

MINUTES

Trinity County Board of Education Regular Board Meeting January 26, 2022

WHERE HELD: Due to the COVID pandemic,
this meeting was held via conference calls and 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)
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)
Anthony Rebelo, Assistant Superintendent of Special
Education/SELPA Director (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 (by Zoom from 201 Memorial
Drive Weaverville, CA 96093)
Hazel Spencer (by Zoom from 201 Memorial Drive
Weaverville, CA 96093)

ABSENT: Melissa Nielsen, Area IV
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 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 3 minutes per person, per topic. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipts of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

There was no public comment.

3.0 Accept Open Session Agenda

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

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

- 4.1 Minutes – December 10, 2021
- 4.2 Warrants – December 2021
- 4.3 Payroll – December 2021
- 4.4 E 1113 District and School Web-Sites – Second Reading
- 4.5 BP 2120 County Superintendent Responsibilities – Second Reading
- 4.6 BP 5141.5 Mental Health – Second Reading
- 4.7 BP/AR 5145.7 Sexual Harassment – Second Reading
- 4.8 BP/AR 6159 Individualized Education Program – Second Reading
- 4.9 BP/AR/E 6161.1 Selection and Evaluation of Instructional Materials – Second Reading

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

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

5.0 Reports

- 5.1 Financial Report and Oversight Update
 - Gretchen Deichler provided the Financial Report and Oversight Update
 - 5.1.1 School Facilities Report from Jeff Morris
- The School Facilities Report was included in the Board packet for 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. 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.

6.0 Correspondence

- 6.1 Annual Certification (Ed Code 42141) Regarding Workers' Compensation – Brooks Rice, Shasta-Trinity Schools Insurance Group

7.0 Action Items

- 7.1 Board to reaffirm that meeting in person would present imminent risks to the

health/safety of attendees For the Board Meeting scheduled for February 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 February 16, 2022, at 1:00 p.m. as per California Governor's Executive Order AB 361. Motion passed unanimously . Aye- 4 (Aldinger, Canale, Myers, Spencer). No-0. Absent- 1 (Nielsen). Abstain-0.

7.2 Approve School Accountability Report Card (SARC) – R.I.S.E.

MOTION: Motion was made by Michelle Myers, with a second by Randy Spencer to approve School Accountability Report Card (SARC) – R.I.S.E. Motion passed unanimously. Aye- 4 (Aldinger, Canale, Myers, Nielsen, Spencer). No-0, Absent-1 (Nielsen), Abstain-0

8.0 Information Items

- 8.1 Summary of Complaints Per Williams Uniform Complaint Procedure (October 1, 2021, through December 31, 2021)
- 8.2 AR 0430 Comprehensive Local Plan for Special Education – First Reading
- 8.3 BP/E(1)/E(2)/E(3) 1312.3 Uniform Complaint Procedures – First Reading
- 8.4 BP 3280 Sale or Lease of District-Owned Real Property – First Reading
- 8.5 BP 5145.6 Parental Notification – First Reading
- 8.6 E 9323.2 Actions by the Board – First Reading

9.0 Superintendent's Report

9.1 Sarah Supahan shared with the board her and Gretchen Deichler's, upcoming retirements in December. Sarah has been working on updating procedures and guides to ensure a smooth transition for both TCOE and school districts.

9.2 Sarah along with CCSESA, continues to focus on receiving more than the one-time funds and the equitable distribution of Title I funding for rural schools. There are 65 small schools that do not receive any funding for Title I funds. The good news is that Title I funding has been placed on the CCSESA's priority list for 2022.

9.3 As a member of the CCSESA legislative committee, Sarah states there are ongoing discussions regarding new and potential legislation of interest to our county schools. The committee decides as a whole whether to support or oppose various legislation.

10.0 Adjournment

The meeting adjourned at 1:30 p.m.

This meeting may be tape-recorded

Respectfully submitted,

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

dm

Register 000781 - 01/04/2022	Bank Account COUNTY - County
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Payment Id	Comment								
5231951	01	Check Amt	24,546.93	Status	Printed	Graybar Electric Company, Inc (001380/2)			
9324879300	Video Surveillance Equipment SCIG Grant			01. 9500. 0. 8600. 2420. 4400. 825. 0301.					5,398.90
				01. 9500. 0. 8600. 2420. 4400. 825. 0302.					4,997.74
				01. 9500. 0. 8600. 2420. 4400. 825. 0304.					6,883.83
				01. 9500. 0. 8600. 2420. 4400. 825. 0307.					4,860.47
9324902395	Video Surveillance Equipment SCIG Grant			01. 9500. 0. 8600. 2420. 4400. 825.					1,127.40
				01. 9500. 0. 8600. 2420. 4400. 825. 0304.					468.04
9324913271	Video Surveillance Equipment SCIG Grant			01. 9500. 0. 8600. 2420. 4400. 825.					810.55
Number of Items	1		24,546.93	Totals for Register 000781					

2022 FUND-OBJ Expense Summary / Register 000781

01-4400	24,546.93	
01-9110*		24,546.93-
Totals for Register 000781	24,546.93	24,546.93-

* denotes System Generated entry

Net change to Cash 9110 24,546.93- Credit

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2

Register 000781 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000781 (continued)

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Register 000782 - 01/07/2022						Bank Account COUNTY - County					
Payment Id	Comment										
Check # 5232086	01	Check Amt	42.18	Status	Printed	Bethany Ogilvie (Bethany Ogi - Payee)					
OGILVIEPRINTING	Safety Vinyl Stickers EVAC					01.0000.0.0000.8100.5800.825.					42.18
Check # 5232087	01	Check Amt	146.20	Status	Printed	Supahan, Sarah E (000351 - Emp)					
SSUPAHANEXPENSE	USB HDMI Multiport Adapt					01.0000.0.0000.2420.4300.825.					26.80
SSUPAHANEXPENSE1	Adobe Acrobat Export PDF					01.0000.0.8600.2420.5800.825.					119.40
Check # 5232088	01	Check Amt	66.49	Status	Printed	Burger, Erin E (000502 - Emp)					
EBURGERRISEPRIZE	RISEstudent prizes					01.0245.0.3500.1000.4300.829.					66.49
Check # 5232089	01	Check Amt	67.74	Status	Printed	Lingo (001302/1)					
32152556	Dec long distance service					01.0000.0.0000.8100.5920.825.					67.74
Check # 5232090	01	Check Amt	190.51	Status	Printed	Pitney Bowes Inc (000278/4)					
1019721149	Red Ink and E-Z Seal					01.0000.0.0000.7200.5910.825.					190.51
Check # 5232091	01	Check Amt	490.34	Status	Printed	Pitney Bowes Inc (000278/5)					
3105268065	21/22 Postage and lease Dec					01.0000.0.0000.7200.5910.825.					490.34
Check # 5232092	01	Check Amt	289.91	Status	Printed	Plotzke Ace Hardware (000280/1)					
363467	Spray paint					01.0000.0.0000.8100.4300.825.					10.70
363489	Paint roller, shovel					01.0000.0.0000.8100.4300.825.					35.36
363529	Paint drop cloth, putty knife, rags					01.0000.0.0000.8100.4300.825.					80.50
363563	Painters tape					01.0000.0.0000.8100.4300.825.					17.78
363708	paint, paint rollers					01.0000.0.0000.8100.4300.825.					69.84
363745	Paint tray, paint roller					01.0000.0.0000.8100.4300.825.					26.93
363782	wallplate switch					01.0000.0.0000.8100.4300.825.					5.96
363884	Outlet and switch plates					01.0000.0.0000.8100.4300.825.					23.55
363924	Toilet plunger					01.0000.0.0000.8100.4300.825.					19.29
Check # 5232093	01	Check Amt	1,083.48	Status	Printed	Ray Morgan Company (001178/1)					
3559562	Sept -Dec MPC5501 maint contract & usage					01.0000.0.0000.7200.5600.825.2752.					1,083.48
Check # 5232094	01	Check Amt	475.00	Status	Printed	San Joaquin County Of Ed (000309/2)					
REGFEESPELLINGBEE4-6	State Spelling Bee Reg 4th-6th grade					01.0000.0.8600.2100.4300.825.2552.					475.00
Check # 5232095	01	Check Amt	475.00	Status	Printed	San Joaquin County Of Ed (000309/2)					
REGFEESPELLINGBEE7-9	State Spelling Bee Reg 7th-9th grade					01.0000.0.8600.2100.4300.825.2552.					475.00
Check # 5232096	01	Check Amt	47,530.96	Status	Printed	Synapse Technologies Inc (001246/1)					
1568	Laserfiche licensing for Covid Tracking					01.7815.0.8600.7700.5800.825.					47,530.96
Check # 5232097	01	Check Amt	1,073.41	Status	Printed	Trinity Co Dept Of Transport (000389/1)					
CA21-121	Nov Monthly Fuel					01.0000.0.0000.8100.4300.825.4300.					1,073.41
Check # 5232098	01	Check Amt	38.58	Status	Printed	BlueTarp Credit Services (000397/2)					
G25911	Attic Project					01.0000.0.0000.8100.4300.825.					38.58

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

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Register 000782 - 01/07/2022

Bank Account COUNTY - County

Payment Id	Comment								
Check # 5232099	01	Check Amt	809.08	Status	Printed	Trinity PUD (000399/2)			
16243 DEC 21	Electricity Dec			01.0000.	0.0000.	8100.5510.825.			809.08
Check # 5232100	01	Check Amt	5,940.66	Status	Printed	Watershed Research & Training Center (000422/2)			
316-INV38	Middle school career SWP			01.6388.	0.8600.	2150.5800.825.0000.638			5,940.66
Check # 5232101	01	Check Amt	98.57	Status	Printed	NAPA Weaverville Auto Parts (000423/2)			
386334	1 gallon oil			01.0000.	0.0000.	8100.4300.825.			48.23
386335	wiper relay			01.0000.	0.0000.	8100.4300.825.			22.51
386372	radiator cap, valves			01.0000.	0.0000.	8100.4300.825.			10.71
386379	Windshield wash			01.0000.	0.0000.	8100.4300.825.			17.12
Check # 5232102	01	Check Amt	13,500.00	Status	Printed	Why Try Organization (000951/1)			
35098	WhyTry License 2021-24			01.5814.	0.8600.	3130.5800.825.			13,500.00

Number of Items

17

72,318.11

Totals for Register 000782

2022 FUND-OBJ Expense Summary / Register 000782

01-4300	2,543.76	
01-5510	809.08	
01-5600	1,083.48	
01-5800	67,133.20	
01-5910	680.85	
01-5920	67.74	
01-9110*		72,318.11-
Totals for Register 000782	72,318.11	72,318.11-

* denotes System Generated entry

Net change to Cash 9110

72,318.11- Credit

Register 000783 - 01/12/2022						Bank Account COUNTY - County
Payment Id	Comment					
Check # 5232135	01	Check Amt	51.85	Status	Printed	Hiscock, Steven R (000451 - Emp)
SHISCOCKGAS	Steve H ST Training Gas			01. 0000.	0. 0000. 8100. 4300. 825. 4300.	51.85
Check # 5232136	01	Check Amt	18.00	Status	Printed	Accu-Print (001226/2)
2952	Dec 21-22 Fingerprint Fees			01. 0000.	0. 8600. 7200. 5840. 825.	18.00
Check # 5232137	01	Check Amt	103.44	Status	Printed	Amazon Capital Services, Inc (001252/1)
1JH1-VN41-HP1Q	Voova 13 laptop sleeve case bag			01. 0000.	0. 0000. 7200. 4300. 825.	27.75
1M1K-R4G7-HWXT	Laptop case, screen protector			01. 7815.	0. 8600. 3140. 4300. 825.	33.87
1YWT-TCVM-Q94J	S. Supahan Macbook Power Adapter			01. 0000.	0. 0000. 2420. 4300. 825.	41.82
Check # 5232138	01	Check Amt	43.71	Status	Printed	AT&T (000030/3)
0517865016001 DEC21	Dec21 AT&T Computer Line 21/22			01. 0000.	0. 0000. 8100. 5920. 825.	43.71
Check # 5232139	01	Check Amt	239.19	Status	Printed	Carrel's Office Solutions (000825/2)
AR41324	Dec 21/22 TASKalfa 6501i			01. 0000.	0. 0000. 7200. 5600. 825. 2751.	61.56
AR41326	Dec 21/22 TASKalfa 5052ci			01. 0000.	0. 0000. 7200. 5600. 825. 2753.	177.63
Check # 5232140	01	Check Amt	1,358.00	Status	Printed	Com-Pair Services (001086/1)
10690	Dec 21/22 Com-Pair Internet			01. 0000.	0. 8600. 7700. 5920. 825.	1,358.00
Check # 5232141	01	Check Amt	261.18	Status	Printed	Complete Industrial Supply (001334/1)
13112	OSHA 1st Aid Kits			01. 0000.	0. 0000. 8100. 4300. 825.	261.18
Check # 5232142	01	Check Amt	419.00	Status	Printed	CGM Inc. (001382/1)
1112	LEA School Based Health			01. 9056.	0. 5001. 2200. 5800. 826.	419.00
Check # 5232143	01	Check Amt	98.40	Status	Printed	Envoy Plan Services (000548/4)
72085	MVUSD Sep 2021			01. 0000.	0. 0000. 7200. 5800. 825.	31.20
73285	MVUSD Oct 2021			01. 0000.	0. 0000. 7200. 5800. 825.	33.60
74464	MVUSD Nov 2021			01. 0000.	0. 0000. 7200. 5800. 825.	33.60
Check # 5232144	01	Check Amt	1,273.00	Status	Printed	John W. Kizziar, DDS, INC (001234/1)
ARC 12282021	Trinity Smiles ARC 12/28/21			01. 0033.	0. 8600. 3140. 5800. 825.	286.00
AZC 12282021	Trinity Smiles AZC 12/28/21			01. 0033.	0. 8600. 3140. 5800. 825.	272.00
LH 12202021	Trinity Smiles LH 12/20/21			01. 0033.	0. 8600. 3140. 5800. 825.	203.00
SM 12272021	Trinity Smiles SM 12/27/21			01. 0033.	0. 8600. 3140. 5800. 825.	119.00
VC 12282021	Trinity Smiles VC 12/28/21			01. 0033.	0. 8600. 3140. 5800. 825.	393.00
Check # 5232145	14	Check Amt	360.14	Status	Printed	Jones Electric (001021/1)
JONESELECTRIC1722	Replaced Breaker			14. 0000.	0. 0000. 8100. 5800. 825.	360.14
Check # 5232146	01	Check Amt	41.89	Status	Printed	Lithia Motors, Inc Support Services (000217/6)
5306232861 NOV21	Toyota Parts Sale			01. 0000.	0. 0000. 8100. 4300. 825.	41.89
Check # 5232147	01	Check Amt	231.15	Status	Printed	Office Depot (000261/4)
216991625001	New Chair for Wayne			01. 0000.	0. 0000. 7200. 4300. 825.	184.14

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

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Register 000783 - 01/12/2022

Bank Account COUNTY - County

Payment Id	Comment	Check Amt	Status	Printed	Office Depot (000261/4) - continued	
Check # 5232147	01	231.15	Printed			
2169916250011	Fasteners, canned air, card stock	01.0000.0.0000.7200.4300.825.				47.01
Check # 5232148	01	1,987.34	Printed		NCS Pearson, Inc. (000275/3)	
16645974	WIAT-4 Complete Kit	01.6500.0.5050.3120.4300.826.			.650	1,987.34
Check # 5232149	01	109.70	Printed		Plotzke Ace Hardware (000280/1)	
363881	Tape Pickle Ball Courts	01.6685.0.8600.2150.4300.825.				42.81
364038	Shovels	01.0000.0.0000.8100.4300.825.				63.26
364152	Keys	01.0000.0.0000.8100.4300.825.				3.63
Check # 5232150	01	140.00	Printed		Professional Tutors Of America (000283/1)	
81529	21-22 FYS Tutoring Nov 21	01.7366.0.8600.3130.5800.825.				140.00
Check # 5232151	01	255.00	Printed		Trinity Co. Sheriff's Dept. (000393/2)	
LIVESCAN Q2 21-22	Q2 21-22 Fingerprint billing	01.0000.0.8600.7200.5840.825.				255.00
Check # 5232152	01	14.05	Printed		Trinity Journal (000396/1)	
00063582	ERMHS Clinician I, II, or III Job Posting	01.0000.0.0000.7200.5810.825.				14.05
Check # 5232153	01	310.06	Printed		Trinity PUD (000399/2)	
16244 DEC 21	Electricity Dec 21	01.0000.0.0000.8100.5510.825.				310.06
Check # 5232154	01	28.00	Printed		Weaverville CSD (000424/1)	
10839 DEC 21	Dec 21 water service	01.0000.0.0000.8100.5560.825.				28.00
Check # 5232155	01	28.00	Printed		Weaverville Sanitary District (000426/1)	
1926DEC21	Dec 21 Sewer Service	01.0000.0.0000.8100.5550.825.				28.00

Number of Items

21

7,371.10

Totals for Register 000783

2022 FUND-OBJ Expense Summary / Register 000783

01-4300	2,786.55	
01-5510	310.06	
01-5550	28.00	
01-5560	28.00	
01-5600	239.19	
01-5800	1,930.40	
01-5810	14.05	
01-5840	273.00	
01-5920	1,401.71	
01-9110*		7,010.96-
Totals for Fund 01	7,010.96	7,010.96-

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

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Register 000783 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000783 (continued)

14-5800	360.14	
14-9110*		360.14-
Totals for Fund 14	360.14	360.14-
Totals for Register 000783	7,371.10	7,371.10-

* denotes System Generated entry

Net change to Cash 9110	7,371.10-Credit
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Register 000783 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000783 (continued)

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Register 000784 - 01/26/2022										Bank Account COUNTY - County																			
Payment Id		Comment																											
Check #	5232338	01	Check Amt	45.41	Status	Printed	Koeller, Megan N (000377 - Emp)																						
MKOELLER1202022		COVID Testing Mileage&Fuel				01		7815	0	8600	3140	5200	825					45.41											
Check #	5232339	01	Check Amt	533.61	Status	Printed	Rebello, Stephanie S (000421 - Emp)																						
AREBELO12422		Bridge to the Future; California Trasion Alliance				01		6520	0	5001	2150	5200	826					100.00											
SREBELO12122		Amazon notebooks, jump drive				01		0000	0	0000	7200	4300	825					433.61											
Check #	5232340	01	Check Amt	36.49	Status	Printed	Smith, Alison E (000486 - Emp)																						
ASMITH11422		McK-V Shoes/Postage				01		5630	0	8600	2150	4300	825					36.49											
Check #	5232341	01	Check Amt	78.96	Status	Printed	Bunce, MaryAnn (000488 - Emp)																						
MBUNCE122521		COVID Testing Mileage				01		7815	0	8600	3140	5200	825					78.96											
Check #	5232342	01	Check Amt	127.30	Status	Printed	Burger, Erin E (000502 - Emp)																						
EBURGER1112022		RISE Class Prizes				01		0245	0	3500	1000	4300	829					59.86											
EBURGER121022		RISE Class Celebration				01		0245	0	3500	1000	4300	829					67.44											
Check #	5232343	01	Check Amt	283.60	Status	Printed	Amazon Capital Services, Inc (001252/1)																						
1R1M-NDDQ-GGKN		Pathways Games and Supplies				01		0000	0	8600	3130	4300	825	7813					163.31										
1RK7-DCR7-WPDJ		Pathways Games and Supplies				01		0000	0	8600	3130	4300	825	7813					120.29										
Check #	5232344	01	Check Amt	232.95	Status	Printed	Amy Curry (000022/1)																						
CURRY FEB 2022		Retiree Curry Feb 2022				01												9580			232.95								
Check #	5232345	01	Check Amt	1,380.19	Status	Printed	Anthony Rebello (001245/1)																						
AREBELO JAN ECCS		Jan 2022 A. Rebleo Ever Child Counts Symposium				01		6500	0	5050	2200	5200	826	650					1,380.19										
Check #	5232346	01	Check Amt	91.80	Status	Printed	Cigna (001344/1)																						
1206849083		Retiree Curry Cigna Jan 2022				01												9580			45.90								
1218106621		Retiree Curry Cigna Feb 2022				01												9580			45.90								
Check #	5232347	01	Check Amt	6,709.85	Status	Printed	Cresswell Physical Therapy Inc (000987/2)																						
66 OT		Dec 7-10 OT services				01		6500	0	5760	3140	5800	826	0304	651			358.15											
						01		6500	0	5760	3140	5800	826	0306	651			133.15											
						01		6500	0	5760	3140	5800	826	0311	651			1,201.70											
						01		6500	0	5760	3140	5800	826	0312	651			112.50											
66 PT		12/7-10 PT Services				01		6500	0	5760	3140	5800	826	0306	651			263.35											
						01		6500	0	5760	3140	5800	826	0311	651			150.85											
67		12/16-17 OT services				01		3315	0	5730	3140	5800	826					8.83											
						01		3385	0	5730	3140	5800	826					41.90											
						01		6500	0	5760	3140	5800	826					1.79											
						01		6500	0	5760	3140	5800	826	0304	651			52.89											
						01		6500	0	5760	3140	5800	826	0306	651			56.02											
						01		6500	0	5760	3140	5800	826	0311	651			75.83											
						01		6500	0	5760	3140	5800	826	0312	651			43.99											
69 OT		1/4-7 OT Services				01		6500	0	5760	3140	5800	826	0304	651			378.80											
Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2022, Ending Check Date = 1/31/2022, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)																													
										ESCAPE										ONLINE									
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Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 1/1/2022, Ending Check Date = 1/31/2022, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

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Register 000784 - 01/26/2022						Bank Account COUNTY - County					
Payment Id	Comment										
5232347	01	Check Amt	6,709.85	Status	Printed	Cresswell Physical Therapy Inc (000987/2) - continued					
69 OT	1/4-7 OT Services			01. 6500. 0. 5760. 3140. 5800. 826. 0311. 651						3,190.90	
				01. 6500. 0. 5760. 3140. 5800. 826. 0312. 651						112.50	
69 PT	1/4-7 PT Services			01. 6500. 0. 5760. 3140. 5800. 826. 0311. 651						526.70	
5232348	01	Check Amt	102.70	Status	Printed	Dunamis Center Inc (001333/1)					
15613	Dec Mental Health Services			01. 6512. 0. 5001. 3110. 5800. 826. .						102.70	
5232349	01	Check Amt	527.04	Status	Printed	Frontier Communications (001182/1)					
010167-5 JAN22	Jan Centranet Line 010167-5			01. 0000. 0. 0000. 8100. 5920. 825. .						527.04	
5232350	01	Check Amt	49.87	Status	Printed	Frontier Communications (001182/1)					
051794-5 JAN22	Jan Business Line 051794-5			01. 0000. 0. 0000. 8100. 5920. 825. .						49.87	
5232351	01	Check Amt	28.15	Status	Printed	Frontier Communications (001182/1)					
091196-5 JAN22	Jan Business Lin 091196-5			01. 0000. 0. 0000. 8100. 5920. 825. .						28.15	
5232352	01	Check Amt	443.00	Status	Printed	John W. Kizziar, DDS, INC (001234/1)					
AR 01172022	Trinity Smiles AR 1/17/22			01. 0033. 0. 8600. 3140. 5800. 825. .						95.00	
BH 01122022	Trinity Smiles BH 1/12/22			01. 0033. 0. 8600. 3140. 5800. 825. .						288.00	
JR 01172022	Trinity Smiles JR 1/17/22			01. 0033. 0. 8600. 3140. 5800. 825. .						60.00	
5232353	01	Check Amt	8,688.00	Status	Printed	Lozano Smith (000441/1)					
2153293	Legal Services			01. 0000. 0. 0000. 7100. 5850. 825. .						8,568.00	
2153294	Legal Services			01. 0000. 0. 0000. 7100. 5850. 825. .						120.00	
5232354	01	Check Amt	593.19	Status	Printed	Mendes Supply Co. (000233/1)					
R055635	trash can liner, cleaner, facial tissue, tp etc.			01. 0000. 0. 0000. 8100. 4300. 825. .						593.19	
5232355	01	Check Amt	65.00	Status	Printed	Rob Oakley's Pest Control (001307/1)					
7525	Nov 21-22 Pest Control			01. 0000. 0. 0000. 8100. 5800. 825. .						65.00	
5232356	01	Check Amt	73.69	Status	Printed	Office Depot (000261/4)					
220153602001	labels, post-it, stick notes			01. 0000. 0. 0000. 7200. 4300. 825. .						68.55	
				01. 0245. 0. 3500. 2700. 4300. 829. .						5.14	
5232357	01	Check Amt	2,383.00	Status	Printed	Oxford Consulting Services (001332/2)					
143319	Nov 21 Behavior Services GB			01. 6512. 0. 5001. 3120. 5800. 826. .						1,692.50	
143641	Dec 21 Behavior Services Gb			01. 6512. 0. 5001. 3120. 5800. 826. .						690.50	
5232358	01	Check Amt	25.92	Status	Printed	Plotzke Ace Hardware (000280/1)					
364217	Hose/Oiler Zoom Spout			01. 0000. 0. 0000. 8100. 4300. 825. .						17.78	
364720	Wrap Tie roll			01. 0000. 0. 0000. 8100. 4300. 825. .						8.14	
5232359	01	Check Amt	12,600.00	Status	Printed	ProCare Therapy (001345/1)					
20283100	Behavioral Specialist 12/13-12/17			01. 3217. 0. 8600. 3120. 5800. 825. .						4,200.00	
20294341	Behavior Specialist 1/3-1/7			01. 3217. 0. 8600. 3120. 5800. 825. .						4,200.00	

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

ESCAPE ONLINE

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Register 000784 - 01/26/2022				Bank Account COUNTY - County			
Payment Id	Comment						
Check # 5232359	01	Check Amt	12,600.00	Status	Printed	ProCare Therapy (001345/1) - continued	
20298504	Behavior Specialist 1/10-1/14			01.	3217.0. 8600. 3120. 5800. 825.		4,200.00
Check # 5232360	01	Check Amt	55.00	Status	Printed	Professional Tutors Of America (000283/1)	
80709	Oct 21 FYS Tutoring			01.	7366.0. 8600. 3130. 5800. 825.		55.00
Check # 5232361	01	Check Amt	7,140.00	Status	Printed	School Services Of California (000316/4)	
0132434-IN	SSC-Fiscal Budget Services			01.	0000.0. 8600. 7200. 5300. 825.		7,140.00
Check # 5232362	01	Check Amt	3,309.00	Status	Printed	Sheva Nickraves DDS (001232/1)	
AB 01052022	Trinity Smiles AB 1/5/22			01.	0033.0. 8600. 3140. 5800. 825.		444.00
BB 01052022	Trinity Smiles BB 1/5/22			01.	0033.0. 8600. 3140. 5800. 825.		265.00
DS 12142021	Trinity Smiles DS 12/14/21			01.	0033.0. 8600. 3140. 5800. 825.		1,121.00
KK 01112022	Trinity Smiles KK 1/11/22			01.	0033.0. 8600. 3140. 5800. 825.		308.00
LS 01132022	Trinity Smiles LS 1/13/22			01.	0033.0. 8600. 3140. 5800. 825.		638.00
MB 01052022	Trinity Smiles MB 1/5/22			01.	0033.0. 8600. 3140. 5800. 825.		533.00
Check # 5232363	01	Check Amt	30.60	Status	Printed	SilverScript Insurance Company (001381/1)	
GA2426505-FEB 2022	GA2426505 Curry Feb 2022			01.		. 9580.	30.60
Check # 5232364	01	Check Amt	847.03	Status	Printed	SISC III-COBRA (001346/1)	
119278-FEB2022	Retiree Coon COBRA Feb 2022			01.		. 9580.	847.03
Check # 5232365	01	Check Amt	97.28	Status	Printed	SISC III-COBRA (001346/1)	
162241-FEB2022	Retiree Curry COBRA Feb 2022			01.		. 9580.	97.28
Check # 5232366	01	Check Amt	1,479.38	Status	Printed	SISC III-COBRA (001346/1)	
9994-FEB2022	Retiree Deantoni COBRA Feb 2022			01.		. 9580.	1,479.38
Check # 5232367	01	Check Amt	245.00	Status	Printed	State Of Cal Dept Of Justice (000353/1)	
553767	Dec 21-22 Fingerprint Fees			01.	0000.0. 8600. 7200. 5840. 825.		245.00
Check # 5232368	01	Check Amt	4,041.39	Status	Printed	Shasta-Trinity Schools Den (000329/3)	
TCOEFE2022STSIG-D	TCOE Feb 2022 STSIG Dental Premiums			01.		. 9580.	4,041.39
Check # 5232369	01	Check Amt	43,206.00	Status	Printed	Shasta-Trinity Schools Med (000330/3)	
TCOEFE2022STSIG-M	TCOE Feb 2022 STSIG Medical Premiums			01.		. 9580.	43,206.00
Check # 5232370	01	Check Amt	1,239.30	Status	Printed	Shasta-Trinity Schools Vis (000331/3)	
TCOEFE2022STSIG-V	TCOE Feb 2022 STSIG Vision Premiums			01.		. 9580.	1,239.30
Check # 5232371	01	Check Amt	674.68	Status	Printed	Trinity Co Dept Of Transport (000389/1)	
CA21-149	Dec 21-22 Monthly Fuel			01.	0000.0. 0000. 8100. 4300. 825. 4300.		674.68
Check # 5232372	01	Check Amt	334.59	Status	Printed	Trinity Co. Solid Waste (000394/1)	
20012 DEC 21	Dec 21/22 solid waste fees			01.	0000.0. 0000. 8100. 5550. 825.		334.59
Check # 5232373	01	Check Amt	426.60	Status	Printed	UnitedHealthcare (001343/1)	
318485807-1FEB22	Retiree Curry 318485807-1 2-1-22			01.		. 9580.	426.60
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Register 000784 - 01/26/2022						Bank Account COUNTY - County
Payment Id	Comment					
Check # 5232374	01	Check Amt	50.00	Status	Printed	WageWorks, Inc. (001083/3)
INV3313289	Dec 21 Compliance fees					01: 0000. 0. 0000. 7200. 5800. 825. 50.00
Check # 5232375	01	Check Amt	969.02	Status	Printed	Watershed Research & Training Center (000422/2)
404-INV 4	Oct-Dec 21 639 Career Fair					01: 6388. 0. 8600. 2150. 5800. 825. 0000. 639 969.02
Check # 5232376	01	Check Amt	432.22	Status	Printed	Wells Fargo Vendor Fin Serv (001187/2)
5018497315	Jan 21/22 TASKalfa 5052ci copier					01: 0000. 0. 0000. 7200. 5600. 825. 2753 432.22
Number of Items	39	99,676.81	Totals for Register 000784			

2022 FUND-OBJ Expense Summary / Register 000784

01-4300	2,248.48	
01-5200	1,604.56	
01-5300	7,140.00	
01-5550	334.59	
01-5600	432.22	
01-5800	26,686.57	
01-5840	245.00	
01-5850	8,688.00	
01-5920	605.06	
01-9110*		99,676.81-
01-9580	51,692.33	
Totals for Register 000784	99,676.81	99,676.81-

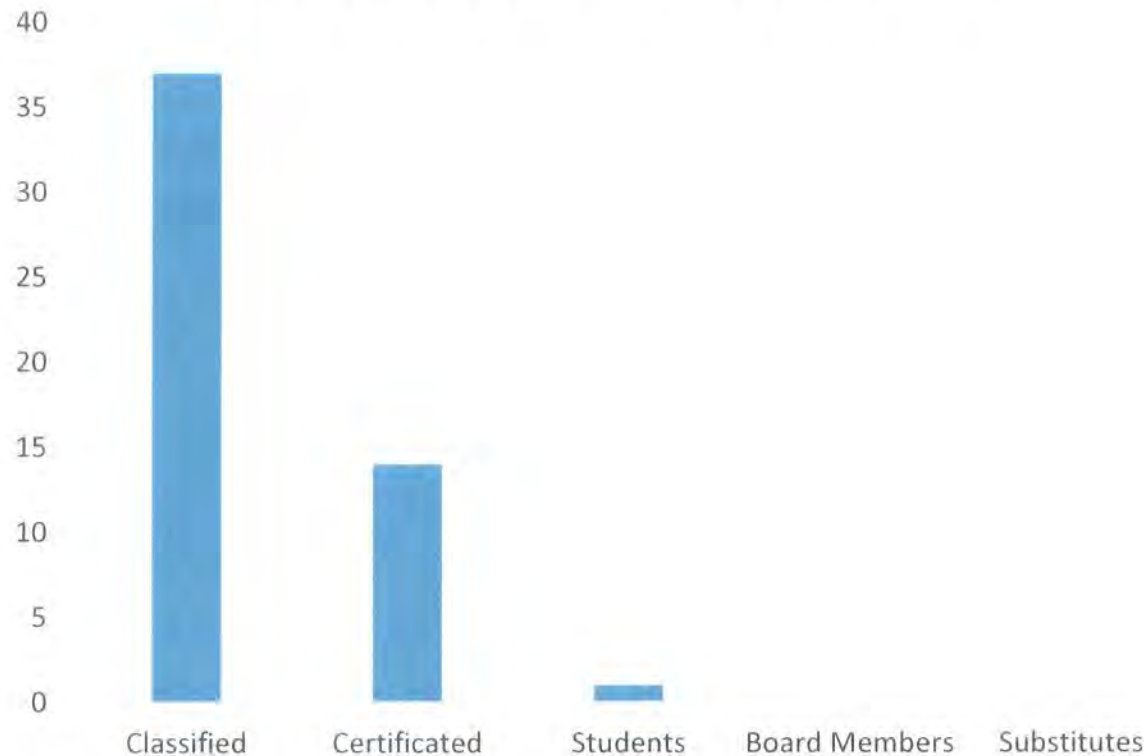
* denotes System Generated entry

Net change to Cash 9110 99,676.81- Credit

Number of Items	78	203,912.95	Totals for Org 309 - Trinity County Office of Education
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Trinity County Office of Education

1/1/2022 - 1/31/2022



Employee Salaries= \$262,768.19

District Liabilities= \$108,125.39

Total Payroll= \$370,893.58

COMPREHENSIVE PLAN FOR SPECIAL EDUCATION**Definitions**

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

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

Elements of the Local Plan

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

(Education Code 56122, 56205, 56206)

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

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

- n. Performance goals and indicators
 - o. Participation in state and districtwide assessments, including assessments described in 20 USC 6301 et seq. and alternate assessments in accordance with 20 USC 1412(a)(16), and reports relating to assessments
 - p. Supplementation of state, local, and other federal funds, including nonsupplantation of funds
 - q. Maintenance of financial effort
 - r. Opportunities for public participation before adoption of policies and procedures
 - s. Suspension and expulsion rates
 - t. Access to instructional materials by blind individuals with exceptional needs and others with print disabilities in accordance with 20 USC 1412(a)(23)
 - u. Overidentification and disproportionate representation by race and ethnicity of children as individuals with exceptional needs, including children with disabilities with a particular impairment described in 20 USC 1401 and 1412(a)(24)
 - v. Prohibition of mandatory medication use pursuant to Education Code 56040.5 and 20 USC 1412(a)(25)
- 2. An annual budget plan, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each local educational agency (LEA) within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures
 - 3. An annual service plan, describing the services to be provided by each LEA, regardless of whether the LEA participates in the local plan, including the nature of the services and the physical location at which the services will be provided. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.
 - 4. Beginning July 1, 2023, an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating for purposes of assuring effective outcomes for students with disabilities, including a description of:
 - a. How the County Board of the SELPA will support participating agencies in achieving the goals, actions, and services identified in their local control and accountability plans
 - b. How the County Board of the SELPA will connect participating agencies in need of technical assistance to the statewide system of support
 - c. The services, technical assistance, and support the County Board of the SELPA will provide to meet the required policies, procedures, and programs specified in Education Code 56205
 - 5. A description of programs for early childhood special education from birth through five years of age
 - 6. A description of the method by which members of the public, including parents/guardians of individuals with disabilities who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205
 - 7. A description of a dispute resolution process, including mediation and arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan

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

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

(Education Code 56205)

Availability of the Plan

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

(4/03) 12/20

UNIFORM COMPLAINT PROCEDURES

The County Board of Education recognizes that the County Office has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing its educational programs. The County Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the County Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and any related procedures approved by the County Superintendent of Schools.

Complaints Subject to UCP

The COE's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in COE programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, 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, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)

18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8207-8225)
23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

At its discretion, the COE may use the UCP for any other type of complaint as specified in a COE policy or regulation. (5 CCR 4610)

The County Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The use of ADR shall be consistent with state and federal laws and regulations.

All complainants shall be protected from retaliation, and the confidentiality of the parties shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the identity of the complainant, and/or the subject of the complaint if different from the complainant, shall remain confidential when appropriate and as long as the integrity of the complaint process is maintained.

Records of all UCP complaints and the investigations of those complaints are to be maintained in accordance with applicable law and County Superintendent policies and procedures.

Non-UCP Complaints

The following complaints shall not be subject to the COE's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to the Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the COE exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in E 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Any complaint alleging employment discrimination or harassment shall be referred to the County Superintendent for investigation using COE procedures, including the right to file the complaint with the California Department of Fair Employment and Housing.

5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the COE is subject, or a physical safety concern that interferes with the COE's provision of FAPE shall be submitted to the California Department of Education (CDE). (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the COE's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance.(5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the COE's food service program shall be referred to the U.S. Department of Agriculture in accordance with BP 3555 -Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with BP 1312.4 - Williams Uniform Complaint Procedures and applicable administrative regulations. (Education Code 35186)

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

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

UNIFORM COMPLAINT PROCEDURES**SAMPLE COUNTY OFFICE OF EDUCATION REGULATION**

The following exhibit presents sample procedures recommended for use by the County Superintendent of Schools to complement and/or implement the accompanying County Board of Education policy. It is recommended that any County Superintendent intending to adopt this sample exhibit for use in the county office of education (COE) do so in cooperation with the County Board. This exhibit may be revised to reflect local practice and may be adopted for the COE's use as an administrative regulation, County Superintendent regulation, or COE regulation according to local practice.

5 CCR 4621 **mandates** that the COE uniform complaint procedures (UCP) be consistent with the procedures of 5 CCR 4600-4670. Additionally, Education Code 52075 **mandates** county superintendents to adopt policies and procedures implementing the use of UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan (LCAP), and Education Code 8212, as renumbered by AB 131 (Ch. 116, Statutes of 2021), **mandates** COEs to adopt policies and procedures for resolving complaints regarding specified health and safety issues in license-exempt California State Preschool Programs (CSPP). Furthermore, a number of federal civil rights statutes and their implementing regulations **mandate** COEs to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination, harassment, intimidation, or bullying. For example, all COEs are **mandated** pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while COEs that receive federal financial assistance are **mandated** pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt policies and procedures to address discrimination on the basis of sex and age. Some of the factors considered by the U.S. Department of Education's Office for Civil Rights (OCR) when determining whether a COE's procedures are "prompt and equitable" are addressed throughout the following administrative regulation.

Apart from these **mandates**, state law authorizes the use of UCP to resolve complaints of noncompliance with laws related to the development of a school plan for student achievement and the establishment of school site councils; accommodations for pregnant and parenting students; prohibition against the charging of student fees; educational rights of foster youth, homeless students, former juvenile court school students, children of military families, migrant students, and students participating in a newcomer program for newly arrived immigrants; assignment of students to courses without educational content; and physical education instructional minutes. See the section "Complaints Subject to UCP" in the accompanying County Board policy.

Except as may otherwise be specifically provided in other county office of education (COE) policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying County Board policy.

Compliance Officers

5 CCR 4621 **mandates** the COE to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination, harassment, intimidation, or bullying and retaliation. During its Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will check to ensure that the COE's procedures list the specific title(s) of the employee(s) responsible for receiving and investigating complaints. COEs may identify the specific title(s) of the compliance officer(s) in the space provided below. If a COE identifies multiple compliance officers, it is recommended that one be designated the lead compliance officer. CSBA recommends that the compliance officer be the same person designated to serve as the COE's Title IX Coordinator for addressing complaints of sexual harassment. COEs may modify this regulation to designate different COE employees to serve these functions.

The COE designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) for handling complaints regarding unlawful discrimination, harassment, sexual harassment, intimidation, or bullying.

Superintendent or Designee
201 Memorial Drive
Weaverville, CA 96093
(530) 623-2861
ssupahan@tcoek12.org

The following paragraph is for use by COEs that have designated more than one compliance officer.

Complaints received by one compliance officer may be assigned to another compliance officer to investigate and resolve the complaint. The complainant and respondent shall be promptly notified if another compliance officer is assigned to the complaint. |

Compliance officers shall not have a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the County Superintendent of Schools or designee for determination of how the complaint will be investigated.

5 CCR 4621 **mandates** that the COE's policy require employees responsible for compliance and/or for investigating and resolving complaints to be knowledgeable about the laws and programs at issue in the complaints they are assigned. Compliance officers must also have training or experience in handling discrimination complaints, including appropriate investigative techniques and understanding of the applicable legal standards.

Employees assigned to investigate and resolve complaints shall have training in and be knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the County Superintendent or designee.

A determination shall be made whether interim measures are necessary during an investigation and while the result is pending. Necessary interim measures shall be implemented and remain in place until it is determined that they are no longer necessary or until the COE issues its final written decision, whichever occurs first.

Notifications

The COE's UCP policy and procedures shall be posted in all COE schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

During the FPM process, CDE staff will check to ensure that the COE's policy contains a statement ensuring annual dissemination of notice of the COE's UCP to the persons specified below.

In addition, the County Superintendent or designee shall annually provide written notification of the COE's UCP to students, employees, parents/guardians of COE students, COE school advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

5 CCR 4622 requires the COE to include specified information in its annual UCP notice to students, parents/guardians, employees, and others. The following list reflects those required components and additional content of the notice listed in CDE's FPM instrument.

A sample of the annual notice is available through CDE's web site. It is the COE's responsibility to update the notice as necessary to reflect new law.

The notice shall include:

1. A statement that the COE is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying County Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the COE's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

7. A statement that the COE will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children from military families, and former juvenile courts school students now enrolled in the COE, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the COE's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying County Board policy, the complainant has a right to appeal the COE's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the COE's decision, within 30 calendar days of receiving the COE's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the COE's UCP are available free of charge

The following paragraph may be modified to reflect local practice. Pursuant to Education Code 221.61, a COE and COE school are required to post information related to Title IX on their web sites, including specified information about complaint procedures under Title IX. See BP 5145.3 - Nondiscrimination/Harassment. A school that does not maintain a web site may comply by posting the information on the web site of the COE, however a school or COE is not required to establish a web site if it does not maintain one. A comprehensive list of rights based on the provisions of the federal regulations implementing Title IX can be found in Education Code 221.8.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the COE and COE school web sites and may be provided through COE-supported social media, if available.

Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires COEs to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, COEs must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2007 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on the balancing of four factors: (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English.

All students and parents/guardians, including students and parents/guardians with limited English proficiency, shall have access to the relevant information provided in the COE's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular COE school speak a single primary language other than English, the COE's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the COE shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

Complaints filed under UCP may be filed directly with a compliance officer or with any site administrator not designated as a compliance officer. For example, acts of unlawful discrimination, harassment, intimidation, or bullying may initially be reported to a principal, or site or program administrator. See BP 5145.7 - Sexual Harassment. If a site administrator not designated as a compliance officer receives a UCP complaint, the site administrator must notify a compliance officer. The COE may also establish a site-level process for receiving informal reports about incidents for which a UCP complaint may be filed and notifying students and parents/guardians of their right to file a UCP complaint. Any site-level process established by the COE should be in writing and distributed in the same manner as the grievance procedures listed herein with an explanation of how it interacts with the UCP complaint process.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, COE staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging COE violation of applicable state or federal law or regulations governing the programs specified in the accompanying County Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)

Education Code 49013 and 52075 **mandate** COEs to adopt procedures that allow for anonymous complaints to be filed when a COE allegedly violates the prohibition against the charging of student fees or violates any requirement related to the LCAP.

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the County Superintendent or designee.

Pursuant to 5 CCR 4630, complaints related to the LCAP must be filed within a year of the date that the Superintendent of Public Instruction (SPI), the reviewing authority for COEs, approves the COE's LCAP.

3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the Superintendent of Public Instruction (SPI) approves the LCAP that was adopted by the County Board of Education. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the County Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

COEs should consult legal counsel before honoring a confidentiality request to withhold the victim's name from the alleged perpetrator, especially in the case of alleged sexual assault as this may affect the COE's ability to conduct a thorough investigation or provide supportive measures to the victim. In OCR's Part I: Questions and Answers Regarding the Department's Title IX Regulations, it is stated that, "Title IX regulations balance a complainant's desire for confidentiality (in terms of, for instance, the complainant's identity not being disclosed to the respondent) with a school's discretion to pursue an investigation where factual circumstances warrant an investigation even though the complainant does not desire to file a formal complaint or participate in a grievance process."

These guiding principles would also apply to harassment on the basis of race, gender, disability, or other protected characteristic.

7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the COE's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the COE shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

The following section should be used only by those COEs that have decided to establish procedures for attempting to resolve complaints through alternative dispute resolution (ADR) procedures such as mediation; see the accompanying County Board policy. **The following section may be modified to specify the ADR method and timelines used within the COE.**

COEs may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student; see E 5145.71 - Title IX Sexual Harassment Complaint Procedures.

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the COE's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the COE shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the COE shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

5 CCR 4631, which requires the COE to provide the complainant with the opportunity to present relevant information, does not provide any timeline. Thus, **the timeline specified below may be modified to reflect local practice.**

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

During the investigation, the compliance officer should consider all relevant circumstances, such as how the alleged misconduct affected one or more students' education; the type, frequency, and duration of the misconduct; the identity, age, and sex of the individuals involved in and impacted by the conduct and the relationship between them; the number of persons engaged in the conduct and at whom the conduct was directed; the size of the school, location of the incidents, and context in which they occurred; and other incidents at the school involving different individuals.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

5 CCR 4631 allows the COE to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the investigation. 5 CCR 4631 also provides that, if the COE refuses to provide the investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant. During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the COE's policy or procedures, as specified below.

A complainant's refusal to provide the COE's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the COE to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Investigation Report

Pursuant to 5 CCR 4631, the COE's investigation report must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for COEs that do not allow complainants to appeal the compliance officer's decision to the County Board. Option 2 is for COEs that allow appeals to the County Board, and it requires the compliance officer's decision within 30 calendar days so that the County Board's decision can still be given within the 60-day time limit.

Pursuant to 5 CCR 4631, only a complainant has the right to receive the investigation report and to file a complaint with the County Board if dissatisfied with the compliance officer's decision. However, under certain circumstances, some of the same rights should be extended to a respondent in order to make the process equitable. For example, since the respondent to a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is usually an individual, the respondent should be notified when the complainant has agreed to an extension of timelines. Options 1 and 2 reflect these recommendations and may be modified to

reflect local practice. When questions arise as to what rights to provide to a respondent, the COE should consult legal counsel accordingly.

Pursuant to 5 CCR 4640, when a UCP complaint is erroneously sent to CDE without first being filed with the COE, the 60-day period specified in 5 CCR 4631 begins when the COE receives the complaint.

OPTION 1: (COEs that do not allow complainants to appeal to the County Board)

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section "Investigation Report" below, within 60 calendar days of the COE's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant.

OPTION 2: (COEs that allow complainants to appeal to the County Board)

The remainder of this section is for use by COEs that select Option 2.

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the COE's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below.

If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the County Board if the complaint is within the subject matter jurisdiction of the County Board, and with the County Superintendent for all other complaints.

If filed with the County Board, the County Board may consider the matter at its next regular County Board meeting or at a special County Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The County Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the County Board hears the complaint, the compliance officer shall send the County Board's decision to the complainant within 60 calendar days of the COE's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. If a complaint is submitted to the County Superintendent, the same response timelines apply. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the County Board if dissatisfied with the decision regarding a matter that is within the County Board's jurisdiction.

Investigation Report

5 CCR 4631 specifies components that are required to be part of the COE's investigation report. Inclusion of these items will help protect the COE's position in case of an appeal to CDE, a complaint submitted to OCR, or if litigation is filed.

For all complaints, the COE's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the COE is in compliance with the relevant law
3. Corrective action(s) whenever the COE finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the COE's investigation report to CDE, except when the COE has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1-99.67) protects student privacy, including student records containing details of the actions taken in response to a UCP complaint. However, pursuant to 20 USC 1221, FERPA may not "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Title V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program." In February 2015, the Family Policy Compliance Office (FPCO), now the Student Privacy Policy Office, released a letter concluding that FERPA permits a COE to disclose to a student who was subjected to unlawful discrimination certain information about the sanctions imposed upon the respondent when the sanctions directly relate to that student. Thus, if properly remedying the impact of discrimination would require disclosing to the alleged victim certain information on how the COE disciplined the respondent (e.g., an order that the respondent stay away from the alleged victim), FPCO interprets FERPA as allowing the COE to disclose that information.

Given the potential liability from improperly disclosing such information, COEs are advised to consult with legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the respondent.

In consultation with COE legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, and bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure that UCP complaint procedures pertaining to CSPP health and safety issues include a statement that the COE response and the investigation report must, whenever Education Code 48985 is applicable, be written in English and the primary language in which the complaint was filed; see the section "Health and Safety Complaints in License-Exempt Preschool Programs" below. The following paragraph extends this provision to all types of complaints to ensure compliance with Education Code 48985. In addition, based on Title VI of the Civil Rights Act of 1964, OCR requires COEs to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the COE's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from CDE.

For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the COE's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

The following section may be revised to reflect local practice.

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or COE environment may include, but are not limited to, actions to reinforce COE policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate action shall be taken, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The COE may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the COE does not tolerate it, and how to report and respond to it.

Generally, when a complaint is found to have merit, an appropriate remedy is provided to the complainant or other affected person. However, in certain instances, the law may require a remedy to be provided to all affected persons, not just the complainant or subject of the complaint. For example, pursuant to Education Code 49013 and
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5 CCR 4600, if the COE, or CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the COE is required to provide a remedy to all affected students and parents/guardians, as specified below. The same requirement applies to allegations of noncompliance with required instructional minutes for physical education pursuant to Education Code 51222 and 51223, course periods without educational content pursuant to Education Code 51228.3, and the LCAP requirements pursuant to Education Code 52075. COEs that do not maintain elementary grades should delete the reference to physical education below.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the COE shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the COE, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the COE's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the COE's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the COE's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The COE failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the COE's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the COE's investigation report are not supported by substantial evidence.
4. The legal conclusion in the COE's investigation report is inconsistent with the law.
5. In a case in which the COE found noncompliance, the corrective actions fail to provide a proper remedy.

5 CCR 4633 requires the COE to submit the following documents to CDE within 10 days after the COE has been notified that an appeal has been filed. The COE's failure to provide a timely and complete response may result in CDE ruling on the appeal without considering information from the COE.

Upon notification by CDE that the COE's investigation report has been appealed, the County Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the COE's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the COE's UCP
6. Other relevant information requested by CDE

If notified by CDE that the COE's investigation report failed to address allegation(s) raised by the complaint, the COE shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Pursuant to 5 CCR 4633, CDE is required to issue a written decision regarding the appeal within 60 days of CDE's receipt of the appeal, unless extended by written agreement with the appellant or documentation by CDE of exceptional circumstances. Pursuant to 5 CCR 4635, if CDE's decision was issued based on evidence in the investigation file CDE received from the COE or evidence uncovered after further investigation of the allegations that were the basis of the appeal, either party may request reconsideration by the SPI or designee within 30 days of the appeal decision.

Pursuant to 5 CCR 4650, CDE may directly intervene in a complaint without waiting for action by the COE when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final investigation report; (2) the complainant requests anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; or (3) the complainant would suffer immediate and irreparable harm as a result of an application of a COE wide policy that is in conflict with state or federal law and that filing a complaint would be futile.

Health and Safety Complaints in License-Exempt Preschool Programs

The following section is for use by COEs that operate any license-exempt CSPP program. Education Code 8212, as renumbered by AB 131 (Ch. 116, Statutes of 2021), **mandates** COEs to adopt policies and procedures for resolving complaints regarding specified health and safety issues in a license-exempt CSPP program. Pursuant to Education Code 8212, the COE must use the UCP, with modifications as necessary, to resolve such complaints. Pursuant to 5 CCR 4610, such complaints must be addressed through the procedures described in 5 CCR 4690-4694.

See the accompanying exhibits for a sample classroom notice and complaint form.

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the COE notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the County Superintendent or designee may download and post a notice available from CDE's web site. (Education Code 8212; 5 CCR 4691)

The COE's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the County Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the County Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or County Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the County Superintendent or designee. (Education Code 8212; 5 CCR 4692)

Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. Based on Title VI of the Civil Rights Act of 1964, OCR requires COEs to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the COE's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the County Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the COE's decision to the SPI in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

Summarized data on the nature and resolution of all CSPP health and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, shall be reported to the County Board at a regularly scheduled County Board meeting. (5 CCR 4693)

12/14/2021

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

UNIFORM COMPLAINT PROCEDURES(continued)

Education Code 8212, as renumbered by AB 131 (Ch. 116, Statutes of 2021), requires that the following notice be posted in each classroom with a license-exempt California State Preschool Program (CSPP) (Education Code 8207-8225, as renumbered by AB 131). The notice must include the health and safety requirements that apply to such CSPP programs pursuant to Health and Safety Code 1596.7925, which may be the subject of a complaint under the uniform complaint procedures.

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
PRESCHOOL COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8212, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

Education Code 8212, as renumbered by AB 131, requires that the notice include the location to obtain a complaint form and provides that posting a notice downloadable from the California Department of Education's web site will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect local practice, including adding the school and county office of education web site addresses.

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the county office of education's (COE) uniform complaint procedures as required by law. A complaint form may be obtained at the school or COE office, or downloaded from the school or COE web site. You may also download a copy of the

California Department of Education complaint form when available from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using the COE's complaint form or the complaint form from the California Department of Education.

12/14/21

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TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

UNIFORM COMPLAINT PROCEDURES

Pursuant to Education Code 8212, as renumbered by AB 131 (Ch. 116, Statutes of 2021), uniform complaint procedures are required to be used for complaints alleging that a license-exempt California State Preschool Program does not comply with any of the health and safety requirements specified in Health and Safety Code 1596.7925.

**PRESCHOOL COMPLAINT FORM:
UNIFORM COMPLAINT PROCEDURES**

Education Code 8212 requires that the county office of education's (COE) uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

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

School name/address: _____

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

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

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

- ☐ The preschool does not have outdoor shade that is safe and in good repair.
- ☐ Drinking water is not accessible and/or readily available throughout the day.
- ☐ The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

- ☐ Restroom facilities are not available only for preschoolers and kindergartners.
- ☐ The preschool program does not provide visual supervision of children at all times.
- ☐ Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.
- ☐ Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

Education Code 8212, as renumbered by AB 131, requires complaints identified above to be filed with the preschool administrator or designee. COEs should specify the names and/or locations in the spaces below.
--

Please file this complaint at the following location:

(preschool administrator or designee)

(address)

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

(Signature)

(Date)

12/14/21

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

SALE OR LEASE OF COUNTY OFFICE-OWNED REAL PROPERTY

The County Board believes that County Office facilities and resources should be utilized in an economical and practical manner. The County Superintendent or designee shall periodically study the current and projected use of all County Office facilities to ensure the efficient utilization of space for the effective delivery of instruction.

Prior to the sale or lease of any surplus real property, the County Board shall appoint a County Office advisory committee to advise the County Board regarding the use or disposition of schools or school building space which is not needed for school purposes. The County Board may elect not to appoint a County Office advisory committee for any of the following: (Education Code 17388, 17391)

1. A rental of property for a period of time not exceeding 30 days
2. A lease or rental of surplus property to a private educational institution for the purpose of offering summer school
3. A sale, lease, or rental of surplus property to be used for teacher or other employee housing
4. Until July 1, 2024, a sale or lease of surplus property that has not previously operated, or was not constructed to be operated, as an early childhood education facility or a school for elementary or secondary instruction

In addition, to ensure that the proposed disposition of the property conforms with any general plan adopted by the local planning agency that affects or includes the area where the surplus property is located, the County Board shall submit a report to the local planning agency describing the location of the surplus property and the purpose and extent of the proposed sale or lease. (Government Code 65402)

The County Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. (Public Resources Code 21000-21177; 14 CCR 15061-15062)

The County Board may meet in closed session with its real property negotiator prior to the sale or lease of real property by the County Office in order to grant its negotiator authority regarding the minimum price or rent and terms of the sale or lease. (Government Code 54956.8)

When selling or leasing County Office real property, the County Board shall comply with applicable procedures and give priority to specified public agencies as required by law. (Education Code 17230, 17464, 17485-17499; Government Code 54222)

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the County Board shall adopt a resolution by a two-thirds vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the County Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

The County Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the County Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the County Office is located, if such a newspaper exists. (Education Code 17469)

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At least 60 days prior to the public meeting, the County Superintendent or designee shall take reasonable steps to provide written notification of the public meeting, by certified mail, to the former owner from whom the County Office acquired the property. (Education Code 17470)

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the County Board shall open, examine, and declare all sealed bids. Before accepting a written proposal, the County Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The County Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the County Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the County Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the County Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the County Board accepts a higher oral bid or rejects all bids.
(Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the County Board may adopt a resolution of acceptance that directs the County Board president, or any other County Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

Use of Proceeds

The County Superintendent or designee shall ensure that the proceeds from the sale or lease with an option to purchase of surplus County Office property are used for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. (Education Code 17462; 2 CCR 1700)

Proceeds from a sale of surplus County Office property shall generally be used for capital outlay or maintenance costs that the County Board determines will not recur within a five-year period. Proceeds from a lease of County Office property with an option to purchase may be deposited into a restricted fund for the routine repair of County Office facilities, as defined by the SAB, for up to a five-year period. (Education Code 17462)

However, if the County Board and SAB determine that the County Office has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. (Education Code 17462)

In addition, until July 1, 2024, if County Office surplus property was purchased entirely with local funds, the proceeds from the sale or lease of the property, together with any personal property located on the property, may be deposited into the general fund of the County Office and may be used for any one-time general fund purpose. Before exercising this authority, the County Board shall: (Education Code 17463.7)

1. Submit to SAB documents certifying that the sale of real property does not violate the provisions of a local bond act and the real property is not suitable to meet projected school construction needs for the next 10 years
2. At a public meeting, adopt a plan for expending one-time resources from the sale or lease of the property which identifies the source and intended use of the surplus property proceeds and describes the reasons that the expenditure will not result in ongoing fiscal obligations for the County Office

Whenever the County Office sells real property that was purchased, improved, or modernized with funds that were

received from a state school facilities funding program within the previous 10 years, the County Office shall notify OPSC within 90 calendar days of the sale of the property if the proceeds from the sale are not used for capital outlay and the property is not sold to a charter school, another school County Office, a county office of education, or an agency that will use the property exclusively for the delivery of child care and development services. If SAB subsequently makes a finding that the sale is subject to Education Code 17462.3, the County Office shall return the funds to the SAB within 90 calendar days of the finding. (2 CCR 1702)

(7/11) 10/20

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

PARENTAL NOTIFICATIONS

The County Board desires to promote effective communication between the school and the home and to keep parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians. The County Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the County Superintendent or designee believes will promote parental understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the County Office for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a County Office school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand.

Whenever 15 percent or more of the students enrolled in a County Office school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

(3/07) 7/20

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

ACTIONS BY THE BOARD

UNCONDITIONAL COMMITMENT LETTER

To: (Name of district attorney or any interested person)

The Trinity County Board of Education has received your cease and desist letter dated _____ alleging that the following past action taken by the County Board violates the Ralph M. Brown Act: (Describe alleged past action as set forth in the cease and desist letter.)

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the County Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above.

The County Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address(es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to Government Code 54960(a).

Sincerely,

President, _____ Trinity County Board of Education

(1/16) 8/20

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA



February 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 wrote an "Annex" to the County of Trinity's Hazard Mitigation Plan to allow TCOE to apply directly for funding through this source for local school districts. We have narrowed the project categories to three (Campus Hardening / Defensible Space, Generators and a potential water cistern). Notices of Intent (NOIs) are due on 02.18.2022.

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

KEY CAMPUS STATUS (RECENT AND UPCOMING MAJOR PROJECT SITES)

BURNT RANCH

- *Previous Project Close Out:* "Soft audit" info has been sent to Office of Public School Instruction for their review.
- *Well / Water Supply:* Still moving forward on project. Funding date may bump out depending on how quickly a tank type can be determined.
- *BRESO Generator:* **New generator has been installed. ☺**
- *Potential Solar Project:* BRESO 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.

5.1.1

CHYBA (California Heritage Youth Build Academy) – Over the past few weeks, TCOE staff has had very robust planning calls with OPSC staff regarding the Charter School Facilities Program and finance advisor Josh Cooperman (TAUSD tran, STJUSD refinance) regarding additional options. We hope to have some unified approach direction developed within the next 4-6 weeks. This is all surrounding the potential for CHYBA to co-locate a new campus in Redding in conjunction with Hill Country Clinic's new Center of Hope (<https://www.hillcountryclinic.org/center-of-hope/>) and related McConnell Foundation supported projects.

COFFEE CREEK – TCOE staff hopes to sit down with CCESD staff soon and talk through overall campus and options available.

DOUGLAS CITY

- *Windows Project*: Project completed over winter break.
- *Shade Structure*: Contractor has supplied bonds and insurance. Design acquisition is next.
- *Future Modernization* – TCOE staff and district superintendent to reboot this conversation
- *Master planning* – DCESD Board authorized superintendent to work on concepts for RFP / RFQ for a design professional with TCOE staff. Ongoing meetings with DCESD Superintendent in this regard.

JUNCTION CITY

- *Water System Replacement* – Application is now completely in the hands of the State funding agency and the California Rural Water Association.
- *Closing out original construction* – This is still pending and TCOE staff will be re-engaging the architect District in the new year (2022) to assist in closing out both projects. No new movement here. Will update.
- *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* – TCOE is working with DSA, OPSC and the District to potentially secure additional funding. Requirement memo from DSA is the key piece and we are awaiting receipt. We are still awaiting DSA response in spite of multiple phone calls and contacts.
- *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* – TCOE staff working with a member of LESD Board to craft an RFP for this work that will be reviewed by the full board at their 02.14 meeting.

MOUNTAIN VALLEY – Final reconstruction funding was awarded at the January 2022 SAB meeting and funding was received.

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.

TRINITY ALPS

- *Trinity High School Gym* – Major punch list walk will be on Wed. 02.09 with a basketball game taking place on Friday, 02.11. While there will be a number of areas of finish work, the project is substantially complete.
- *Main THS Campus* – Project is moving along well. Due to substantial hustle on the part of the whole construction committee, the major bids have come in under budget. Jeff Morris (contractor) is working well with the team and architects in coordinating sequencing of work and contractors. Plumbing and Electrical work are moving along well.

TRINITY CENTER - No significant update

TRINITY COUNTY OFFICE OF EDUCATION

- Internal committee that was working on ADA issues and COVID protocols has been re-engaged to vet and support all facilities issues for the TCOE campus.

TRINITY CO-OP

Trinity County Office of Education

Spring Guidance

LCAP Supplement and Mid-Year Reporting

Due: **Report** to Board: February 28, 2022, at a regularly scheduled meeting of the governing board or body of the LEA.

a) The supplement to the annual update required by subdivision. You are **required** to use the CDE template on DTS.

You are not required to use any template for b and c

(b) All available mid-year outcome data related to metrics identified in the 2021–22 LCAP.

c) Mid-year expenditure and implementation data on all actions identified in the 2021–22 LCAP.

Comprehensive Safe School Plan (CSSP)

CSSP is due March 1, 2022. The plan must be safety committee and board approved. Rubric templates are available on our TCPLN google drive under [Safety Plan](#). Please send Tim Nordstrom a copy of your plan once approved (or prior if you want a once over) as TCOE is required to report approved plans to the CDE.

SARC

Ensure your SARCs are all available on your school websites.

Winter ConApp

Winter ConApp was released in Jan. and is due March 11. TCOE will contact LEAs for completion.

Kudos

Jeff Morris and Cindy Blanchard – Kudos with a capital K and lots of exclamation points!!! to Jeff and Cindy in sorting through old, musty boxes to locate the documents necessary for Trinity Alps to be able to receive a \$2.5M reimbursement from Office of Public School Construction for a 2016-2018 modernization project! Everyone is beyond thankful for their dedication, perseverance and drive in accomplishing this task. -Gretchen

Kudos to Kristi for holding down the fort at BRS! And, Kudos to Kathleen for coming to the rescue! :) -Christine

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**

Elevating Student Voice in Education

The following is from a report that outlines strategies to increase authentic student voice in education at the school, district, and state levels.

Students have the greatest stake in their education but little to no say in how it is delivered. This lack of agency represents a lost opportunity to accelerate learning and prepare

Part of 52

students for a world in which taking initiative and learning new skills are increasingly paramount to success.

When it comes to student engagement, there is a predictable and well-documented downward trajectory as students get older. According to a 2016 Gallup poll that measured student engagement, about three-quarters of fifth graders—an age at which students are full of joy and enthusiasm for school—report high engagement in school. By middle school, slightly more than one-half of students report being engaged. In high school, however, there is a precipitous drop in engagement, with just about one-third of students reporting being engaged. Similar to the drop in engagement, a recent poll from The New Teacher Project (TNTP) found that students see less value in their work and assignments with each subsequent year of school.

To read the full article, [CLICK HERE](#)

Governor Issues Executive Order to Provide Temporary

Flexibility Around COVID-19 Related Staffing Shortage

The order allows for the following through March 31, 2022:

- Substitutes may serve in a single general education assignment no more than 120 days through March 31, 2022. Note that the previous 30-day limitation was already

extended to 60 cumulative days for general, special, and career technical education assignments through July 1, 2022.

- Waives the requirement in Ed Code for student teachers to be supervised by a credentialed teacher for purposes of calculating average daily attendance for apportionment through March 31, 2022.
- County offices of education may issue a temporary certificate to expedite placing a substitute teacher in a classroom. The requirement to submit an application to the Commission on Teacher Credentialing is waived. However, substitute teachers who receive the temporary certificate under the Order still must hold a bachelor's degree and obtain a certificate of clearance.
- Waives limitations on post-retirement earnings and the break-in-service requirements for STRS retirees who are at normal retirement age to allow them to serve as substitute teachers.
- Suspends the 180 day break-in-service requirement for retirees through March 31, 2022.
- Suspends post-retirement compensation limitations and procedural requirements for appointment under Education Code section 21214.5(a)-(g) for compensation earned during the 2021-2022 school year through March 31, 2022 for all STRS retirees.

7 Effective School Correlates - Where does my school fall?

2. Climate of High Expectations for Success

The First Generation: In the effective school there is a climate of expectation in which the staff believe and demonstrate that all students can attain mastery of the essential school skills, and the staff also believe that they have the capability to help all students achieve that mastery.

The Second Generation: In the second generation, the emphasis placed on high expectations for success will be broadened significantly. In the first generation, expectations were described in terms of attitudes and beliefs that suggested how the teacher should behave in the teaching-learning situation. Those descriptions sought to tell teachers how they should initially deliver the lesson. High expectations meant, for example, that the teacher should evenly distribute questions asked among all students and should provide each student with an equal opportunity to participate in the learning process. Unfortunately, this "equalization of opportunity," though beneficial, proved to be insufficient to assure mastery for many learners. Teachers found themselves in the difficult position of having had high expectations and having acted upon them—yet some students still did not learn.

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.

History Day

- When: March 8-9, 2022
- Where: Will be held at each individual school site

Young Artist's Showcase

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

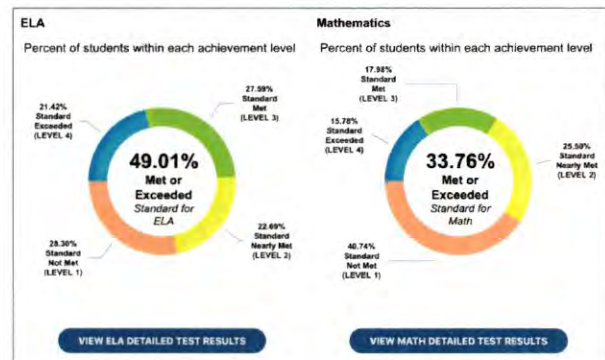
STEAMEXPO

- When: Mid May 2021
- Where: TBD (Likely at WES gym)
- T-shirt contest and student project applications will be sent out at the beginning of March
- Student projects will be due at the beginning of May

2021 CAASPP Results

CAASPP results for 2021 are now available. Results are able to be viewed by district, school, grade level, and by student group

<https://caaspp-elpac.cde.ca.gov/caaspp/>



2021 School Dashboard

The 2021 CA School Dashboard is now available. The Dashboard compiles yearly data regarding CAASPP, Grad rates, College and Career Ready, Suspension, and more.



<https://www.caschooldashboard.org/>

"I Can't Handle Five Key Beliefs Right Now. Gimme Just One."

By Dave Stuart Jr. [Click here.](#)

If you're seeing lots of student apathy (and by "seeing" I mean feeling its weight on your soul), five key beliefs work will help you regain agency and impact. This isn't silver bullet stuff; it's just a low-stress, high-yield methodology for thinking and doing something about student motivation obstacles.

Pick this one



The strongest place to start creating a more motivation-conducive classroom or school is **teacher credibility**. If you can move all your students toward believing that you are good at your job, just about everything will move toward becoming easier.

- From a position of credibility, you can cultivate the rest of the five key beliefs more effectively.
- Credibility is the invisible force that animates the work of our greatest writer-practitioners.
- Word of teacher credibility spreads — so, the longer you teach from a position of credibility, the more likely it is that your students will think you're a credible teacher before they walk into the room.

- On John Hattie's Visible Learning list, teacher credibility right near the top, and, if you were to re-order Hattie's list based on an effect-size-to-effort-required ratio, credibility would be on top. (My opinion.)

Of the five key beliefs, then, teacher credibility is the foundation. If you're overwhelmed, just focusing on improving your credibility. One signal at a time.

So, how do we improve our Credibility?

It's one of those simple-but-not-completely-easy things.

Here's what you do: send lots of signals. Specifically, signal to students that you **Care**, that you're **Competent**, and that you're **Passionate**. Care, Competence, Passion. CCP.



FIGURE 2.2 • How to Build Teacher Credibility

What do you mean, signals?

In a given context, signals tell us what kind of story we're in. That's not my language — it's Dan Coyle's in Culture Code. Remarkable cultures rest on just a few skills, according to Coyle. And one of them, it turns out, is creating high-purpose environments. And how do you

do that? Send an array of consistent signals telling a consistent story.

The story we're telling with Care, Competence, and Passion signals is a really fun one: the teacher in this classroom is good at their job. She knows what she's doing. He can take me someplace with learning that I've not been yet. She can help me grow.

That's a story a Credible teacher tells — not verbally, but with signals.

Before we close, some quick examples of Care-Competence-Passion (CCP) signals:

- Taking 30 seconds to try to **make an individual student feel valued, known, or respected**;
- Using **a simple tracking system** to ensure that you take those 30 seconds on a regular basis (in a secondary classroom, I recommend at least once per student every 2-3 weeks);

- Giving a student specific and helpful feedback on their work in your class;
- Handling awkward or potentially tense classroom situations with aplomb;
- Establishing and reinforcing basic classroom procedures that avoid the wasting of time (e.g., what to do at the start of class);
- Providing **feedback that is useful and quick**;

P.S. Isn't this all kind of overwhelming, Dave?

It *really* can be. But: it *DOES NOT* have to be.

Make sure your focus is in spots where you're the sole driver. You'll be so much happier. The image below helps me sometimes when I need that reminder.

Stuff I control in my classroom

- being a GOOD teacher
- how I talk to students about today's lesson
- how I talk to students about my subject
- how I work to cultivate positive peer-to-peer relationships
- how I approach a student today
- how I seek to help a student grow in their ability today
- how the learning experiences in my room build upon one another
- whether I work to like and love each of my students
- whether I teach my students learning strategies
- whether I honor how students feel
- whether I teach students about sleep

Stuff I don't

- being the BEST teacher in the school
- a student's past experiences in school
- a student's past experiences in my subject
- a student's past experiences with peers in the room
- a student's past experiences with teachers
- a student's past experiences with the kind of work we're doing today
- a student's current ability levels for the kind of work we're doing today
- what the student had for dinner last night
- how the student is feeling emotionally
- what the student's sleep balance is

R.I.S.E. Academy

2021-22

Start: August 31, 2021

End: June 15, 2022

Grades	Start Time	End Time
K-5	8:20	2:30
6-8	8:20	3:25
9-12	8:20	3:35

											9-12											9-12											9-12										

Board Approved:

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

Sept 6
Nov 1
Nov 11
Nov 22-26
Dec 20-31

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

Dec 25
Jan 1
Jan 17
Feb -22 obs.
Feb 21
Feb 21-25

Easter Sunday
Spring Break
Memorial Day

Apr 17
Apr 11-15
May 30

eL

**Trinity County Office of Education
Safety Plan
2021-22**

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

2021-22 Safety Committee

Joe Comiskey, School Psychologist/Program Specialist
Tim Edwards, Facilities & Operations Director
April Fiermonte, HR/Payroll Analyst
Robert Jackson, Director of Technology
Tim Nordstrom, Director
Anthony Rebelo, SELPA Director
Amanda Cloud School Psychologist
Julia Dixon Program Coordinator
Laura Dawson IT Support Specialist

Community Review

Original Public Input Meeting Held on: February 27, 2014	Approved: ☒ Yes ☐ No
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Approved by (pursuant Education Code 532288)

_____ on _____

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

Sarah E. Supahan, Trinity County Superintendent of Schools

7.3

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

Sandy Coatney, Principal
201 Memorial Drive Weaverville CA 96093
530-623-2861 Ext.280
scoatney@tcoek12.org

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

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

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

Community Review

Original Public Input Meeting Held on: January 12, 2022	Approved: ☒ Yes ☐ No
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Approved by (pursuant Education Code 532288)

X Submitted to County Board of Trustees on **February 8, 2022**
X Approved by the County Board of Trustees on **February 16, 2022**

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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

AWARDS FOR ACHIEVEMENT(*continued*)

BP 5126(b)

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

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

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

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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

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATIONS
WEAVERVILLE, CA

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