	
November Election Day*	1st Tuesday following the 1st Monday	
November Regular Board Meeting of Election Year	Fix CS Compensation per BB AR 9500	
County Superintendent of Schools (CS) Term of Office per Election Code 1304**	1st Friday in December in Even Years for a 4-year term, i.e. Sworn In on December 2, 2022 and term ends December 4, 2026	Term ends 1st Friday in December, 2022 (Incumbent term ends December 2, 2022)
January 1 (Note if new CS is sworn in and takes office in December than it would make more sense that any change in pay would be effective December or the month in which the new CS is sworn in, if so change BB AR 9500)	Effective date for changes to compensation per BB AR 9500	
Spring		Board Ad Hoc Committee meet to make recommendation for May board meeting regarding CS compensation
May Regular Board Meeting (subject to circumstances that could delay process)		Consider changes to incumbent compensation including movement to next step of salary schedule per BB AR 9500
June Regular Board Meeting (Prior to Election Year for New CS and for Incumbant Annually in June unless delayed)	Consider changes to CS Compensation per BB AR 9500 prior to candidate filing nomination papers. Support materials (Board Policy, Timeline, County Superintendent of Schools Compensation Comparison, Superintendent of Schools Salary Schedule) will be provided for agenda item.	Approve revisions to incumbent compensation per BB AR 9500
July 1		Effective date for revised salary per BB AR 9500

* In the event that the election is held in a month other than November the timelines will be adjusted

**** ELECTIONS CODE - ELEC**

DIVISION 1. ESTABLISHED ELECTION DATES [1000 - 1500]

(Division 1 enacted by Stats. 1994, Ch. 920, Sec. 2.)

CHAPTER 4. Local Elections [1300 - 1304]

(Chapter 4 enacted by Stats. 1994, Ch. 920, Sec. 2.)

1304.

Unless the principal act of a district provides that an election shall be held on one of the other dates specified in Chapter 1 (commencing with Section 1000) of Division 1, a general district election shall be held in each district on the first Tuesday after the first Monday in November in each odd-numbered year to choose a successor for each elective officer the term of whose office will expire on the following first Friday in December.

(Enacted by Stats. 1994, Ch. 920, Sec. 2.)

COUNTY SUPERINTENDENT RESPONSIBILITIES AND DUTIES

The County Board desires to establish a productive working relationship with the County Superintendent and to ensure that the work of the County Superintendent is focused on student learning and achievement and the attainment of the County Office's vision and goals. The County Board also desires to provide a fair basis for holding the County Superintendent accountable. The responsibilities of the County Superintendent are detailed in law, in the County Superintendent's contract, and throughout County Board policies and administrative regulations.

(cf. 0000 - Vision)

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 2121 - Superintendent's Contract)

The County Board shall clarify expectations and goals for the County Superintendent at the beginning of every evaluation year.

(cf. 2140 - Evaluation of the Superintendent)

As the chief executive officer of the County Office, the County Superintendent shall implement all County Board decisions and manage the instructional and noninstructional operations of the schools. The County Superintendent also serves as a member of the County Office's governance team and has responsibilities to support County Board operations and decision making.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 9000 - Role of the Board)

(cf. 9122 - Secretary)

The County Superintendent may delegate any of his/her responsibilities and duties to other County Office staff, but he/she remains accountable to the County Board for all areas of operation under the County Superintendent's authority.

(cf. 4301 - Administrative Staff Organization)

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents

17605 Delegation of authority to purchase supplies, equipment and services

35020-35046 Powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance

Superintendent Governance Standards, 2001

WEB SITES

CSBA: <http://www.csba.org>

American Association of School Administrators: <http://www.aasa.org>

Association of California School Administrators: <http://www.acsa.org>

(10/94 7/01) 7/05

Board

Approved: October 24, 2013

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

COUNTY SUPERINTENDENT RESPONSIBILITIES

Based on Education Code 1240, the Trinity County Superintendent of Schools will superintend the schools of the county. Besides what is written below and in the Education Code, the Superintendent, or designee, will fill in on an interim basis for any school district which loses its administrator(s) without notice, and for whom no substitute administrator is available, until such time as a substitute or new administrator can be recruited.

The county superintendent of schools or designee will, among other duties:

- a. maintain responsibility for the fiscal oversight of each school district in the county pursuant to the authority granted by the education code.
- b. visit and examine each school in the county at reasonable intervals to observe its operation and to learn of its problems.
- c. may annually present a report of the state of the schools in the county, and of the county office of education, including, but not limited to, observations from visiting the schools, to the board of education and the board of supervisors of the county.
- d. preserve carefully all reports of school officers and teachers.
- e. to county superintendent's successor, at the close of the county superintendent's official term, all records, books, documents, and papers belonging to the office, taking a receipt for them, which shall be filed with the department.

The county superintendent is not responsible for the fiscal oversight of the community colleges in the county, however, the county superintendent may perform financial services on behalf of those community colleges.

If requested, the county superintendent of schools may act as agent for the purchase of supplies for the city and high school districts of the county.

For purposes of Section 44421.5, the county superintendent of schools will report to the Commission on Teacher Credentialing the identity of a certificated person who knowingly and willingly reports false fiscal expenditure data relative to the conduct of an educational program. This requirement applies only if, in the course of normal duties, the county superintendent discovers information that gives the county superintendent reasonable cause to believe that false fiscal expenditure data relative to the conduct of an educational program has been reported.

If any activities authorized pursuant to this section are found to be a state reimbursable mandate pursuant to Section 6 of Article XIII B of the California Constitution, funding provided for school districts and county offices of education pursuant to Sections 2574, 2575, 42238.02, and 42238.03 shall be used to directly offset any mandated costs.

11/21

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)

(3/18) 3/21

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 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)

6/21

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.

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