

MINUTES

Trinity County Board of Education Regular Board Meeting December 10, 2021

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)
Melissa Nielsen, Area IV (by Zoom from 600 Lake Road Junction City, CA 96048)
Steve Canale, Area V (by Zoom from 13361 Mad River Rd Mad River, CA 95552)

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

PUBLIC: Josh Cozine, Trinity Journal

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

1.0 Formal Opening

- 1.1 Call to Order
Steve Canale called the meeting to order at 1:01 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 5 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 participation.

3.0 Accept Open Session Agenda

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

4.0 Consent Agenda

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

- 4.1 Minutes – November 17, 2021
- 4.2 Warrants – November 2021
- 4.3 Payroll – November 2021
- 4.4 BP/AR 5144.1 Suspension and Expulsion/Due Process – Second Reading
- 4.5 BP/AR/E(1)/E(2) 1312.3 Uniform Complaint Procedures –Second Reading
- 4.6 BP 1340 Access to District Records – Second Reading
- 4.7 BP/AR 5145.3 Nondiscrimination/Harassment – Second Reading
- 4.8 BP/AR 6115 Ceremonies and Observances – Second Reading

MOTION: Steve Canale asked the Board for objections to approving the Consent Agenda. The Consent Agenda was approved by consensus of the Board. Motion passed unanimously. Aye-5 (Aldinger, Canale, Myers, Spencer, Nielsen) No-0, Absent-0, Abstain-0.

5.0 Reports

5.1 Financial Report and Oversight Update

The Financial Report and Oversight Update were included in the Board packet for the members to review.

5.1.1 School Facilities Report from Jeff Morris

The School Facilities Report was included in the Board packet for the members to review.

5.2 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

There was no correspondence

7.0 Action Items

- 7.1 Board to reaffirm that meeting in person would present imminent risks to the health/safety of attendees for the Board Meeting scheduled for January 26, 2022, at 1:00 p.m. as per California Governor's Executive Order AB 361.(No back-up)

MOTION: Motion was made by Randy Spencer, with a second by Michelle Myers to approve

that meeting in person would present imminent risks to the health/safety of attendees for Board Meeting scheduled for January 26, 2022, at 1:00 p.m. as per California Governor's Executive Order AB 361. Motion passed unanimously. Motion passed unanimously. Aye- 5 (Aldinger, Canale, Myers, Nielsen, Spencer), No-0, Absent-0, Abstain-0.

7.2 Annual Organizational Meeting

- a. Elect President
- b. Elect Vice President
- c. Elect County Superintendent as Secretary to the Board

MOTION: Motion was made by Michelle Myers to elect Sally Aldinger, President, Melissa Nielsen, Vice President, and appoint Sarah Supahan, Secretary to the Board, with a second by Randy Spencer. Motion carried unanimously. Aye-5, (Aldinger, Canale, Myers, Nielsen, Spencer), No-0, Absent-0, Abstain-0.

- d. Establish Board meeting dates and time

MOTION: Motion was made by Michele Myers with a second by Randy Spencer to Establish Board meeting dates listed in Resolution #21-22-09. Motion carried unanimously. Aye-5, (Aldinger, Canale, Myers, Nielsen, Spencer), No-0, Absent-0, Abstain-0.

7.3 Approve Resolution #21-22-09 Fixing Time, Date, and Location of Regular Meetings

MOTION: Motion was made by Melissa Nielsen with a second by Sally Aldinger to approve Resolution #21-22-09 Fixing the Time, Date, and Location of Regular Board meetings for 2021. Motion carried unanimously. Aye-5 (Aldinger, Canale, Myers, Nielsen, Spencer), No-0, Absent-0, Abstain-0.

7.4 Consider and/or Approve 2021-22 First Interim Financial Report, Criteria and Standards, District Certification, and Budget Revisions Reflected on First Interim Report (back-up to follow electronically at least 72 hours before the meeting)

Gretchen Deichler sent the First Interim Financial Report, Criteria and Standards, Budget Overview for parents, District Certification and Budget Revisions Reflected on First Interim Report to the board to review.

MOTION: Motion was made by Sally Aldinger and second by Randy Spencer to Approve 2021-22 First Interim Financial Report, Criteria and Standards, District Certification, and Budget Revisions Reflected on First Interim Report. Motion carried unanimously. Aye-5 (Aldinger, Canale, Myers, Nielsen, Spencer), No-0, Absent-0, Abstain-0.

7.5 Approve Educator Effectiveness Block Grant 2021-26 Plan

MOTION: Motion was made by Michelle Myers and second by Melissa Nielsen to Approve Educator Effectiveness Block Grant 2021-26 Plan. Motion carried unanimously. Aye-5(Aldinger, Canale, Myers, Nielsen, Spencer), No-0, Absent-0, Abstain-0.

7.6 Approve Revised R.I.S.E. Academy 2021-2022 School Year Calendar

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

8.0 Information Items

8.1 E 1113 District and School Web-Sites – First Reading

8.2 BP 2120 County Superintendent Responsibilities – First Reading

- 8.3 BP 5141.5 Mental Health – First Reading
- 8.4 BP/AR 5145.7 Sexual Harassment – First Reading
- 8.5 BP/AR 6159 Individualized Education Program – First Reading
- 8.6 BP/AR/E 6161.1 Selection and Evaluation of Instructional Materials – First Reading

9.0 Superintendent's Report

9.1 Sarah Supahan shared with the board the festivities and decorating contest going on throughout the office.

9.2 Awards are being given to some of the district administrators recognizing them for their outstanding work during challenging times.

9.3 The County Office has been working overtime to support many districts during this time.

9.4 Sarah has been working with CCSESA and lobbyists in DC, pursuing Title I funding for all our school districts.

9.5 Sarah shared with the board that we are actively working with the county to secure housing/rentals for our educators and deputies in Trinity County.

9.6 Updates are being made to the TCOE Help Line and the 1-Tip Line is being advertised now around the county. There will be an article coming out in the Trinity Journal with details.

10.0 Adjournment

The meeting adjourned at 1:36 p.m.

This meeting may be tape-recorded

Sarah E. Supahan, Ex-Officio Secretary

Trinity County Office of Education

dm

C.H.

Register 000776 - 12/03/2021

Bank Account COUNTY - County

Payment Id	Comment						
Check # 5231441	01	Check Amt	4,836.58	Status	Printed	Macmillan Holdings LLC//ATTN 1 0306333 (Macmillan H - Payee)	
MSBMABR110121-C	Nov 1 PD Day Speaker			01. 6266. 0. 8600. 2100. 5800. 825. 2553.			4,836.58
Check # 5231442	01	Check Amt	144.00	Status	Printed	Holmes, Melanie R (000298 - Emp)	
MHOLMES GRAMMARLY	Grammarly Subscription			01. 0000. 0. 8600. 2420. 5800. 825.			144.00
Check # 5231443	01	Check Amt	42.34	Status	Printed	Rebello, Stephanie S (000421 - Emp)	
SREBELO MILEAGE	Covid Testing Mileage			01. 7815. 0. 8600. 3140. 5200. 825.			42.34
Check # 5231444	01	Check Amt	42.56	Status	Printed	Spencer, Randy D (000443 - Emp)	
11172021TCBOE	Mileage November 2021			01. 0000. 0. 0000. 7110. 5200. 825.			42.56
Check # 5231445	01	Check Amt	68.83	Status	Printed	Smith, Alison E (000486 - Emp)	
ASMITH MEAL	Homeless FY Meals			01. 5630. 0. 8600. 2150. 4300. 825.			68.83
Check # 5231446	01	Check Amt	52.64	Status	Printed	Bunce, MaryAnn (000488 - Emp)	
MBUNCECORRECTION	COVID Testing Mileage			01. 7815. 0. 8600. 3140. 5200. 825.			52.64
Check # 5231447	01	Check Amt	226.02	Status	Printed	Willburn, Kelsey A (000497 - Emp)	
KWMILEAGE	Kelsey Willburn Mileage			01. 0000. 0. 8600. 3130. 5200. 825. 7813.			226.02
Check # 5231448	01	Check Amt	1,411.93	Status	Printed	2ndGear (001215/2)	
INV279098	Dell Latitude 7390 Laptop COVID Test, SELPA			01. 0000. 0. 0000. 2420. 4400. 825.			705.98
				01. 7815. 0. 8600. 3140. 4400. 825.			705.95
Check # 5231449	01	Check Amt	150.00	Status	Printed	Alameda Co Office of Ed (000992/1)	
INV22-00416	2021 Virtual Social/Emotional Learning & Wellness			01. 6685. 0. 8600. 2150. 5200. 825.			150.00
Check # 5231450	01	Check Amt	87.71	Status	Printed	Amazon Capital Services, Inc (001252/1)	
1NXT-XDTC-KGJF	Power Cord for Dell Latitude 3529			01. 0000. 0. 0000. 2420. 4300. 825.			34.08
1X36-PMJY-VRWT	Myra Bag Floral Weekender			01. 0000. 0. 8600. 3140. 4300. 825.			53.63
Check # 5231451	01	Check Amt	43.71	Status	Printed	AT&T (000030/3)	
0517865016001NOV21	AT&T Computer Line Nov			01. 0000. 0. 0000. 8100. 5920. 825.			43.71
Check # 5231452	01	Check Amt	154.25	Status	Printed	Carrel's Office Solutions (000825/2)	
AR39819	Oct Ecosys M3540idn			01. 0000. 0. 0000. 7200. 5600. 825. 2752.			7.68
AR39954	TK-1152 Toner Cartridge			01. 0000. 0. 0000. 7200. 4300. 825.			146.57
Check # 5231453	01	Check Amt	1,358.00	Status	Printed	Com-Pair Services (001086/1)	
6422	Dec Com-Pair Internet			01. 0000. 0. 8600. 7700. 5920. 825.			1,358.00
Check # 5231454	01	Check Amt	980.81	Status	Printed	Cornerstone Auto & Tire (000473/1)	
9816865	Toyota Camry New Tires			01. 0000. 0. 0000. 8100. 5600. 825.			549.65
9816871	Kia Spectra New Tires			01. 0000. 0. 0000. 8100. 5600. 825.			431.16
Check # 5231455	01	Check Amt	6,315.30	Status	Printed	Cresswell Physical Therapy Inc (000987/2)	
60	Oct 15 - 22 OT services			01. 6500. 0. 5760. 3140. 5800. 826. 0304. 651			375.85
				01. 6500. 0. 5760. 3140. 5800. 826. 0306. 651			263.35

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 12/1/2021, Ending Check Date = 12/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 1 of 6

Register 000776 - 12/03/2021

Bank Account COUNTY - County

Payment Id	Comment						
Check # 5231455	01	Check Amt	6,315.30	Status	Printed	Cresswell Physical Therapy Inc (000987/2) - continued	
60	Oct 15 - 22 OT services					01. 6500. 0. 5760. 3140. 5800. 826. 0311. 651	1,390.90
61	Oct 22 - 31 OT services					01. 3315. 0. 5730. 3140. 5800. 826. .	131.66
						01. 6500. 0. 5760. 3140. 5800. 826. 0304. 651	581.68
						01. 6500. 0. 5760. 3140. 5800. 826. 0306. 651	187.93
62	Nov 1 - 8 OT services					01. 6500. 0. 5760. 3140. 5800. 826. 0311. 651	300.43
						01. 6500. 0. 5760. 3140. 5800. 826. 0304. 651	150.85
						01. 6500. 0. 5760. 3140. 5800. 826. 0306. 651	263.35
						01. 6500. 0. 5760. 3140. 5800. 826. 0311. 651	751.70
63	Nov 8 - 15 OT services					01. 6500. 0. 5760. 3140. 5800. 826. 0312. 651	112.50
						01. 6500. 0. 5760. 3140. 5800. 826. 0306. 651	263.35
						01. 6500. 0. 5760. 3140. 5800. 826. 0311. 651	790.05
64	Nov 16 - 22 OT services					01. 6500. 0. 5760. 3140. 5800. 826. 0312. 651	112.50
						01. 3315. 0. 5730. 3140. 5800. 826. .	112.50
						01. 6500. 0. 5760. 3140. 5800. 826. 0304. 651	263.35
						01. 6500. 0. 5760. 3140. 5800. 826. 0306. 651	150.85
						01. 6500. 0. 5760. 3140. 5800. 826. 0312. 651	112.50
Check # 5231456	01	Check Amt	373.80	Status	Printed	Dunamis Center Inc (001333/1)	
15583	Oct Mental Health Services					01. 6512. 0. 5001. 3110. 5800. 826. .	373.80
Check # 5231457	01	Check Amt	44.93	Status	Printed	Fastenal Company (000137/2)	
CARE173284	Battery, Gloves					01. 0000. 0. 0000. 8100. 4300. 825. .	44.93
Check # 5231458	01	Check Amt	46.55	Status	Printed	Frontier Communications (001182/1)	
032097-5 NOV21	Nov Business line 032097-5					01. 0000. 0. 0000. 8100. 5920. 825. .	46.55
Check # 5231459	01	Check Amt	580.82	Status	Printed	Frontline Education (001327/1)	
INVUS149685	Aeries Integration TAU					01. 0000. 0. 8600. 7700. 5800. 825. 0320. .	580.82
Check # 5231460	01	Check Amt	1,642.00	Status	Printed	John W. Kizziar, DDS, INC (001234/1)	
ARC 11232021	Trinity Smiles ARC 11/23/21					01. 0033. 0. 8600. 3140. 5800. 825. .	305.00
AZC 11232021	Trinity Smiles AZC 11/23/21					01. 0033. 0. 8600. 3140. 5800. 825. .	150.00
IS 11012021	Trinity Smiles IS 11/01/21					01. 0033. 0. 8600. 3140. 5800. 825. .	750.00
JR 11172021	Trinity Smiles JR 11/17/21					01. 0033. 0. 8600. 3140. 5800. 825. .	272.00
VC 11232021	Trinity Smiles VC 11/23/21					01. 0033. 0. 8600. 3140. 5800. 825. .	165.00
Check # 5231461	01	Check Amt	2,116.50	Status	Printed	Lozano Smith (000441/1)	
2148990	Legal Fees re ESSER funds					01. 0000. 0. 0000. 7100. 5850. 825. .	886.50
2148992	General Student independent study					01. 0000. 0. 0000. 7100. 5850. 825. .	120.00
2148993	Board Governance F Robles					01. 0000. 0. 0000. 7100. 5850. 825. .	1,110.00
Check # 5231462	01	Check Amt	138.97	Status	Printed	Medical Device Depot, Inc. (001374/1)	
A136769	Welch Allyn Single Use Ear Tip Starter Kit					01. 0000. 0. 8600. 3140. 4300. 825. .	138.97

Selection: Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 12/1/2021, Ending Check Date = 12/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 2 of 6

Register 000776 - 12/03/2021						Bank Account COUNTY - County
Payment Id	Comment					
Check # 5231463	01	Check Amt	3,259.00	Status Printed	Oxford Consulting Services (001332/2)	
142550	Oct 21 Behavior Services GB					1,692.00
142959	Sept 21 Behavior Services GB					1,567.00
Check # 5231464	01	Check Amt	1,315.88	Status Printed	NCS Pearson, Inc. (000275/3)	
16387085	Bayley Scales of Infant Development Kit					1,315.88
Check # 5231465	01	Check Amt	10,949.10	Status Printed	PresenceLearning, Inc (000925/5)	
INV47231	Oct 21 Speech Services					152.25
Check # 5231466	01	Check Amt	58.00	Status Printed	School & College Legal Svcs (000872/1)	
IN22-01242	Legal Services Vaccine Mandate					58.00
Check # 5231467	01	Check Amt	42.54	Status Printed	School Nurse Supply (001047/1)	
0863263-IN	Nitrile Exam Gloves					42.54
Check # 5231468	01	Check Amt	1,547.60	Status Printed	SHI (001200/2)	
B14268154	HDMI Cable					33.25
B14364914	COVID Testing Surface Pro 7 Megan Koeller					1,355.35
B14392003	Adobe Acrobat- Tim N.					159.00
Check # 5231469	01	Check Amt	500.00	Status Printed	Shasta-Trinity Schools Med (000330/3)	
HSAJPA REIMBURSEMENT	HSA JPA Reimbursement					500.00
Check # 5231470	01	Check Amt	1,393.87	Status Printed	Trinity Co Dept Of Transport (000389/1)	
CA21-90	Oct Monthly Fuel					1,393.87
Check # 5231471	01	Check Amt	5,966.85	Status Printed	U.S. Bank Corporate Payment Systems (000404/2)	
000141869	CASBO-1099 Reporting Concepts					255.00
000141880	CASBO-Accounts Payable Rules & Best Practices					255.00
000347	Susie's Bakery BTS meeting					28.07
015296	Costco PD Day Food					186.40
068717	Chefs Store Lunch PD Day					225.51
077091	Laser Teslin Paper ID Cards					24.66
100018	Headlights					61.92
111237	T Nordstrom PD day books					1,591.78
128875	Costco Food BTS Meeting					221.47
199127	QCC/QRIS HRN					241.12
202539	Gretchen & Sarah Monthly Adobe Acrobat					14.99
243772	QCC QRIS HRN					76.22
249506	QCC/QRIS HRN					33.85
313605	8x10 frame					108.08
382842	Holiday Coffee PD Day					89.75
411206	Target Supplies BTS MTG					21.41
Selection	Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 12/1/2021, Ending Check Date = 12/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)					ESCAPE ONLINE

Register 000776 - 12/03/2021

Bank Account COUNTY - County

Payment Id	Comment						
Check # 5231471	01	Check Amt	5,966.85	Status	Printed	U.S. Bank Corporate Payment Systems (000404/2) - continued	
447691	S Supahan LA Times Subs			01. 0000. 0. 0000. 7200. 5300. 825.			1.00
526101	S Supahan Lapel Pins			01. 0000. 0. 0000. 7200. 4300. 825.			459.00
547512	Costco Print Young Artist			01. 0000. 0. 8600. 2100. 4300. 825. 2552.			15.77
594253	Gretchen & Sarah Monthly Adobe Acrobat			01. 0000. 0. 0000. 2420. 5800. 825.			14.99
940303	QCC/QRIS HRN			12. 6127. 0. 0001. 2150. 4300. 825. 0482.			1,244.37
943474	Oct FYS Wireless Service			01. 0000. 0. 8600. 3130. 5920. 825. 7366. 099			50.30
944986	Donut House PD day			01. 0000. 0. 8600. 2100. 5800. 825. 2553.			125.25
T NORDSTROM CAMERA	T Nordstrom Replacement Video Cam Mic			01. 0000. 0. 0000. 2420. 4300. 825.			41.82
T NORDSTROM SPEAKER	3 JBL Speakers Nordstrom			01. 0000. 0. 0000. 2420. 4300. 825.			579.12
Check # 5231472	01	Check Amt	350.95	Status	Printed	NAPA Weaverville Auto Parts (000423/2)	
384054	oil filter wrench			01. 0000. 0. 0000. 8100. 4300. 825.			87.39
384101	oil filter			01. 0000. 0. 0000. 8100. 4300. 825.			45.43
384187	battery			01. 0000. 0. 0000. 8100. 4300. 825.			159.50
384204	core deposit			01. 0000. 0. 0000. 8100. 4300. 825.			19.31-
384680	battery test, oil			01. 0000. 0. 0000. 8100. 4300. 825.			77.94
Check # 5231473	01	Check Amt	492.55	Status	Printed	Wells Fargo Vendor Fin Serv (001187/2)	
5017645519	Oct TASKalfa 5052ci copier			01. 0000. 0. 0000. 7200. 5600. 825. 2753.			492.55
Number of Items		33	46,734.59	Totals for Register 000776			

2022 FUND-OBJ Expense Summary / Register 000776

01-4300	5,184.82	
01-4400	2,767.28	
01-5200	1,023.56	
01-5300	1.00	
01-5600	1,481.04	
01-5800	30,508.27	
01-5850	2,174.50	
01-5920	1,498.56	
01-8699	500.00	
01-9110*		45,139.03-
Totals for Fund 01	45,139.03	45,139.03-
12-4300	1,595.56	
12-9110*		1,595.56-
Totals for Fund 12	1,595.56	1,595.56-

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 12/1/2021, Ending Check Date = 12/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 4 of 6

Register 000776 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000776 (continued)

Totals for Register 000776	46,734.59	46,734.59-
----------------------------	-----------	------------

* denotes System Generated entry

Net change to Cash 9110	46,734.59- Credit
-------------------------	-------------------

Register 000776 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000776 (continued)

Page Intentionally Left Blank

Register 000777 - 12/08/2021							Bank Account COUNTY - County
Payment Id	Comment						
Check # 5231527	01	Check Amt	363.55	Status	Printed	Comiskey, Joseph V (000152 - Emp)	
JOECOMISKEY21MILE	Psychologist Aug-Nov Mileage						363.55
Check # 5231528	01	Check Amt	113.73	Status	Printed	Supahan, Sarah E (000351 - Emp)	
SSUPAHANREIMB	Mileage, MacBook, Table cloths						92.51
							21.22
Check # 5231529	01	Check Amt	22.96	Status	Printed	Rebello, Stephanie S (000421 - Emp)	
SREBELOMILEAGENOVD	Nov/Dec Testing Mileage						22.96
Check # 5231530	01	Check Amt	401.57	Status	Printed	Palmer, Jason (000501 - Emp)	
JPALMEREXPENSE	RISE Classroom supplies						401.57
Check # 5231531	01	Check Amt	214.57	Status	Printed	Burger, Erin E (000502 - Emp)	
EBURGERRISE	Trail Work Field Trip						159.31
EBURGERRISEAUCTION	End of Year Auction						55.26
Check # 5231532	01	Check Amt	19.24	Status	Printed	Amazon Capital Services, Inc (001252/1)	
1KTT-VJH9-9G6V	2021-2022 Planner						19.24
Check # 5231533	01	Check Amt	560.76	Status	Printed	Anthony Rebello (001245/1)	
REBELOSELPA	A. Rebleo SELPA Travel & Conference Dec 21						560.76
Check # 5231534	01	Check Amt	37.46	Status	Printed	CVS Pharmacy Inc (000687/1)	
5725 1192021	21/22 CVS Charges Coffee						37.46
Check # 5231535	01	Check Amt	540.51	Status	Printed	Frontier Communications (001182/1)	
010167-5DEC21	Dec Centranet 010167-5 telephone						540.51
Check # 5231536	01	Check Amt	50.35	Status	Printed	Frontier Communications (001182/1)	
051794-5DEC21	21/22 Business line 051794-5 expenses Dec						50.35
Check # 5231537	01	Check Amt	179.75	Status	Printed	Joe Comiskey (000189/1)	
JCOMISKEY1121	CAPTAIN Nov 21						179.75
Check # 5231538	01	Check Amt	121.73	Status	Printed	Plotzke Ace Hardware (000280/1)	
362749	Gorilla Tape-Coffee Creek Pickleball court						42.86
362753	Cabletie						10.29
362793	repair tape, flex seal						68.58
Check # 5231539	01	Check Amt	10,113.50	Status	Printed	PresenceLearning, Inc (000925/5)	
INV47825	Speech Services Nov 21						246.50
							9,867.00
Check # 5231540	01	Check Amt	10,080.00	Status	Printed	ProCare Therapy (001345/1)	
20257648	Behavioral Specialist 11/8-11/12						3,360.00
20261221	Behavioral Specialist 11/15-11/19						4,200.00
20265903	Behavioral Specialist 11/22-11/24						2,520.00

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 12/1/2021, Ending Check Date = 12/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 1 of 2

Register 000777 - 12/08/2021						Bank Account COUNTY - County
Payment Id	Comment					
Check # 5231541	01	Check Amt	550.00	Status Printed	School Services Of California (000316/4)	
W118216-IN	LCAP-Webinar series G Deichler					275.00
W118217-IN	LCAP-Webinar Series S Long					275.00
Check # 5231542	01	Check Amt	159.00	Status Printed	SHI (001200/2)	
B14447320	Adobe Acrobat Pro 2020					159.00
Check # 5231543	01	Check Amt	1,350.00	Status Printed	Total Compensations Systems (001347/1)	
10057	GASB 75 Full Valuation - 2nd Installment					1,350.00
Check # 5231544	01	Check Amt	32.60	Status Printed	Trinity Journal (000396/1)	
300106107	COVID Testing Ad for Position					16.30
300106215	COVID Testing Ad for Position					16.30
Check # 5231545	01	Check Amt	691.66	Status Printed	Trinity PUD (000399/2)	
16243 NOV 21	21/22 monthly electricity November					691.66
Check # 5231546	01	Check Amt	40.00	Status Printed	USA Pickleball Member Services (001378/1)	
1123	USA Pickleball Member Registration					40.00
Number of Items	20		25,642.94	Totals for Register 000777		

2022 FUND-OBJ Expense Summary / Register 000777

01-4300	1,091.32	
01-5200	1,494.00	
01-5300	40.00	
01-5510	691.66	
01-5800	21,702.50	
01-5810	32.60	
01-5920	590.86	
01-9110*		25,642.94-
Totals for Register 000777	25,642.94	25,642.94-

* denotes System Generated entry

Net change to Cash 9110 25,642.94-Credit

Register 000778 - 12/15/2021						Bank Account COUNTY - County
Payment Id	Comment					
Check # 5231734	01	Check Amt	23.58	Status	Printed	Supahan, Sarah E (000351 - Emp)
SSUPAHANBOOK	Shasta Nation Book Dec 21					01. 9441. 0. 4900. 2150. 4300. 825. 23.58
Check # 5231735	01	Check Amt	42.56	Status	Printed	Spencer, Randy D (000443 - Emp)
12102021TCBOE	Board Mileage Dec 2021					01. 0000. 0. 0000. 7110. 5200. 825. 42.56
Check # 5231736	01	Check Amt	34.85	Status	Printed	Maclaren, Dawn J (000478 - Emp)
DMACLARENXMASPLATTER	Cookie Platters Dec 21					01. 0000. 0. 0000. 7200. 4300. 825. 34.85
Check # 5231737	12	Check Amt	13,200.00	Status	Printed	Human Response Network (000482/1)
ARPA STIPEND	ARPA Stipend for CSPP Dec 21					12. 5059. 0. 7110. 9200. 7299. 825. 13,200.00
Check # 5231738	01	Check Amt	10.07	Status	Printed	Lingo (001302/1)
608812211	Nov Long Distance Services					01. 0000. 0. 0000. 8100. 5920. 825. 10.07
Check # 5231739	01	Check Amt	351.03	Status	Printed	Plotzke Ace Hardware (000280/1)
362890	summit room paint supplies					01. 0000. 0. 0000. 8100. 4300. 825. 351.03
Check # 5231740	01	Check Amt	4,200.00	Status	Printed	ProCare Therapy (001345/1)
20269152	Behavioral Specialist 11/29-12/3					01. 3216. 0. 8600. 3120. 5800. 825. 3,837.00
						01. 3217. 0. 8600. 3120. 5800. 825. 363.00
Check # 5231741	01	Check Amt	1.00	Status	Printed	Secretary of State Special Filings Unit (001312/1)
121421COPY	Reproduction fee for "filed" stamped copy Dec21					01. 0000. 0. 0000. 7200. 5800. 825. 1.00
Check # 5231742	01	Check Amt	773.00	Status	Printed	Sheva Nickravesh DDS (001232/1)
DS11152021	Trinity Smiles DS 11/15/21					01. 0033. 0. 8600. 3140. 5800. 825. 390.00
LS11152021	Trinity Smiles LS 11/15/21					01. 0033. 0. 8600. 3140. 5800. 825. 383.00
Check # 5231743	01	Check Amt	196.00	Status	Printed	State Of Cal Dept Of Justice (000353/1)
548132	Nov Fingerprint Fees					01. 0000. 0. 8600. 7200. 5840. 825. 196.00
Check # 5231744	01	Check Amt	2,278.40	Status	Printed	Trinity Co Behavioral Health (000388/1)
TCOE 202021 QTR1	July-September 2021 AB3632 Services					01. 3327. 0. 5001. 3900. 5800. 826. 099 2,278.40
Check # 5231745	01	Check Amt	257.02	Status	Printed	Trinity Co. Solid Waste (000394/1)
20012 DEC21	Dec solid waste fees					01. 0000. 0. 0000. 8100. 5550. 825. 257.02
Check # 5231746	01	Check Amt	50.39	Status	Printed	BlueTarp Credit Services (000397/2)
G26193	Canvas Drop Cloth					01. 0000. 0. 0000. 8100. 4300. 825. 50.39
Check # 5231747	01	Check Amt	187.29	Status	Printed	NAPA Weaverville Auto Parts (000423/2)
385322	Tire Chains, oil					01. 0000. 0. 0000. 8100. 4300. 825. 158.44
385381	boxed miniatures (lightbulbs)					01. 0000. 0. 0000. 8100. 4300. 825. 28.85
Check # 5231748	01	Check Amt	28.00	Status	Printed	Weaverville CSD (000424/1)
10839 NOV 2021	Nov 21 water service					01. 0000. 0. 0000. 8100. 5560. 825. 28.00
Check # 5231749	01	Check Amt	28.00	Status	Printed	Weaverville Sanitary District (000426/1)

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 12/1/2021, Ending Check Date = 12/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 1 of 2

Register 000778 - 12/15/2021

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5231749	01	Check Amt	28.00	Status	Printed	Weaverville Sanitary District (000426/1) - continued
1926 NOV 2021	Nov 21 sewer service			01. 0000. 0. 0000. 8100. 5550. 825.		28.00
Number of Items	16	21,661.19	Totals for Register 000778			

2022 FUND-OBJ Expense Summary / Register 000778

01-4300	647.14	
01-5200	42.56	
01-5550	285.02	
01-5560	28.00	
01-5800	7,252.40	
01-5840	196.00	
01-5920	10.07	
01-9110*		8,461.19-
Totals for Fund 01	8,461.19	8,461.19-
12-7299	13,200.00	
12-9110*		13,200.00-
Totals for Fund 12	13,200.00	13,200.00-
Totals for Register 000778	21,661.19	21,661.19-

* denotes System Generated entry

Net change to Cash 9110 21,661.19-Credit

Register 000779 - 12/22/2021

Bank Account COUNTY - County

Payment Id	Comment								
Check # 5231828	01	Check Amt	124.00	Status	Printed	Nom Sus Wintu Products (Nom Sus Win - Payee)			
ATLTL112021	Atlitle Demo Nov 2021					01. 6266. 0. 8600. 2100. 5800. 825. 7210.			124.00
Check # 5231829	01	Check Amt	36.00	Status	Printed	Accu-Print (001226/2)			
2908	21-22 Fingerprint Fees					01. 0000. 0. 8600. 7200. 5840. 825.			36.00
Check # 5231830	01	Check Amt	62.82	Status	Printed	Carrel's Office Solutions (000825/2)			
AR40569	Nov 21/22 TASKalfa 6501i					01. 0000. 0. 0000. 7200. 5600. 825. 2751.			62.82
Check # 5231831	01	Check Amt	200.00	Status	Printed	CCSESA (000074/1)			
10136	Oct 21 Membership Meeting					01. 0000. 0. 8600. 2100. 5200. 825.			200.00
Check # 5231832	01	Check Amt	450.00	Status	Printed	Com-Pair Services (001086/1)			
10600	replacement Dish/radio fire at BR					01. 0000. 0. 8600. 7700. 5800. 825. 0301.			450.00
Check # 5231833	01	Check Amt	1,692.60	Status	Printed	Cresswell Physical Therapy Inc (000987/2)			
65	Nov 30 - Dec 6 OT Services					01. 3315. 0. 5730. 3140. 5800. 826.			112.50
						01. 6500. 0. 5760. 3140. 5800. 826. 0304. 651			225.00
						01. 6500. 0. 5760. 3140. 5800. 826. 0306. 651			189.20
						01. 6500. 0. 5760. 3140. 5800. 826. 0311. 651			1,165.90
Check # 5231834	01	Check Amt	205.40	Status	Printed	Dunamis Center Inc (001333/1)			
15595	Nov Mental Health Services					01. 6512. 0. 5001. 3110. 5800. 826.			205.40
Check # 5231835	01	Check Amt	405.60	Status	Printed	Envoy Plan Services (000548/4)			
72083	JCESD Sep 2021					01. 0000. 0. 0000. 7200. 5800. 825.			4.80
72084	LES Sep 2021					01. 0000. 0. 0000. 7200. 5800. 825.			4.80
72086	ST Sep 2021					01. 0000. 0. 0000. 7200. 5800. 825.			16.80
72087	TAU Sep 2021					01. 0000. 0. 0000. 7200. 5800. 825.			33.60
72089	TCOE Sep 2021					01. 0000. 0. 0000. 7200. 5800. 825.			38.40
72222	BR Sep 2021					01. 0000. 0. 0000. 7200. 5800. 825.			7.20
72223	CHYBA Sep 2021					01. 0000. 0. 0000. 7200. 5800. 825.			2.40
72225	DCESD Sep 2021					01. 0000. 0. 0000. 7200. 5800. 825.			24.00
73279	BR Oct 2021					01. 0000. 0. 0000. 7200. 5800. 825.			7.20
73280	CHYBA Oct 2021					01. 0000. 0. 0000. 7200. 5800. 825.			2.40
73282	DCESD Oct 2021					01. 0000. 0. 0000. 7200. 5800. 825.			26.40
73283	JCESD Oct 2021					01. 0000. 0. 0000. 7200. 5800. 825.			4.80
73284	LES Oct 2021					01. 0000. 0. 0000. 7200. 5800. 825.			4.80
73286	ST Oct 2021					01. 0000. 0. 0000. 7200. 5800. 825.			16.80
73287	TAU Oct 2021					01. 0000. 0. 0000. 7200. 5800. 825.			33.60
73289	TCOE Oct 2021					01. 0000. 0. 0000. 7200. 5800. 825.			40.80
74458	BR Nov 2021					01. 0000. 0. 0000. 7200. 5800. 825.			7.20
74459	CHYBA Nov 2021					01. 0000. 0. 0000. 7200. 5800. 825.			2.40
74461	DCESD Nov 2021					01. 0000. 0. 0000. 7200. 5800. 825.			26.40

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 12/1/2021, Ending Check Date = 12/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 1 of 4

Register 000779 - 12/22/2021						Bank Account COUNTY - County	
Payment Id	Comment						
Check # 5231835	01	Check Amt	405.60	Status	Printed	Envoy Plan Services (000548/4) - continued	
74462		JCESD Nov 2021		01.0000.	0.0000.	7200.5800.	825.4.80
74463		LES Nov 2021		01.0000.	0.0000.	7200.5800.	825.4.80
74465		ST Nov 2021		01.0000.	0.0000.	7200.5800.	825.16.80
74466		TAU Nov 2021		01.0000.	0.0000.	7200.5800.	825.33.60
74468		TCOE Nov 2021		01.0000.	0.0000.	7200.5800.	825.40.80
Check # 5231836	01	Check Amt	102.15	Status	Printed	Frontier Communications (001182/1)	
032097-5 DEC21		Dec Business Line 032097-5		01.0000.	0.0000.	8100.5920.	825.102.15
Check # 5231837	01	Check Amt	28.15	Status	Printed	Frontier Communications (001182/1)	
091196-5 DEC21		Dec Business Line 091196-5		01.0000.	0.0000.	8100.5920.	825.28.15
Check # 5231838	01	Check Amt	208.15	Status	Printed	Interstate Oil Company (000180/2)	
0768097-IN		21/22 bulk motor oil		01.0000.	0.0000.	8100.4300.	825.208.15
Check # 5231839	01	Check Amt	840.00	Status	Printed	Lozano Smith (000441/1)	
2151294		Seminar General Board Governance		01.0000.	0.0000.	7100.5850.	825.840.00
Check # 5231840	01	Check Amt	130.61	Status	Printed	Office Depot (000261/4)	
208461041001		Computer Backpack - Pathways		01.0000.	0.8600.	3130.4300.	825.7813.130.61
Check # 5231841	01	Check Amt	48.67	Status	Printed	Plotzke Ace Hardware (000280/1)	
363178		Paint Summit Room		01.0000.	0.0000.	8100.4300.	825.48.67
Check # 5231842	01	Check Amt	4,200.00	Status	Printed	ProCare Therapy (001345/1)	
20277507		Behavioral Specialist 12/6-12/10		01.3217.	0.8600.	3120.5800.	825.4,200.00
Check # 5231843	01	Check Amt	60.00	Status	Printed	Redding Occupational Med Ctr (001050/1)	
60378		Pre-Employment Exam		01.0000.	0.0000.	7200.5890.	825.60.00
Check # 5231844	01	Check Amt	4,112.46	Status	Printed	Shasta-Trinity Schools Den (000329/3)	
TCOEJAN2022STSIG-D		TCOE Jan 2022 STSIG Dental Premiums		01.			9580.4,112.46
Check # 5231845	01	Check Amt	43,785.00	Status	Printed	Shasta-Trinity Schools Med (000330/3)	
TCOEJAN2022STSIG-M		TCOE Jan 2022 STSIG Medical Premiums		01.			9580.43,785.00
Check # 5231846	01	Check Amt	1,263.60	Status	Printed	Shasta-Trinity Schools Vis (000331/3)	
TCOEJAN2022STSIG-V		TCOE Jan 2022 STSIG Vision Premiums		01.			9580.1,263.60
Check # 5231847	01	Check Amt	525.00	Status	Printed	Richard Keating (001379/1)	
5494 RISE MEMBERSHIP		Dec-June TUFF Membership		01.0245.	0.3500.	1000.5300.	829.525.00
Check # 5231848	01	Check Amt	118.00	Status	Printed	WageWorks, Inc. (001083/3)	
INV3249221		WageWorks Fees Nov 21		01.0000.	0.0000.	7200.5800.	825.118.00
Check # 5231849	01	Check Amt	11.25	Status	Printed	NAPA Weaverville Auto Parts (000423/2)	
385429		Air Flow Sensor		01.0000.	0.0000.	8100.4300.	825.11.25

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 12/1/2021, Ending Check Date = 12/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 2 of 4

Register 000779 - 12/22/2021

Bank Account COUNTY - County

Payment Id		Comment					
Check #	5231850	01	Check Amt	432.22	Status	Printed	Wells Fargo Vendor Fin Serv (001187/2)
5018085063		Dec 21/22 TASKalfa 5052ci copier			01. 0000. 0. 0000. 7200. 5600. 825. 2753.		
					432.22		
Number of Items		23		59,041.68		Totals for Register 000779	

2022 FUND-OBJ Expense Summary / Register 000779

01-4300	398.68	
01-5200	200.00	
01-5300	525.00	
01-5600	495.04	
01-5800	7,195.60	
01-5840	36.00	
01-5850	840.00	
01-5890	60.00	
01-5920	130.30	
01-9110*		59,041.68-
01-9580	49,161.06	
Totals for Register 000779	59,041.68	59,041.68-

* denotes System Generated entry

Net change to Cash 9110 59,041.68- Credit

Register 000779 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000779 (continued)

Page Intentionally Left Blank

Register 000780 - 12/29/2021

Bank Account COUNTY - County

Payment Id	Comment								
Check # 5231892	01	Check Amt	68.88	Status	Printed	Amy Curry (000022/1)			
CURRY JAN 2022	Retiree Curry Final 2021 Payment			01.		9580.			68.88
Check # 5231893	01	Check Amt	24.00	Status	Printed	Cigna (001344/1)			
16502570101-JAN2022	Retiree Curry Cigna Jan 2022			01.		9580.			24.00
Check # 5231894	01	Check Amt	30.60	Status	Printed	SilverScript Insurance Company (001381/1)			
GA2426505-JAN 2022	GA2426505 Curry Jan 2022			01.		9580.			30.60
Check # 5231895	01	Check Amt	847.03	Status	Printed	SISC III-COBRA (001346/1)			
119278-JAN2022	Retiree Coon COBRA Jan 2022			01.		9580.			847.03
Check # 5231896	01	Check Amt	1,479.38	Status	Printed	SISC III-COBRA (001346/1)			
9994-JAN2022	Retiree Deantoni COBRA Jan 2022			01.		9580.			1,479.38
Check # 5231897	01	Check Amt	97.28	Status	Printed	SISC III-COBRA (001346/1)			
RETIREE CURRY01-2022	Retiree Curry Cobra Jan 2022			01.		9580.			97.28
Check # 5231898	01	Check Amt	1,289.21	Status	Printed	U.S. Bank Corporate Payment Systems (000404/2)			
024648	Portable Speakers for Fabio			01.	0000. 0. 0000. 2420. 4300. 825.				128.69
236700	Vehicle Diagnostic Annual Subscription			01.	0000. 0. 0000. 8100. 5800. 825.				549.00
481293	Chair/Drafting Stool S Supahan			01.	0000. 0. 0000. 7200. 4300. 825.				200.55
485574	vehicle magents updated logo			01.	0000. 0. 0000. 8100. 4300. 825.				60.32
554251	Gretchen & Sarah Monthly Adobe Acrobat			01.	0000. 0. 0000. 2420. 5800. 825.				14.99
631522	Postage			01.	0000. 0. 0000. 7200. 5910. 825.				14.75
666314	Pd Day Books freight charge			01.	0000. 0. 8600. 2100. 5800. 825. 2553.				135.74
667610	Nov FYS Wireless Service			01.	0000. 0. 8600. 3130. 5920. 825. 7366. 099				50.30
788491	Dropbox Subscription-S Supahan			01.	0000. 0. 8600. 2100. 5800. 825.				119.88
793810	Gretchen & Sarah Monthly Adobe Acrobat			01.	0000. 0. 0000. 2420. 5800. 825.				14.99
Check # 5231899	01	Check Amt	426.60	Status	Printed	UnitedHealthcare (001343/1)			
318485807-1-JAN22	Retiree Curry 318485807-1 1-1-22			01.		9580.			426.60
Number of Items		8	4,262.98	Totals for Register 000780					

2022 FUND-OBJ Expense Summary / Register 000780

01-4300	389.56	
01-5800	834.60	
01-5910	14.75	
01-5920	50.30	
01-9110*		4,262.98-
01-9580	2,973.77	

Totals for Register 000780 4,262.98 4,262.98-

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 12/1/2021, Ending Check Date = 12/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 1 of 2

* denotes System Generated entry

Net change to Cash 9110

4,262.98- Credit

ReqPay04b

Check Register with Accounts

Bank Account COUNTY - County

Number of Items

100

157,343.38

Totals for Org 309 - Trinity County Office of Education

Selection

Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 12/1/2021,
Ending Check Date = 12/31/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE

ONLINE

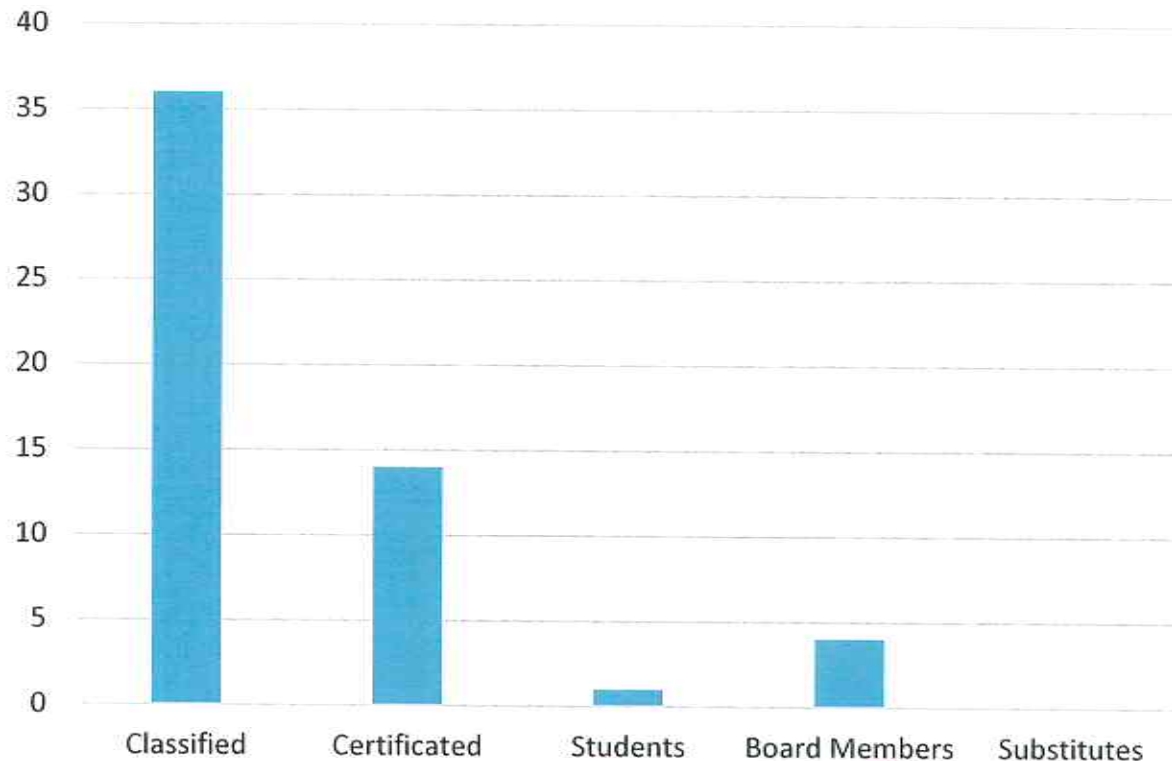
Page 1 of 1

309 - Trinity County Office of Education

Generated for April Angelone (AANGELONE), Jan 4 2022 10:03AM

Trinity County Office of Education

12/1/2021 - 12/31/2021



Employee Salaries= \$269,113.32

District Liabilities= \$108,987.58

Total Payroll= \$378,100.90

Note: The following exhibit lists material which the law explicitly requires be posted on district or school web sites. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related requirements. The exhibit does not include other postings that may be recommended throughout CSBA's sample policy manual but are not required by law.

Materials to Prominently Display

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

1. The district's local control and accountability plan (LCAP), any updates or revisions to the LCAP, and the local control funding formula budget overview (Education Code 52064.1, 52065). See AR 0460 - Local Control and Accountability Plan.
2. A direct link to the current board agenda containing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, or a link to the district's agenda management platform where the current agenda shall be the first available (Government Code 54954.2, 54956). Post at least 72 hours before a regular board meeting or 24 hours before a special meeting. See BB 9320 - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.
3. The district's policy on student suicide prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6). See BP 5141.52 - Suicide Prevention.
4. The district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media (Education Code 234.6). See AR 5131.2 - Bullying and AR 5145.3 - Nondiscrimination/Harassment.
5. The district's policy on preventing and responding to hate violence, if the district has adopted such a policy (Education Code 234.6). See BP 5145.9 - Hate-Motivated Behavior.
6. The definition of discrimination and harassment based on sex as described in Education Code 230, including the rights set forth in Education Code 221.8 (Education Code 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
7. Information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the name and contact information of the Title IX Coordinator, the rights of students and

the public as specified in Education Code 221.8, the responsibilities of the district under Title IX, web links to information about those rights and responsibilities on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights, a description of how to file a complaint of noncompliance under Title IX with specified components, and a link to Title IX information posted on the California Department of Education's (CDE) web site (Education Code 221.6, 221.61, 234.6; 34 CFR 106.8). See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment.

8. A link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5, 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
9. If the district has formed a community facilities district (Mello-Roos district) for the acquisition or improvement of school facilities, a copy of the annual report for the fiscal year if requested pursuant to Government Code 53343.1, the report provided to the California Debt and Investment Advisory Commission pursuant to Government Code 53359.5, and the report provided to the State Controller's office pursuant to Government Code 12463.2 (Government Code 53343.2). Post within seven months after the last day of the fiscal year. See BP 7212 - Mello-Roos Districts.

Other Postings

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

1. The Special Education Local Plan Area's approved comprehensive local plan for special education, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans (Education Code 56205.5). See AR 0430 - Comprehensive Local Plan for Special Education.
2. The district's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8). See BP 0410 - Nondiscrimination in District Programs and Activities and AR 4030 - Nondiscrimination in Employment.
3. Training materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person(s) who facilitate an informal resolution process in response to a Title IX sexual harassment complaint (34 CFR 106.45). See AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. For all schools offering competitive athletics, the total enrollment of the school classified by gender, the number of students enrolled at the school who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9). The information shall be posted at the end of the school year on the school's web site or, if the school

- does not have a web site, on the district's web site. See AR 6145.2 - Athletic Competition.
5. If the district has interdistrict attendance agreement(s), the procedures and timelines for requesting an interdistrict transfer permit, including, but not limited to, a link to the board's policy on interdistrict attendance, the date that the district will begin accepting applications, reasons that the district may approve/deny the request, the process for appeal, that failure to meet timelines will be deemed an abandonment of the request, and the condition under which an exiting interdistrict transfer permit may be revoked or rescinded (Education Code 46600.2). See AR 5117 - Interdistrict Transfer.
 6. If the district has elected to be a school district of choice, application information including, at a minimum, any applicable form, the timeline for a transfer, and an explanation of the selection process (Education Code 48301). See AR 5117 - Interdistrict Transfer.
 7. For districts that offer grade 9, the district's policy and protocols related to student placement in mathematics courses (Education Code 51224.7). See AR 6152.1 - Placement in Mathematics Courses.
 8. The section(s) of the district's employee code of conduct addressing interactions with students (Education Code 44050). Post these section(s) or a link to them on each school's web site or, if a school does not have its own web site, on the district's web site in a manner that is accessible to the public without a password. See BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.
 9. The district's meal payment collection policy and procedures (CDE Nutrition Services Division Management Bulletin SNP-03-2017). See AR 3551 - Food Services Operations/Cafeteria Fund.
 10. If the district includes information about the free and reduced-priced meal program on its web site, a nondiscrimination statement about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district (U.S. Department of Agriculture's FNS Instruction 113-1). For the required wording of the statement, see E 3555 - Nutrition Program Compliance.
 11. The school's or district's integrated pest management plan, whenever a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5 (Education Code 17611.5). Post on the school's web site or, if the school does not have a web site, then on the district's web site. See AR 3514.2 Integrated Pest Management.
 12. When a citizens' oversight committee is formed after the approval of a bond under the 55 percent majority threshold, the committee's minutes, documents received, and reports issued (Education Code 15280). See AR 7214 - General Obligation Bonds.

13. Copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258). See BP 0510 - School Accountability Report Card.
14. Results of the Western Association of Schools and Colleges (WASC) or other accrediting agency's inspection of a school, within 60 days of receiving the results. (This notification could be made in writing to parents/guardians instead of or in addition to posting the results on the district's web site.) In addition, if a school loses its WASC or other agency's accreditation, the district and school shall post on their web sites a notice of the loss of accreditation and potential consequences (Education Code 35178.4). See BP 6190 - Evaluation of the Instructional Program.

10/20

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

COUNTY SUPERINTENDENT RESPONSIBILITIES

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

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

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

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

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

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

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

11/21

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

MENTAL HEALTH

The County Board recognizes that students' emotional well-being and mental health contribute to their ability to perform to their full academic and personal potential. The County Superintendent or designee shall develop strategies and services to build students' resiliency skills, help students cope with life challenges, and reduce the stigma associated with mental illness.

The County Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

To the extent possible, the County Office shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The County Office shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and County Office policy.

The County Office shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

The County Superintendent or designee shall provide school staff with information and training to recognize the early signs of an emerging mental health condition, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, and link students with effective services and supports. Such information may also be provided to parents/guardians and families.

The County Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The County Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near County Office schools.

If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

The County Superintendent or designee shall explore potential funding sources for County Office programs and services that support student's mental health. In accordance with local plans and priorities, the County Office may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

5/20

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

44

SEXUAL HARASSMENT

The County Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The County Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The County Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The County Office strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 -Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The County Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All County Office staff shall be trained regarding the policy.

Instruction/Information

The County Superintendent or designee shall ensure that all County Office students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

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

8. A clear message that, when needed, the County Office will implement supportive measures to ensure a safe school

environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

In accordance with law and County Office policies and regulations, the County Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the County Office to monitor, address, and prevent repetitive harassing behavior in County Office schools.

(3/12) 10/20

SEXUAL HARASSMENT**Definitions**

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

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

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

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

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

Examples of Sexual Harassment

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

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body

8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Title IX Coordinator/Compliance Officer

The County Office designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee investigate, and/or resolve sexual harassment complaints processed under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Sarah E. Supahan, County Superintendent of Schools
201 Memorial Drive/P.O. Box 1256
Weaverville, CA 96093
(530)623-2861
ssupahan@tcoek12.org

Notifications

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

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

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

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

regulations, procedures, and standards of conduct (Education Code 231.5)

7. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to students or parents/guardians (34 CFR 106.8)

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

Reporting Complaints

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

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable County Office complaint procedures.

Complaint Procedures

All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with law and County Office procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to BP/AR 1312.3 - Uniform Complaint Procedures.

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

(10/14) 10/20

INDIVIDUALIZED EDUCATION PROGRAM

The County Board desires to provide full educational opportunities to all students with disabilities. Students with disabilities shall receive a free appropriate public education (FAPE) and, to the maximum extent possible, shall be educated in the least restrictive environment with nondisabled students.

For each student with disabilities, an individualized education program (IEP) shall be developed which identifies the special education instruction and related services to be provided to the student. The County Superintendent or designee shall develop administrative regulations regarding the membership of the IEP team, the team's responsibility to develop and regularly review the IEP, the contents of the IEP, and the development, review, and revision processes.

The County Office shall make FAPE available to individuals with disabilities ages 3-21 who reside in the County Office, including: (Education Code 56040; 20 USC 1412; 34 CFR 300.17, 300.101, 300.104)

1. Students who have been suspended or expelled from school
2. Students who are placed by the County Office in a nonpublic, nonsectarian school
3. Individuals age 18-21 years who are incarcerated in an adult correctional facility and were identified as being an individual with disabilities or had an IEP in their prior educational placement

(3/13) 7/20

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

48

INDIVIDUALIZED EDUCATION PROGRAM

At the beginning of each school year, the district shall have an individualized education program (IEP) in effect for each student with a disability within district jurisdiction. The IEP shall be a written statement that is developed, reviewed, and revised by the IEP team to meet the unique educational needs of a student with a disability.
(Education Code 56344, 56345; 34 CFR 300.320, 300.323)

Members of the IEP Team

Unless excused by written agreement in accordance with Education Code 56341, the IEP team for any student with a disability shall include the following members: (Education Code 56341, 56341.5; 20 USC 1414; 34 CFR 300.321)

1. One or both of the student's parents/guardians and/or a representative selected by them

To the extent permitted by federal law, a foster parent shall have the same rights relative to a foster child's IEP as a parent/guardian. (Education Code 56055)

2. If the student is or may be participating in the general education program, at least one of the student's general education teachers designated by the Superintendent or designee to represent the student's general education teachers

The general education teacher shall, to the extent appropriate, participate in the development, review, and revision of the student's IEP, including assisting in the determination of appropriate positive behavioral interventions, supports, and other strategies for the student, and supplementary aids and services, program modifications, and supports for school personnel that will be provided for the student, consistent with 34 CFR 300.320. (Education Code 56341; 20 USC 1414; 34 CFR 300.324)

3. At least one of the student's special education teachers or, where appropriate, special education providers
4. A representative of the district who is:
 - a. Qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with disabilities
 - b. Knowledgeable about the general education curriculum
 - c. Knowledgeable about the availability of district resources

5. An individual who can interpret the instructional implications of assessment results

This individual may already be a member of the team as described in items #2-4 above or in item #6 below.

6. At the discretion of the parent/guardian or the Superintendent or designee, other individuals who have knowledge or special expertise regarding the student, including related services personnel, as appropriate
The determination of whether the individual has knowledge or special expertise regarding the student shall be made by the party who invites the individual to be a member of the IEP team.

7. Whenever appropriate, the student with a disability

In the development, review, or revision of the IEP, the student shall be allowed to provide confidential input to any representative of the IEP team. (Education Code 56341.5)

8. When the student is suspected of having a specific learning disability, at least one individual who is qualified to conduct individual diagnostic examinations of the student such as a school psychologist, speech language pathologist, or remedial reading teacher

In accordance with 34 CFR 300.310, at least one team member other than the student's general education teacher shall observe the student's academic performance and behavior in the areas of difficulty in the student's learning environment, including in the regular classroom setting. If the child is younger than five years or not enrolled in school, a team member shall observe the child in an environment appropriate for a child of that age.

In the following circumstances, the Superintendent or designee shall invite other specified individuals to an IEP team meeting:

1. When the student has been placed in a group home by the juvenile court, a representative of the group home shall be invited to attend IEP team meetings. (Education Code 56341.2)
2. Whenever the IEP team is meeting to consider the student's postsecondary goals and the transition services needed to assist the student in reaching the goals, the following individuals shall be invited to attend: (34 CFR 300.321)
 - a. The student, regardless of the student's age
If the student does not attend the IEP team meeting, the Superintendent or designee shall take other steps to ensure that the student's preferences and interests are considered.
 - b. To the extent appropriate, and with the consent of the parent/guardian or adult student, a representative of any other agency that is likely to be responsible for providing or paying for the transition services
3. If the student was previously served under the Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004), and upon request of the student's parent/guardian, the Superintendent or designee shall invite the Infant and Toddlers with Disabilities Coordinator or other representative of the early education or early intervention system to the initial IEP team meeting to assist with the smooth transition of services. (Education Code 56341; 20 USC 1414; 34 CFR 300.321)

A member of the IEP team shall not be required to attend an IEP team meeting, in whole or in part, if the parent/guardian and the district agree, in writing, that the attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting. Even if the meeting involves a discussion of the IEP team member's area of the curriculum or related service, the member may be excused from the meeting if the parent/guardian, in writing, and the district consent to the excusal after conferring with the member and the member submits to the parent/guardian and team written input into the development of the IEP prior to the meeting. (Education Code 56341; 20 USC 1414; 34 CFR 300.321)

Contents of the IEP

The IEP shall include, but not be limited to, all of the following: (Education Code 56345, 56345.1; 20 USC 1414; 34 CFR 300.320)

1. A statement of the present levels of the student's academic achievement and functional performance, including:
 - a. The manner in which the disability affects the student's involvement and progress in the general education curriculum (i.e., the same curriculum as for nondisabled students)
 - b. For a preschool student, as appropriate, the manner in which the disability affects the student's participation in appropriate activities
 - c. For a student with a disability who takes alternate assessments aligned to alternate achievement standards, a description of benchmarks or short-term objectives
2. A statement of measurable annual goals, including academic and functional goals, designed to:
 - a. Meet the student's needs that result from the disability in order to enable the student to be involved in and make progress in the general education curriculum

- b. Meet each of the student's other educational needs that result from the disability
3. A description of the manner in which the student's progress toward meeting the annual goals described in item #2 above will be measured and when the district will provide periodic reports on the progress the student is making toward meeting the annual goals, such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards
 4. A statement of the special education instruction and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the student or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided to enable the student to:
 - a. Advance appropriately toward attaining the annual goals
 - b. Be involved and make progress in the general education curriculum in accordance with item #1 above and to participate in extracurricular and other nonacademic activities
 - c. Be educated and participate with other students with disabilities and nondisabled students in the activities described in the IEP
 5. An explanation of the extent, if any, to which the student will not participate with nondisabled students in the regular class and in extracurricular and other nonacademic activities described in the IEP
 6. A statement of any appropriate individual accommodations necessary to measure the academic achievement and functional performance of the student on state and districtwide assessments. If the IEP team determines that the student shall take an alternate assessment instead of a particular regular state or districtwide assessment, the student's IEP also shall include a statement of the reason that the student cannot participate in the regular assessment and the reason that the particular alternate assessment selected is appropriate.
 7. The projected date for the beginning of the services and modifications described in item #4 above and the anticipated frequency, location, and duration of those services and modifications
 8. Beginning not later than the first IEP to be in effect when the student is 16 years of age, or younger if determined appropriate by the IEP team, and updated annually thereafter, the following:
 - a. Appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and where appropriate, independent living skills
 - b. The transition services, including courses of study, needed to assist the student in reaching those goals
 9. A description of the means by which the IEP will be provided under emergency conditions, as described in Education Code 46392, in which instruction and/or services cannot be provided to the student either at the school or in person for more than 10 school days. The description shall take into account public health orders and shall include special education and related services, supplementary aids and services, transition services, and extended school year services.
 10. Beginning at least one year before the student reaches age 18, a statement that the student has been informed of the rights, if any, that will transfer to the student upon reaching age 18, pursuant to Education Code 56041.5
 11. For a student in grades 7-12, any alternative means and modes necessary for the student to complete the district's prescribed course of study and to meet or exceed proficiency standards required for graduation
 12. For a student whose native language is not English, linguistically appropriate goals, objectives, programs, and services
 13. Extended school year services when the IEP team determines, on an individual basis, that the services are necessary for the provision of a free appropriate public education (FAPE)

14. If the student is to be transferred from a special class or nonpublic, nonsectarian school into a general education program in a public school for any part of the school day, provision for transition into the general education program including descriptions of activities intended to:
 - a. Integrate the student into the general education program, including the nature of each activity and the time spent on the activity each day or week
 - b. Support the transition of the student from the special education program into the general education program
15. For a student with low incidence disabilities, specialized services, materials, and equipment consistent with the guidelines pursuant to Education Code 56136

To assist a student who is blind, has low vision, or is visually impaired to achieve the student's maximum potential, the IEP team may consider instruction in the expanded core curriculum, including compensatory skills such as Braille, concept development, or other skills needed to access the core curriculum; orientation and mobility; social interaction skills; career technical education; assistive technology, including optical devices; independent living skills; recreation and leisure; self-determination; and sensory efficiency. When appropriate, such services may be offered before or after school. (Education Code 56353)

Development of the IEP

Within 30 days of a determination that a student needs special education and related services, the Superintendent or designee shall ensure that a meeting to develop an initial IEP is conducted. (Education Code 56043; 34 CFR 300.323)

Any IEP required as a result of an assessment of a student shall be developed within 60 days from the date of receipt of the parent/guardian's written consent for assessment, unless the parent/guardian agrees, in writing, to an extension. Days between the student's regular school sessions, terms, or vacation of more than five school days shall not be counted. In the case of school vacations, the 60-day time limit shall recommence on the date that the student's school days reconvene. (Education Code 56043, 56344)

However, when the IEP is required as a result of an assessment of a student for whom a referral has been made 30 days or less prior to the end of the preceding regular school year, the IEP shall be developed within 30 days after the commencement of the subsequent regular school year. (Education Code 56344)

In developing the IEP, the IEP team shall consider all of the following: (Education Code 56341.1, 56345; 20 USC 1414; 34 CFR 300.324)

1. The strengths of the student
2. The concerns of the parents/guardians for enhancing the education of their child
3. The results of the initial or most recent assessment of the student
4. The academic, developmental, and functional needs of the student
5. In the case of a student whose behavior impedes the student's learning or that of others, the use of positive behavioral interventions and supports and other strategies to address that behavior
6. In the case of a student with limited English proficiency, the language needs of the student as such needs relate to the student's IEP
7. In the case of a student who is blind or visually impaired, the need to provide for instruction in Braille and instruction in the use of Braille

However, such instruction need not be included in the IEP if the IEP team determines that instruction in Braille or the use of Braille is not appropriate for the student. This determination shall be based upon an assessment of the student's reading and writing skills, needs, and appropriate reading and writing media, including an assessment of future needs for instruction in Braille or the use of Braille.

8. The communication needs of the student and, in the case of a student who is deaf or hard of hearing, the student's language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode. The team shall also consider the related services and program options that provide the student with an equal opportunity for communication access, as described in Education Code 56345.
9. Whether the student requires assistive technology devices and services

If, in considering the special factors in items #1-9 above, the IEP team determines that the student needs a particular device or service, including an intervention, accommodation, or other program modification, in order to receive FAPE, the team shall include a statement to that effect in the student's IEP. (Education Code 56341.1)

Provision of Special Education and Related Services

The district shall ensure that, as soon as possible following development of the IEP, special education services and related services are made available to the student in accordance with the IEP. (Education Code 56344; 34 CFR 300.323)

The Superintendent or designee shall ensure that the student's IEP is accessible to each general education teacher, special education teacher, related service provider, and any other service provider who is responsible for its implementation. The Superintendent or designee also shall ensure that such teachers and providers are informed of their specific responsibilities related to implementing the IEP and the specific accommodations, modifications, and supports that must be provided to the student in accordance with the IEP. (34 CFR 300.323)

If an orientation and mobility evaluation is determined to be needed for a student who is blind, has low vision, or is visually impaired, the evaluation shall be conducted by a person who is appropriately certified as an orientation and mobility specialist and shall occur in familiar and unfamiliar environments, in varying lighting conditions, and in the home, school, and community, as appropriate. The Superintendent or designee may require annual written parent/guardian consent to provide orientation and mobility services when such services are provided before or after school and when they are provided away from the school site. (Education Code 56354; 5 CCR 3051.3)

If a student's IEP requires the provision of assistive technology devices or services, the district shall provide such devices or services and shall, on a case-by-case basis, provide for the use of school-purchased devices in the student's home or other settings if the IEP team determines that the student needs access to those devices in order to receive FAPE. If a student who requires the use of an assistive technology device transfers to another local educational agency, the district shall provide the student with continued access to that device or a comparable device for two months from the date the student ceased to be enrolled in the district or until alternative arrangements can be made to provide access to the device, whichever occurs first. (Education Code 56040.3; 34 CFR 300.105)

Review and Revision of the IEP

The Superintendent or designee shall ensure that the IEP team reviews the IEP periodically, but at least annually, in order to: (Education Code 56043, 56341.1, 56380; 20 USC 1414; 34 CFR 300.324)

1. Determine whether the annual goals for the student are being achieved
2. Revise the IEP, as appropriate, to address:
 - a. Any lack of expected progress toward the annual goals and in the general education curriculum, where appropriate
 - b. The results of any reassessment conducted pursuant to Education Code 56381
 - c. Information about the student provided to or by the parents/guardians regarding review of evaluation data pursuant to 34 CFR 300.305 and Education Code 56381

- d. The student's anticipated needs
- e. Any other relevant matter

3. Consider the special factors listed in items #5-9 above under "Development of the IEP" when reviewing the IEP of any student with a disability to whom one of those factors may apply

The IEP team shall also meet at any other time upon request by the student's parent/guardian or teacher to review or revise the IEP. (Education Code 56343)

When a parent/guardian requests an IEP team meeting to review the IEP, the team shall meet within 30 days of receiving the parent/guardian's written request, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days. If a parent/guardian makes an oral request, the district shall notify the parent/guardian of the need for a written request and the procedure for filing such a request. (Education Code 56043, 56343.5)

A regular education or special education teacher may request a review of the classroom assignment of a student with a disability by submitting a written request to the Superintendent or designee. The Superintendent or designee shall consider the request within 20 days of receiving it, not counting days when school is not in session or, for year-round schools, days when the school is off track. If the review indicates a need for change in the student's placement, instruction, and/or related services, the Superintendent or designee shall convene an IEP team meeting, which shall be held within 30 days of the Superintendent or designee's review, not counting days when school is not in session or days when school is off track, unless the student's parent/guardian consents in writing to an extension of time.

If a participating agency other than the district fails to provide the transition services described in the student's IEP, the team shall reconvene to identify alternative strategies to meet the transition service objectives set out for the student in the IEP. (Education Code 56345.1; 20 USC 1414; 34 CFR 300.324)

If a student with a disability residing in a licensed children's institution or foster family home has been placed by the district in a nonpublic, nonsectarian school, the Superintendent or designee shall conduct an annual evaluation as part of the IEP process of whether the placement is the least restrictive environment that is appropriate to meet the student's needs. (Education Code 56157)

To the extent possible, the Superintendent or designee shall encourage the consolidation of reassessment meetings and other IEP team meetings for a student. (20 USC 1414; 34 CFR 300.324)

When a change is necessary to a student's IEP after the annual IEP team meeting for the school year has been held, the parent/guardian and the Superintendent or designee may agree not to convene an IEP team meeting for the purpose of making the change and instead may develop a written document to amend or modify the student's current IEP. The IEP team shall be informed of any such changes. Upon request, the Superintendent or designee shall provide the parent/guardian with a revised copy of the IEP with the incorporated amendments. (Education Code 56380.1; 20 USC 1414; 34 CFR 300.324)

Audio Recording of IEP Team Meetings

Parents/guardians and the Superintendent or designee shall have the right to audio record the proceedings of IEP team meetings, provided members of the IEP team are notified of this intent at least 24 hours before the meeting. If the Superintendent or designee gives notice of intent to audio record a meeting and the parent/guardian objects or refuses to attend because the meeting would be audio recorded, the meeting shall not be audio recorded. Parents/guardians also have the right to: (Education Code 56341.1)

1. Inspect and review the audio recordings
2. Request that an audio recording be amended if they believe it contains information that is inaccurate, misleading, or in violation of the student's privacy rights or other rights
3. Challenge, in a hearing, information that the parents/guardians believe is inaccurate, misleading, or in violation of the student's privacy rights or other rights

Parent/Guardian Participation and Other Rights

The Superintendent or designee shall take steps to ensure that one or both of the parents/guardians of the student with a disability are present at each IEP team meeting or are afforded the opportunity to participate. These steps shall include notifying the parents/guardians of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the meeting at a mutually agreed upon time and place. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall send parents/guardians notices of IEP team meetings that: (Education Code 56341.5; 34 CFR 300.322)

1. Indicate the purpose, time, and location of the meeting
2. Indicate who will be in attendance at the meeting
3. Inform them of:
 - a. Their right to bring to the meeting other individuals who have knowledge or special expertise about the student, pursuant to Education Code 56341
 - b. The provision of Education Code 56341 relating to the participation of the Infant and Toddlers with Disabilities Coordinator at the initial IEP team meeting, if the student was previously served under Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004)

In addition, when the IEP team meeting is to consider the development, review, or revision of the IEP of a student with a disability who is 16 years of age or older, or younger than 16 if deemed appropriate by the IEP team, the Superintendent or designee's notice to the student's parents/guardians shall include the following: (Education Code 56341.5)

1. An indication that a purpose of the meeting will be the consideration of postsecondary goals and transition services for the student pursuant to Education Code 56345.1, 20 USC 1414, and 34 CFR 300.320
2. An indication that the student is invited to the IEP team meeting

At each IEP team meeting convened by the district, the district administrator or specialist on the team shall inform the parent/guardian and student of the federal and state procedural safeguards included in the notice of parental rights provided pursuant to Education Code 56321. (Education Code 56500.1)

The parent/guardian shall have the right and opportunity to examine all of the student's school records upon request, before any IEP meeting, and in connection with any hearing or resolution session on matters affecting the student, including, but not limited to, initial formal assessment, procedural safeguards, and due process. Upon receipt of an oral or written request, the Superintendent or designee shall provide complete copies of the records within five business days. (Education Code 56043, 56504)

The parent/guardian shall have the right to present information to the IEP team in person or through a representative and the right to participate in meetings that relate to eligibility for special education and related services, recommendations, and program planning. (Education Code 56341.1)

If neither parent/guardian can attend the meeting, the Superintendent or designee shall use other methods to ensure parent/guardian participation, including video conferences or individual or conference telephone calls. (Education Code 56341.5; 20 USC 1414; 34 CFR 300.322)

An IEP team meeting may be conducted without a parent/guardian in attendance if the Superintendent or designee is unable to convince the parent/guardian to attend. In such a case, the Superintendent or designee shall maintain a record of the attempts to arrange a mutually agreed upon time and place for the meeting, including: (Education Code 56341.5; 34 CFR 300.322)

1. Detailed records of telephone calls made or attempted and the results of those calls
2. Copies of correspondence sent to the parent/guardian and any responses received
3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits

The Superintendent or designee shall take any action necessary to ensure that the parents/guardians understand the proceedings of the meeting, including arranging for an interpreter for parents/guardians with deafness or whose native language is not English. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall give the parents/guardians of a student with a disability a copy of the IEP at no cost. (Education Code 56341.5; 34 CFR 300.322)

Parent/Guardian Consent for Provision of Special Education and Services

Before providing special education and related services to any student pursuant to 20 USC 1414, the Superintendent or designee shall seek to obtain informed consent of the student's parent/guardian. (Education Code 56346)

If the parent/guardian fails to respond or refuses to consent to the initiation of services, the district shall not use the due process hearing procedures pursuant to 20 USC 1415 to obtain agreement or a ruling that the services may be provided to the student. In such circumstances, the district shall not be required to convene an IEP team or develop an IEP for the student. (Education Code 56346)

If the parent/guardian consents in writing to the receipt of special education and related services for the student but does not consent to all of the components of the IEP, then those components to which the parent/guardian has consented shall be implemented so as not to delay providing instruction and services to the student. If the Superintendent or designee determines that a part of a proposed IEP to which the parent/guardian does not consent is necessary in order to provide the student with FAPE, a due process hearing shall be initiated in accordance with 20 USC 1415. While the due process hearing is pending, the student shall remain in the current placement unless the parent/guardian and the Superintendent or designee agree otherwise. (Education Code 56346)

If at any time subsequent to the initial provision of services, the student's parent/guardian, in writing, revokes consent for the continued provision of special education services, the Superintendent or designee shall provide prior written notice within a reasonable time before ceasing to provide services to the student. The Superintendent or designee shall not request a due process hearing or pursue mediation in order to require an agreement or ruling that services be provided to the student. (Education Code 56346; 34 CFR 300.300, 300.503)

Prior to the discontinuation of services, the Superintendent or designee may offer to meet with the parents/guardians to discuss concerns for the student's education. However, this meeting shall be voluntary on the part of the parent/guardian and shall not delay the implementation of the parent/guardian's request for discontinuation of services.

When the district ceases to provide special education services in response to the parent/guardian's revocation of consent, the student shall be classified as a general education student.

Transfer Students

To facilitate the transition of a student with a disability who is transferring into the district, the Superintendent or designee shall take reasonable steps to promptly obtain the student's records, including the IEP and the supporting documents related to the provision of special education services. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from another school district within the same Special Education Local Plan Area (SELPA) during the school year, the district shall continue to provide services comparable to those described in the student's existing IEP, unless the student's parent/guardian and the district agree to develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from a school district outside of the district's SELPA during the school year, the district shall provide the student with FAPE, including services comparable to those described in the previous district's IEP in consultation with the student's parent/guardian, for a period not to exceed 30 days. By the end of that period, the district shall either adopt the previous district's IEP or shall develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from an out-of-state district during the school year, the district shall provide the student with FAPE, including services comparable to the out-of-state district's IEP, in consultation with the parent/guardian, until such time as the Superintendent or designee conducts an assessment, if it determines that such an assessment is necessary, and develops, adopts, and implements a new IEP, if appropriate. (Education Code 56325; 34 CFR 300.323)

(11/10) 7/20

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The County Board desires that County Office instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect and value society's diversity, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The County Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

The County Board shall select instructional materials for use in grades K-8 that have been approved by the State County Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE. (Education Code 60200, 60210)

The County Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation. (Education Code 60400)

In selecting or adopting instructional materials, the County Board shall consider the recommendation of the County Superintendent or designee and/or an advisory committee established to review the materials.

Public Hearing on Sufficiency of Instructional Materials

The County Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The County Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the County Superintendent or designee shall post a notice in three public places within the County Office containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

At the hearing(s), the County Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or other instructional materials that are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119)

1. Mathematics
2. Science
3. History-social science
4. English language arts, including the English language development component of an adopted program
5. World language
6. Health

The County Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the County Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the County Office, and has the ability to use and access them at home. (Education Code 60119)

If the County Board determines that there are insufficient textbooks or other instructional materials, the County Office shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The County Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

Complaints

Complaints concerning instructional materials shall be handled in accordance with BP/AR 1312.2 - Complaints Concerning Instructional Materials or AR 1312.4 - Williams Uniform Complaint Procedures, as applicable

(11/11) 10/20

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**Review Process**

The district's review process for evaluating instructional materials shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members in accordance with Education Code 60002. The review process may also involve administrators, other staff who have subject-matter expertise, and students as appropriate. The County Superintendent or designee shall seek input from stakeholders with diverse backgrounds and perspectives.

If the County Office is considering the use of instructional materials for grades K-8 that have not been adopted by the State Board of Education (SBE), the County Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

The County Superintendent or designee may establish an advisory committee to conduct the review of instructional materials.

The County Superintendent or designee shall present to the County Board recommendations for instructional materials and documentation that supports the recommendations.

All recommended instructional materials shall be available for public inspection at the County Office

When possible, the County Office may pilot instructional materials in a representative sample of classrooms for a specified period of time during a school year, in order to determine the extent to which the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the County Board before the materials are adopted.

Criteria for Selection and Adoption of Instructional Materials

In recommending instructional materials for adoption by the County Board, the County Superintendent or designee shall ensure that the materials:

1. Are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE
For grades K-8, only instructional materials on the list of materials adopted by SBE and/or other instructional materials that have not been adopted by SBE but are aligned with the state academic content standards or the Common Core State Standards may be recommended for selection.
(Education Code 60200, 60210)
For grades 9-12, instructional materials in history-social science, mathematics, English/language arts, and science shall be reviewed using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.
2. Do not reflect adversely upon persons because of any characteristic specified in law and BP
0410 -Nondiscrimination in County Office Programs and Activities, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)
3. To the satisfaction of the County Board, are accurate, objective, current, and suited to the needs and comprehension of County Office students at their respective grade levels (Education Code 60045)
4. With the exception of literature and tradebooks, use proper grammar and spelling (Education Code 60045)

5. Do not expose students to a commercial brand name, product, or corporate or company logo unless the County Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
 - a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by SBE.
 - b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.
6. Meet the requirements of Education Code 60040-60043 for specific subject content, including, but not limited, accurately portraying society's cultural and racial diversity
7. Support the district's adopted courses of study and curricular goals
8. Contribute to a comprehensive, balanced curriculum
9. Demonstrate reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date, and well-documented information
 - b. Objective presentation of diverse viewpoints
 - c. Clear, concise writing and appropriate vocabulary
 - d. Thorough treatment of subject matter
10. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
11. Stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
12. As appropriate, have corresponding versions available in languages other than English
13. Include high-quality teacher's guides
14. When available, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

In addition to meeting the above criteria as applicable, technology-based materials shall:

1. Be both available and comparable to other, equivalent instructional materials (Education Code 60052)
2. Be accessible to all students, including economically disadvantaged students, students with disabilities, and English learners
3. Protect the privacy of student data

Conflict of Interest

To ensure integrity in the evaluation and selection of instructional materials, individuals who are participating in the evaluation of instructional materials and are not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that they:

1. Will not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

2. Are not employed by nor receive compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
3. Do not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the County Office

(11/10) 10/20

Board

Approved:

TRINITY COUNTY OFFICE OF EDUCATION

Weaverville, CA

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Note: Education Code 60119 requires that the County Board hold an annual public hearing regarding the sufficiency of textbooks or other instructional materials and determine through a resolution whether each student has sufficient materials; see the accompanying County Board policy. "Sufficient textbooks or instructional materials," as defined in Education Code 60119, means that each student in the County Office, including each English learner, has a standards-aligned textbook or instructional materials, which may include technology-based materials, to use in class and to take home.

The following sample resolution is based on the 2008 sample resolution developed by the California Department of Education (CDE) but has been updated to reflect current law. This resolution may be used to certify compliance with Education Code 60119.

Whereas, the County Board of the *(name of school district)*, in order to comply with the requirements of Education Code 60119, held a public hearing on *(date)*, at *(time)* o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the County Board provided at least 10 days' notice of the public hearing by posting it in at least three public places within the County Office stating the time, place, and purpose of the hearing, and;

Whereas, the County Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or other instructional materials were provided to all students, including English learners, in the *(name of school district)*, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards and/or the Common Core State Standards adopted by the State Board of Education;

Finding of Sufficient Textbooks or Instructional Materials

Note: The following section is for use when the County Board is making a finding that the County Office has "sufficient" materials. According to CDE, Education Code 60119 requires documentation of sufficiency of textbooks or instructional materials to be presented at the public hearing. Survey forms are available on CDE's web site which may be used as a self-study and county office validation tool for grades K-12.

Whereas, sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects:

Note: To provide complete information about the basis for the Board's determination of sufficiency, the County Office may wish to include the names of the textbooks or instructional materials provided to students, as well as the applicable state adoption cycle.

- Mathematics: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- Science: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- History-social science: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- English language arts, including the English language development component of an adopted program: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- World language: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

- Health: *(List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)*

Note: The following paragraph is for use by districts that maintain grades 9-12. The County Board may provide a list of the science laboratory classes offered in grades 9-12 and details on the science laboratory equipment available for these classes.

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the (*year*) school year, the (*name of school district*) has provided each student with sufficient standards-aligned textbooks or other instructional materials that are consistent with the cycles and content of the curriculum frameworks.

Finding of Insufficient Textbooks or Instructional Materials

Note: The following section is for use when the County Board is making a finding of "insufficient" materials. Education Code 60119 requires that the County Board's resolution list, for each school for which an insufficiency exists, the percentage of students at each grade level who lack sufficient materials in each of the subject areas listed below.

Whereas, information provided at the public hearing and to the County Board at the public meeting detailed that insufficient standards-aligned textbooks or other instructional materials were provided to students in the following subjects and grade levels at County Office schools: *(For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, world language, and health.)*

Whereas, sufficient textbooks or other instructional materials were not provided at each school listed above due to the following reasons: *(For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level listed above.)*

Therefore, it is resolved, that for the *(year)* school year, the *(name of school district)* has not provided each student with sufficient textbooks or other instructional materials that are consistent with the cycles and content of the curriculum framework, and;

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or other instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. *(List actions to be taken to resolve insufficiency.)*

PASSED AND ADOPTED THIS day of at a meeting, by the following vote:

AYES:_____

NOES:_____

ABSENT:_____

Attest:

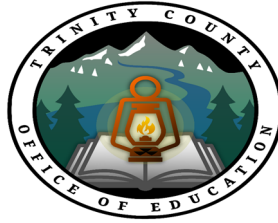
Secretary

President

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

Trinity County
OFFICE OF
EDUCATION



PO Box 1256
201 Memorial Drive
Weaverville, California
(530) 623-2861
(530) 623-4489 FAX
<https://www.tcoek12.org>

DATE: January 19, 2022
TO: TCOE Board Members
FROM: Gretchen Deichler, Assistant Superintendent of Business Services
RE: January 26, 2022 Board Meeting Update

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

1. The Fiscal report provides financial information through December 31, 2021 (6/12 of the year).
 - a. **\$7,550,718 Revenues & \$65,526 Transfers In/Contributions** - A total of \$2,287,787 or 30.3% of all budgeted revenues have been received to date equal to approximately
 - a. 55.76% of budgeted LCFF
 - b. 6.19% of federal
 - c. 27.86% of state
 - d. 4.41% of local revenues
 - e. 0% of transfers in from other funds
 - b. **\$7,433,796 Expenditures & \$10,767 Transfers Out** – A total of \$2,626,995 or 35.34% of budgeted expenditures have occurred to date equal to approximately
 - a. 42.82% of budgeted salaries and benefits
 - b. 47.21% of supplies
 - c. 38.49% services and operations
 - d. 100% capital outlay – This budget item for the van that was purchased
 - e. 3.62% transfers out to districts/other transfers
 - f. 0% transfers out to other funds
 - g. 0% of support costs
 - c. **\$1,532,554 July 1, 2021 Beginning fund balance (budget)**
 - d. **\$1,707,235 June 30, 2022 Ending fund balance**
 - e. **\$829,192 General Fund cash balance 12-31-2021**

Sarah E. Supahan, County Superintendent of Schools

2. The Fiscal report below is for the R.I.S.E. Academy and provides financial information through December 31, 2021 (6/12 of the year). Here is the summary of the RISE for this month.
- f. **\$293,864 Revenues + \$36,510 Contribution*** - A total of \$0 of all budgeted revenues have been received to date.
 - a. 0% of budgeted LCFF
 - b. 0% of federal
 - c. 0% of state
 - d. 0% of local revenues
 - e. 0% *contribution is equal to billback reduction for district expenditures.
 - g. **\$330,194 Expenditures** – A total of \$130,397 or 39.66% of budgeted expenditures have occurred to date equal to approximately
 - a. 42.01% of budgeted salaries and benefits
 - b. 14.88% of supplies
 - c. 29.44% services and operations
 - d. 0% capital outlay
 - e. 0% of transfers out
 - f. 0% of support costs
 - h. **\$0 July 1, 2021 Beginning fund balance**
 - i. **\$0 June 30, 2022 Ending fund balance**
 - j. **The 2021-22 Billback Calculations for Each RISE Academy Classroom Estimate as of First Interim.** Lines for actual ADA reported at Period 1 and Period 2 have been added for Average Daily Attendance tracking. As of P1:
 - a. Grade K – 6 classroom ADA is under projection by .11 ADA
 - b. Grade 7 – 12 classroom ADA is over projection by 1.36 ADA

GRADE K – 6 CLASSROOM

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

GRADE 7 – 12 CLASSROOM

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

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

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

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

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

4. Item 5.1 Oversight Update

a. Cash Monitoring

i. Cash monitoring

b. 2020-21 Annual Audit – The timeline for completion of the audit was extended to January 31, 2022. The audit firms have begun sending audit reports and boards will approve them in February or March. Once our office has reviewed the

audits and any findings, our compliance process will begin.

- c. **2021-22 First Interim Financial Report Recap will be provided at the February board meeting.**
- d. **2021-22 Second Interim Financial Reports** are in process by all the school districts and the charter school. The documents are due to our office by March 16, 2022. As part of our oversight responsibility these will be reviewed and letters will be sent to the districts by the end of April. A recap of the results will be shared in the May financial report.

Fund 01 - General Fund

Fiscal Year 2021/22 Through December 2021

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Revenue Limit/Current Yr	1,999,902.00	1,983,386.00	924,708.00	1,058,678.00	46.62
8012	Revenue Limit EPA	3,050.00	2,250.00	13,169.00	10,919.00-	585.29
8021	Homeowners Exemptions	7,412.00	7,437.00	1,085.13	6,351.87	14.59
8022	Timber Yield Tax	433.00	1,629.00	1,542.97	86.03	94.72
8041	Secured Roll Taxes	751,720.00	794,095.00	463,262.59	330,832.41	58.34
8042	Unsecured Roll Taxes	19,500.00	14,935.00	15,885.07	950.07-	106.36
8043	Prior Years Taxes	2,545.00	5,200.00-	.16	5,200.16-	0.00
8044	Supplemental Taxes	12,408.00	17,760.00	11,608.03	6,151.97	65.36
8091	Revenue Limit Transfer	25,000.00-	25,000.00-		25,000.00-	
8097	Spec Ed Taxes Trans Cssf	214,789.00-	224,559.00-		224,559.00-	
Total LCFF Revenue Sources		2,557,181.00	2,566,733.00	1,431,260.95	1,135,472.05	55.76
Federal Revenue						
8181	Spec Ed Entitlemnt/94-142	39,948.00	40,154.00		40,154.00	
8182	Discretionary Grant	56,206.00	56,206.00		56,206.00	
8285	Interagency Contract		52,635.00		52,635.00	
8290	Other Federal Revenues	59,644.00	229,341.00	23,408.42	205,932.58	10.21
Total Federal Revenue		155,798.00	378,336.00	23,408.42	354,927.58	6.19
Other State Revenues						
8311	Other State Apportionment	46,835.00	46,317.00	27,249.00	19,068.00	58.83
8550	Mandated Costs	1,592.00	1,616.00	47,217.00	45,601.00-	2,921.84
8560	State Lottery Revenue		1,830.00	75.79-	1,905.79	-4.14
8587	Pass-thru From State Rev	120,987.00	120,988.00		120,988.00	
8590	Other State Income	2,065,469.00	2,516,251.00	674,150.16	1,842,100.84	26.79
Total Other State Revenues		2,234,883.00	2,687,002.00	748,540.37	1,938,461.63	27.86
Other Local Revenue						
8631	Sale Of Equip/Supplies			2,720.00	2,720.00-	NO BDGT
8660	Interest	4,586.00	4,899.00	59.40	4,839.60	1.21
8677	Interagency Revenues	303,863.00	735,961.00	25,000.00	710,961.00	3.40
8699	Other Local Income	225,000.00	236,900.00	56,798.28	180,101.72	23.98
8710	Excess Costs/Spec Ed	675,616.00	676,789.00		676,789.00	
8711	Tuition/TCCS	214,752.00	264,098.00		264,098.00	
Total Other Local Revenue		1,423,817.00	1,918,647.00	84,577.68	1,834,069.32	4.41
Total Year To Date Revenues		6,371,679.00	7,550,718.00	2,287,787.42	5,262,930.58	30.30

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 6, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

ESCAPE ONLINE

Page 1 of 7

Fund 01 - General Fund

Fiscal Year 2021/22 Through December 2021

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teachers Salary	140,885.00	150,004.00	78,354.06	68,138.95	3,510.99	45.42
1110	Teachers Sal/Subst	2,600.00	2,600.00			2,600.00	
1200	Cert Pupil Support	537,604.00	638,673.00	304,002.63	287,084.24	47,586.13	44.95
1300	Cert Superv & Admin	531,461.00	562,743.00	267,389.70	284,099.31	11,253.99	50.48
1900	Other Cert Salaries	60,757.00	79,625.00	36,726.48	29,796.37	13,102.15	37.42
Total Certificated Salaries		1,273,307.00	1,433,645.00	686,472.87	669,118.87	78,053.26	46.67
Classified Salaries							
2100	Instructional Aides	90,752.00	111,628.00	50,166.24	46,041.69	15,420.07	41.25
2110	Instructional Aides/Subst	3,512.00	3,512.00			3,512.00	
2200	Class Support Salaries	372,539.00	533,564.00	231,229.76	193,403.76	108,930.48	36.25
2300	Class Superv & Admin	470,885.00	418,751.00	206,986.53	211,340.21	424.26	50.47
2400	Clerical & Office	634,609.00	700,338.00	336,409.50	318,230.95	45,697.55	45.44
2410	Clerical & Office/Subst		2,039.00		2,038.73	.27	99.99
2900	Other Classified Salaries	13,168.00	92,289.00	28,716.68	18,824.42	44,747.90	20.40
Total Classified Salaries		1,585,465.00	1,862,121.00	853,508.71	789,879.76	218,732.53	42.42
Employee Benefits							
3101	STRS/Cert	281,240.00	301,263.00	89,082.24	84,502.19	127,678.57	28.05
3102	STRS/Class	4,352.00	4,352.00			4,352.00	
3201	PERS/Cert	55,261.00	59,857.00	28,895.22	27,019.35	3,942.43	45.14
3202	PERS/Class	372,959.00	419,313.00	189,927.50	170,656.30	58,729.20	40.70
3301	OASDI/Cert	33,498.00	37,354.00	17,602.99	16,106.38	3,644.63	43.12
3302	OASDI/Class	120,379.00	140,649.00	61,146.24	56,853.84	22,648.92	40.42
3401	Health & Welfare/Cert	147,485.00	136,358.00	73,373.76	65,309.05	2,324.81-	47.90
3402	Health&Welfare/Class	269,589.00	255,483.00	124,197.24	106,866.14	24,419.62	41.83
3501	SUI/Cert	15,566.00	9,564.00	3,047.55	2,974.38	3,542.07	31.10
3502	SUI/Class	19,330.00	9,662.00	4,268.87	8,411.22	3,018.09-	87.05
3601	Workers Comp/Cert	21,273.00	24,045.00	11,464.23	11,226.48	1,354.29	46.69
3602	Workers Comp/Class	26,425.00	31,103.00	14,257.65	13,296.02	3,549.33	42.75
3702	OPEB/Class	34,526.00	34,526.00	17,235.18	16,761.60	529.22	48.55
3901	Other Benefits/Cert		2,000.00		2,000.00		100.00
3902	Other Benefits/Class		15,000.00			15,000.00	
3911	HSA Certificated				500.00	500.00-	NO BDGT
3912	HSA Classified		3,900.00		4,000.00	100.00-	102.56
3921	Fitness Certificated		920.00		1,120.00	200.00-	121.74
3922	Fitness Classified		1,160.00	240.00	1,400.00	480.00-	120.69

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 6, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

ESCAPE ONLINE

Page 2 of 7

Fund 01 - General Fund

Fiscal Year 2021/22 Through December 2021

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
	Total Employee Benefits	1,401,883.00	1,486,509.00	634,738.67	589,002.95	262,767.38	39.62
Books and Supplies							
4300	Materials & Supplies	116,997.00	146,665.00	18,006.99	30,370.39	98,287.62	20.71
4400	Non Capitalized Equipment	14,000.00	29,000.00	26,079.26	52,565.94	49,645.20-	181.26
	Total Books and Supplies	130,997.00	175,665.00	44,086.25	82,936.33	48,642.42	47.21
Services and Other Operating Expenditures							
5100	Subagreements For Service	8,433.00	48,948.00		29,556.52	19,391.48	60.38
5200	Travel & Conference	92,727.00	97,759.00	22,917.84	21,327.15	53,514.01	21.82
5300	Dues & Memberships	63,981.00	64,021.00	10,840.00	39,209.58	13,971.42	61.24
5400	Insurance	12,352.00	13,253.00		12,453.00	800.00	93.96
5510	Electricity	9,600.00	9,600.00	6,337.15	3,262.85		33.99
5520	Fuel/Prop/Oil	200.00	200.00			200.00	
5550	Waste Disposal	5,596.00	5,596.00	3,322.13	2,609.87	336.00-	46.64
5560	Water	336.00	336.00	195.57	140.43		41.79
5600	Rnt/Lease/Repairs	40,050.00	40,050.00	14,373.88	9,646.48	16,029.64	24.09
5750	Trfs Dir Cost/Interfund	1,516.00-	1,350.00-		27.44-	1,322.56-	2.03
5800	Consult Serv & Oper Exp	578,710.00	780,932.00	189,383.92	284,294.13	307,253.95	36.40
5810	Advertising	2,905.00	2,905.00	1,564.10	1,335.90	5.00	45.99
5820	Audit	17,200.00	17,200.00			17,200.00	
5830	Elections	250.00	250.00			250.00	
5840	Fingerprinting	500.00	500.00		2,260.00	1,760.00-	452.00
5850	Legal Expenses	19,050.00	25,050.00		13,740.00	11,310.00	54.85
5890	Fees, Xrays, Exams	500.00	500.00		251.43	248.57	50.29
5910	Postage/shipping	4,500.00	4,500.00	1,367.87	3,153.22	21.09-	70.07
5920	Telephone	30,892.00	30,892.00	18,468.73	16,032.78	3,609.51-	51.90
	Total Services and Other Operating Expenditures	886,266.00	1,141,142.00	268,771.19	439,245.90	433,124.91	38.49
Capital Outlay							
6500	Equipment Replacement		15,000.00	1,211.05	15,000.00	1,211.05-	100.00
	Total Capital Outlay	.00	15,000.00	1,211.05	15,000.00	1,211.05-	100.00
Tuition							
7142	Excess Costs/Billback	115,960.00	169,363.00			169,363.00	
	Total Tuition	115,960.00	169,363.00	.00	.00	169,363.00	
Other Transfers Out							
7212	Pass-thru To Coe's	120,987.00	120,988.00			120,988.00	
7281	All Other Transf To Distr	897,951.00	992,760.00		16,192.68	976,567.32	1.63
7299	All Other Transfers		41,013.00		25,618.69	15,394.31	62.46

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 6, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

ESCAPE ONLINE

Page 3 of 7

Fund 01 - General Fund

Fiscal Year 2021/22 Through December 2021

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
	Total Other Transfers Out	1,018,938.00	1,154,761.00	.00	41,811.37	1,112,949.63	3.62
Transfers of Indirect/direct support costs							
7310	Transfers/indirect Cost		300.00			300.00	
7350	Trfs Indirects/interfund	8,635.00-	4,710.00-			4,710.00-	
	Total Transfers of Indirect/direct support costs	8,635.00-	4,410.00-	.00	.00	4,410.00-	
	Total Year To Date Expenditures	6,404,181.00	7,433,796.00	2,488,788.74	2,626,995.18	2,318,012.08	35.34

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

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

Fund 01 - General Fund

Fiscal Year 2021/22 Through December 2021

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash	661,411.93	167,780.08	829,192.01
9130	Revolving Cash	150.00		150.00
9200	Accounts Receivable	295,943.27	224,564.73-	71,378.54
9290	Due From Grantor Govt	1,184,198.27	834,841.13-	349,357.14
9310	Due From Other Funds	51,697.05	120,113.79	171,810.84
9320	Stores	2,669.29		2,669.29
9330	Prepaid Expenses	1,285.00		1,285.00
Total Assets		2,197,354.81	771,511.99-	1,425,842.82
Liabilities				
9500	Accounts Payable		42,667.43-	42,667.43-
9510	Accounts Payable/Pr Yr	268,848.77	150,621.15-	118,227.62
9580	H&W Payable		8,876.33-	8,876.33-
9586	District Repay	297.60-		297.60-
9589	Salary Withhold		29,206.68	29,206.68
9590	Due To Grantor Govt	270,413.56	129,848.00-	140,565.56
9610	Due To Other Funds	126,098.40	126,098.40-	
9650	Deferred Revenue	39,353.60	3,399.60-	35,954.00
Total Liabilities		704,416.73	432,304.23-	272,112.50
Calculated Fund Balance		1,492,938.08	339,207.76-	1,153,730.32
Beginning Fund Balance				
9791	Beginning Fund Balance	1,492,938.08		1,492,938.08
9795	Other Adjustments			
Total Beginning Fund Balance		1,492,938.08	.00	1,492,938.08
Beginning Fund Balance Proof		.00	339,207.76-	339,207.76-
Change in Fund Balance - Excess Revenues (Expenditures)			(339,207.76)	

Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
Reserves		
9720 Reserve for Encumbrances		2,488,788.74
Restricted Balance		
9740 Restricted Balance	206,086.00	636,214.00
Other Designations		
9780 Other Assignments		8,000.00
9789 Reserve for Economic Uncert	293,760.00	293,760.00

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 6, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01)

ESCAPE ONLINE

Page 5 of 7

Fund 01 - General Fund

Fiscal Year 2021/22 Through December 2021

Description		Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Memo Only - Ending Fund Balance Accounts (continued)							
		Adopted	Revised				
Other Designations (continued)							
9790	Unassigned/Unappropriated	942,856.00		766,261.00			
Total Other Designations			.00		.00	.00	

Fund 01 - General Fund

Fiscal Year 2021/22 Through December 2021

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	6,371,679.00	7,550,718.00		2,287,787.42	5,262,930.58	30.30
B. Expenditures	6,404,181.00	7,433,796.00	2,488,788.74	2,626,995.18	2,318,012.08	35.34
C. Subtotal (Revenue LESS Expense)	32,502.00-	116,922.00		339,207.76-	2,944,918.50	
D. Other Financing Sources and Uses						
Sources	49,526.00	65,526.00			65,526.00	
LESS Uses	4,750.00	10,767.00			10,767.00	
E. Net Change in Fund Balance	12,274.00	171,681.00		339,207.76-	2,999,677.50	
F. Fund Balance:						
Beginning Balance (9791)	1,430,428.00	1,492,937.00		1,492,938.08		
Audit Adjustments (9793)						
Other Restatements (9795)		39,617.00				
Adjusted Beginning Balance	1,430,428.00	1,532,554.00		1,492,938.08		
G. Calculated Ending Balance	1,442,702.00	1,704,235.00		1,153,730.32		
*Components of Ending Fund Balance						
Legally Restricted (9740)	206,086.00	636,214.00				
Other Designations (9780)		8,000.00				
Undesig/Unapprop (9790)	942,856.00	766,261.00				
Other	293,760.00	293,760.00		2,488,788.74		

Fund 01 - General Fund

Fiscal Year 2021/22 Through December 2021

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

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teachers Salary	129,995.00	132,347.00	72,189.00	61,597.57	1,439.57-	46.54
1110	Teachers Sal/Subst	2,600.00	2,600.00			2,600.00	
1300	Cert Superv & Admin	12,000.00	12,000.00			12,000.00	
Total Certificated Salaries		144,595.00	146,947.00	72,189.00	61,597.57	13,160.43	41.92
Classified Salaries							
2100	Instructional Aides	32,511.00	50,080.00	28,114.08	25,076.55	3,110.63-	50.07
2110	Instructional Aides/Subst	3,512.00	3,512.00			3,512.00	
Total Classified Salaries		36,023.00	53,592.00	28,114.08	25,076.55	401.37	46.79
Employee Benefits							
3101	STRS/Cert	24,466.00	24,863.00	12,214.38	10,360.07	2,288.55	41.67
3202	PERS/Class	8,253.00	12,278.00	6,440.94	5,686.61	150.45	46.32
3301	OASDI/Cert	2,097.00	2,130.00	1,001.82	859.88	268.30	40.37
3302	OASDI/Class	2,756.00	4,100.00	2,052.36	1,838.77	208.87	44.85
3401	Health & Welfare/Cert	31,930.00	21,846.00	12,584.58	9,260.37	1.05	42.39
3402	Health&Welfare/Class	25,634.00	14,098.00	3,541.68	2,951.40	7,604.92	20.93
3501	SUI/Cert	1,779.00	1,807.00	360.96	308.00	1,138.04	17.04
3502	SUI/Class	443.00	659.00	140.52	125.34	393.14	19.02
3601	Workers Comp/Cert	2,414.00	2,454.00	1,205.58	1,028.69	219.73	41.92
3602	Workers Comp/Class	601.00	895.00	469.56	418.82	6.62	46.80
3911	HSA Certificated				500.00	500.00-	NO BDGT
Total Employee Benefits		100,373.00	85,130.00	40,012.38	33,337.95	11,779.67	39.16
Books and Supplies							
4300	Materials & Supplies	10,353.00	10,647.00	38.00	1,583.76	9,025.24	14.88

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 309, Starting Period = 1, Ending Account Period = 6, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 01, Resource = 0245)

ESCAPE ONLINE

Page 1 of 4

Fund 01 - General Fund

Fiscal Year 2021/22 Through December 2021

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
	Total Books and Supplies	10,353.00	10,647.00	38.00	1,583.76	9,025.24	14.88
Services and Other Operating Expenditures							
5200	Travel & Conference	4,000.00	4,000.00			4,000.00	
5300	Dues & Memberships				525.00	525.00-	NO BDGT
5400	Insurance	800.00	800.00			800.00	
5600	Rnt/Lease/Repairs	16,000.00	16,000.00			16,000.00	
5710	Transfer Of Direct Cost				.56	.56-	NO BDGT
5800	Consult Serv & Oper Exp	1,600.00	10,950.00	532.88	8,850.00	1,567.12	80.82
5810	Advertising	100.00	100.00			100.00	
	Total Services and Other Operating Expenditures	22,500.00	31,850.00	532.88	9,375.56	21,941.56	29.44
Tuition							
7142	Excess Costs/Billback	2,140.00	2,028.00			2,028.00	
	Total Tuition	2,140.00	2,028.00	.00	.00	2,028.00	
	Total Year To Date Expenditures	315,984.00	330,194.00	140,886.34	130,971.39	58,336.27	39.66

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

Fund 01 - General Fund

Fiscal Year 2021/22 Through December 2021

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash	101,646.00-	138,971.39-	240,617.39-
9290	Due From Grantor Govt	111,122.00		111,122.00
	Total Assets	9,476.00	138,971.39-	129,495.39-
Liabilities				
9500	Accounts Payable		8,000.00-	8,000.00-
9510	Accounts Payable/Pr Yr	8,000.00		8,000.00
9590	Due To Grantor Govt	1,476.00		1,476.00
	Total Liabilities	9,476.00	8,000.00-	1,476.00
	Calculated Fund Balance	.00	130,971.39-	130,971.39-

Fund 01 - General Fund

Fiscal Year 2021/22 Through December 2021

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	278,857.00	293,684.00			293,684.00	
B. Expenditures	315,984.00	330,194.00	140,886.34	130,971.39	58,336.27	39.66
C. Subtotal (Revenue LESS Expense)	37,127.00-	36,510.00-		130,971.39-	235,347.73	
D. Other Financing Sources and Uses						
Sources	37,127.00	36,510.00			36,510.00	
LESS Uses						
E. Net Change in Fund Balance	.00	.00		130,971.39-	271,857.73	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance	.00	.00		130,971.39-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						



January 18, 2022

To: Gretchen Deichler, Assistant Superintendent of Business Services

From: Jeff Morris, Facilities Fiscal Analyst

Re: Current Status re School Facilities

OVERALL

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

CAL OES HAZARD MITIGATION FUNDING – 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. Projects may include: metal roofs, generators, stormwater management and other key Hazard Mitigation concepts.

SHARED FACILITIES POSITION PILOT PROGRAM – Most districts county-wide have expressed an interest in needing an additional professional with contractor type experience to assist in both ongoing facilities assessment and maintenance work. TCOE is building out a concept pilot program that may fill that need.

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 not yet arrived but the PG&E generator has been removed.
- *Potential Solar Project:* BRESO is working with a consultant as a result of the RFP process and we hope to have a plan moving forward within the next week.
- *Shade Structure:* Pre-DSA (Division of State Architect) designs have been received and district is working with an architect to fast track plans through DSA.

CHYBA (California Heritage Youth Build Academy) – No new news on building project. TCOE staff has reached out multiple times and are available to assist, as needed.

COFFEE CREEK – Considering kitchen upgrades as a potential project this next year in addition to including CCESD in the Notice of Intent for the Cal OES Hazard Mitigation funding for a new generator.

DOUGLAS CITY

- *Windows Project:* District is actively working with the contractor to schedule installation date during off school hours / vacation weeks. We believe this was completed over winter break.

5.1.1

- *Shade Structure:* Bid has been awarded. Still waiting on contractor to supply final needed paperwork.
- *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.

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.
- *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. TCOE staff will be discussing options at 01.18.2021 LESD Board meeting.

MOUNTAIN VALLEY - MVUSD's final funding piece for reconstruction is now slated for the January 2022 State Allocation Board meeting.

SOUTHERN TRINITY

- **HVAC replacement (AB 841)** – TCOE staff will be delving into this application process in earnest starting the week of 11.15.2021. Application process has begun with a 01.31.2022 deadline for the initial design funding.

TRINITY ALPS

- *Trinity High School Gym* – Work is progressing and mid February – Early March 2022 looks reasonable with a few remaining items still to be resolved, mostly due to supply chain issues.
- *Main THS Campus* – Plumbing work has started. Electrical work should start soon. Multiple other bids for other trades have been secured / awarded / in process. The district's limited capacity to manage the project is a concern and we're monitoring the situation closely.

TRINITY CENTER - No significant update

TRINITY COUNTY OFFICE OF EDUCATION

- Applied for \$ 16,000+ in FEMA reimbursement for costs expended during 2021 wildfire events.
- We are also re-engaging our internal conversation regarding the needed ADA updates and the RFPs/RFQs received last fall from our design professional solicitation.

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.

Dashboard Release

The 2021 Dashboard should be released the middle of January. As a reminder, this is only for reporting purposes this year. Once this is released it will populate to your SARC as well in DTS.

SARC

SARC is due February 1, 2022. Reminder to have it board approved in Jan. Once approved, you will need to give DTS your state login credentials or myself (if you have not already done so) to submit it to the state.

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.

Winter ConApp

Winter ConApp will be released in mid Jan. and will run through the end of Feb. TCOE will contact LEAs for completion.

Kudos

Kudos to Kristi for securing a generator for the Burnt Ranch School District so that they could hold school even when there has been no power the first week of January and once again having no phone line and of course no cell service. She has found work-arounds and has shown tremendous leadership in dealing with all of the issues they've faced this year. ~Sarah

Kudos to Anmarie who has shown leadership, resiliency and - actually - bravery as Mountain Valley has dealt with the Monument fire, a student tragedy, covid controversies, and now having lost her elementary principal and adding that to her plate as well (at least for the time being). ~Sarah

Kudos to Steve Hiscock...Thank you for your support and guidance. Your help is invaluable and I look forward to partnering to support our students. ~Mary

Part of 5.2

I'd like to give a shout-out to our superintendent Mary Thoreson. She is very dedicated to the students here at LES. I admire the fact that she and her husband have completely changed their lives to "save" a child from a life of possible turmoil. Mary is completely dedicated to the kids. She goes above and beyond to make sure the kids are taken care of in every way. She has taught me a lot about patience and understanding. Her work ethic is amazing. Mary Thoreson truly loves kids. I see it every day. She lights up when the kids start showing up in the morning, it's awesome and inspiring. Proud to work with her. ~Rita Cook

Kudos to Katie, Andy, Veronica, and Mary who have been participating in a North-State Leadership Grant working on the topic of making evaluations more effective, which involves meeting twice a month and some outside work. ~Tim

Kudos to Christine for being willing to make a presentation to our grant work group. ~Tim

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**

Significant Changes to Classified Layoffs

On October 8, 2021, the Governor approved AB 438. Effective January 1, 2022, Education Code section 45117 is amended to treat layoffs of permanent classified employees through essentially the same process that has long been used for layoffs of certificated employees. templates) to assist our clients in effectuating the new layoff process for classified employees.

LEAs will need to update relevant Board Policies and Administrative Regulations as well as Collective Bargaining Agreements.

Key Points

The new layoff process does not apply to "short-term" employees who are hired for a

period not exceeding 60 days after which the short-term service may not be extended or renewed. The new layoff process also does not apply to substitute employees.

The new layoff process does not apply to classified positions that are eliminated as a result of the expiration of a "specially funded position." In this situation the classified employee is only entitled to 60 days' notice, which includes notice of any displacement ("bumping") rights to another position.

The new layoff process applies to any "permanent" classified employee, defined as "an employee who was permanent at the time the notice or right to a hearing was required and an employee who became permanent after the date of the required notice."

If a classified employee is not provided a timely layoff notice and a right to a hearing, then the employee will be deemed rehired for the next school year.

However, employers do retain the right to release probationary employees without a layoff notice or right to a hearing.

Summary of Layoff Process

Layoffs are authorized by the governing board of the school district due to a "lack of work or lack of funds." This is the same legal standard that has been historically used for classified layoffs.

No later than March 15, "the governing board of the school district and the employee shall be given written notice by the superintendent of the school district or the superintendent's designee, or, in the case of a school district that has no superintendent, by the clerk or secretary of the governing board of the school district, that it has been recommended that the notice be given to the employee, stating the reasons that the employee's services will not be required for the ensuing year, and informing the employee of the employee's displacement rights, if any, and reemployment rights."

The notice must be delivered to the employee in person or via registered mail to the last known address of the employee.

The notice must inform the employee of the right to request a hearing to determine if there is cause for not reemploying the employee for the subsequent school year.

The request for a hearing must be made by the employee on or before a date selected by the employer, but must allow at least seven days after the notice is served on the employee.

Upon an employee requesting a hearing, the employer must serve on the employee a District Statement of Reduction in Force after which the employee has five days after service to file a Notice of Participation in Reduction in Force Hearing.

Any request for discovery must be made within 15 days after the District Statement of

Reduction in Force is served on the employee by the employer.

The hearing will be conducted by an Administrative Law Judge ("ALJ") from the Office of Administrative Hearings ("OAH") and a proposed decision will be issued; however, the governing board will make the final decision as whether to proceed with the layoff.

Copies of the ALJ's proposed decision must be submitted by the ALJ to the governing board and the employee on or before May 7.

The final decision of the governing board on whether to proceed with the layoff must be made and a copy of the decision provided to the employee on or before May 14.

All costs associated with the layoff hearing process, including the costs of the ALJ, are paid by the employer.

7 Effective School Correlates - Where does my school fall?

1. Safe and Orderly Environment

The First Generation: In the effective school there is an orderly, purposeful, businesslike atmosphere which is free from the threat of physical harm. The school climate is not oppressive and is conducive to teaching and learning.

The Second Generation: In the first generation, the safe and orderly environment correlate was defined in terms of the absence of undesirable student behavior (e.g., students fighting). In the second generation, the concept of a school environment conducive to Learning for All must move beyond the elimination of undesirable behavior. The second generation will place increased emphasis on the presence of certain desirable behaviors (e.g., cooperative team learning). These second generation schools will be places where students actually help one another.

Moving beyond simply the elimination of undesirable behavior will represent a significant challenge for many schools. For example, it is unlikely that a school's faculty could successfully teach its students to work together unless the adults in the school model collaborative behaviors in their own professional working relationships. Since schools as workplaces are characterized by their isolation, creating more collaborative/ cooperative environments for both the adults and students will require substantial commitment and change in most schools.

(More Effective School Correlates will be shared in upcoming editions of the newsletter)

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 at the San
- Where: Joaquin County Office of Education in Stockton.

History Day

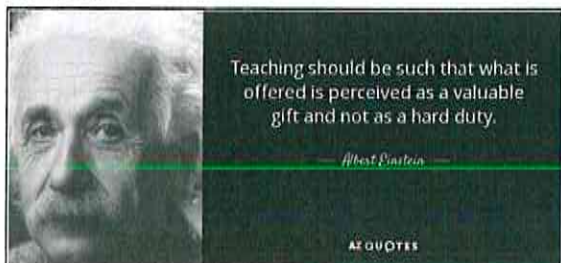
- When: Wed., March 8-9, 2022
- Where: Will be held at each individual school site

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



CA Curriculum Adoption Schedule

Frameworks:

Mathematics - May 2022
ELA - May 2025

Instructional Materials:

Mathematics - Nov. 2024
ELA - Nov. 2027



Professional Development opportunities

Youth Mental health First Aid(YMHFA)

teaches adults how to identify, understand, and respond to signs of mental health challenges in youth.

Participants complete 2 hours of self-paced online instruction prior to the live in-person instructor-led training on:

Friday, January 28, 2022,
8:00am-3:00pm at 201 Memorial Drive
Weaverville CA.

Please register for the training [HERE](#)
by Tuesday, January 25, 2022.
Space is limited to 30 participants.

WhyTry Level 1 Training

WhyTry is an evidence-based social and emotional learning (SEL) program. WhyTry has proven to be a successful intervention tool in a variety of settings, populations, and age groups. Across multiple third-party studies, researchers have seen significant positive changes using WhyTry.

Feb 18th @8AM via zoom
To register, please click [HERE](#)

Avoiding Power Struggles with Students

Why should I do it:

- It is a quick method to de-escalate a student
- It keeps you in control
- Prevents students from feeding off of the attention of the class or others
- Breaks the cycle of escalation, tension, intensity, etc
- Establishes your position as being outside of the student's tactics and usual attempts to get what they want
- Helps teach students that engaging in power struggles is futile and will not get them what/where they want
- Helps you, the adult, remain calm, clear headed, and more able to make good decisions and actions

When should I do it:

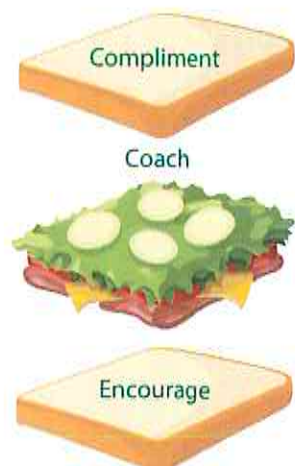
- When a student is trying to verbally engage you in an argument
- When a student becomes very insistent, argumentative, and will not drop the point
- When a student becomes agitated, raises their voice, becomes physically or verbally aggressive or threatening, or becomes threatening in any other way
- When the issue the student is arguing about is not essential, important, or crucial (choose your battles wisely)
- When a student can't seem to drop it
- When it seems the student is no longer interested in solving a problem, but provoking and being right
- When a student just wants to be correct, right, or win
- When a student seems to be taking it personally and cannot handle the issue, topic, etc
- When giving directives, directions, corrections, or reprimands

How do I do it:

- Keep responses brief, to the point, and succinct, and avoid lecturing, talking at length, or patronizing
- Use a calm and neutral tone
- DO NOT match the emotional level of the student, rather remain calm and cool
- State the expectation, then walk away

- Offer several choices, give a timeline to decide within, and walk away
- Try stating the expectation and consequence, tell the student the choice is theirs, and walk away
- Try re-direction if student is able to be de-escalated
- Remove student from situation and discuss the issue after time to calm down
- Use reflective listening "I am hearing that you feel this assignment is unnecessary"
- Ask open ended questions
- Use body language that represents openness: If sitting keep legs uncrossed and lean toward the student, If standing keep arms uncrossed and legs open (people often mirror their emotional response with others' body language, behavior, and words)
- Tell the student you want to hear what they have to say, but you both need a break or breather before talking
- With belligerent students who argue or engage in conflict on purpose and with intentionality, tell the student you will talk with them later when they can do so appropriately and walk away or state the expectation and walk away
- Try keeping a list of rules and expectations on the wall or other visible location, and when a student attempts to engage you in conflict, simply point to the appropriate and relevant expectation on the list and walk away (you may want to explain this strategy to the student before implementing it)
- Teach and practice a technique or method with the class on how to have a disagreement with others

For more
intervention
strategies, click
[HERE](#)





SHASTA-TRINITY SCHOOLS
INSURANCE GROUP

Serving Schools Since 1980

MEMORANDUM

DATE: December 2, 2021
TO: WORKERS' COMPENSATION PROGRAM MEMBERS
FROM: Brooks Rice, Executive Director
SUBJECT: ANNUAL CERTIFICATION (EC42141) REGARDING WORKERS' COMPENSATION

Pursuant to EC 42141, each member district shall advise its Governing Board if there is an estimated unfunded liability for Workers' Compensation.

STATEMENT

The Shasta-Trinity Schools Insurance Group JPA has sufficient assets to pay the Workers' Compensation self-insured claims and therefore has no unfunded liabilities.

Please advise your Governing Board of compliance with the Education Code by reporting the above statement.

If you have any questions, please do not hesitate to contact the JPA at 530-221-6444.

Thank you,

Brooks Rice
Executive Director

6.1