

MINUTES

Trinity County Board of Education Regular Board Meeting September 15, 2021

WHERE HELD: Due to shelter-in-place during the COVID pandemic and the evacuation warnings from the Monument Fire this meeting was held via conference calls and Zoom

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

ABSENT: Randy Spencer, Area I

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 Melissa Nielsen, with a second by Sally Aldinger to accept the Open Agenda. Motion passed unanimously. Aye-4 (Aldinger, Canale, Myers, Nielsen,), No-0, Absent-1 (Spencer), Abstain-0.

4.0 Consent Agenda

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

- 4.1 Minutes – August 25, 2021
- 4.2 Warrants – August 2021
- 4.3 Payroll – August 2021
- 4.4 BP/AR 5131.2 Bullying- Second Reading
- 4.5 BP/AR 6173 Education for Homeless – Second Reading
- 4.6 BP/AR 6142.1 Sexual Health and HIVAIDS Prevention Inst. – Second Reading
- 4.7 BP 1112 Media Relations – Second Reading
- 4.8 AR 3320 Claims and Actions Against the District – Second Reading
- 4.9 BP/AR 6158 Independent Study – Second Reading

MOTION: Steve Canale asked the Board for objections to approving the Consent Agenda. Consent Agenda was approved by consensus of the Board. Motion passed unanimously. Aye-4 (Aldinger, Canale, Myers, Nielsen) No-0, Absent-1 (Spencer), Abstain-0.

5.0 Reports

5.1 Financial Report and Oversight Update

Gretchen Deichler provided the Financial Report and Oversight Update

5.1.1 School Facilities Report from Jeff Morris

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

5.2 Deputy Superintendent Report- includes Trinity COE, District LCP Updates, and Trinity Co-Op Newsletter.

Fabio Robles provided his Deputy Superintendent Report and LCP updates.

Tim Nordstrom provided a copy of Trinity Co-Op, Newsletter that was included in the Board packet for the members to review.

5.3 Ad Hoc Committee – No Report

Due to the unpredictable fire activity in Trinity County the Ad Hoc Committee was unable to meet and will meet at a later date.

6.0 Correspondence

There was no correspondence.

7.0 Action Items

- 7.1 Approve Changing Date and Time of Regular Board Meeting with Public Hearing for Sufficiency of Instructional Materials for the 2021-2022 School Year from

Wednesday, October 20, 2021 at 1:00 p.m. to Tuesday, October 12, 2021 at 5:00 p.m. or Friday, October 15, 2021 at 5:00 p.m. (No back-up)

MOTION: Motion was made by Michelle Myers, with a second by Sally Aldinger to approve and Change Date and Time of Regular Board Meeting with Public Hearing for Sufficiency of Instructional Materials for the 2021-2022 School Year from Wednesday, October 20, 2021 at 1:00 p.m. to Tuesday October 12, 2021 at 5:00 p.m. Motion passed unanimously. Aye-4 (Aldinger, Canale, Myers, Nielsen), No-0, Absent-1 (Spencer), Abstain-0

7.2 Approve Revised 2021-2022 Trinity County R.I.S.E. Academy Calendar to Align with Trinity Alps Unified Later Start Date

MOTION: Motion was made by Sally Aldinger, with a second by Michelle Myers to approve the revised 2021-2022 Trinity County R.I.S.E. Calendar to Align with Trinity Alps Unified Later Start Date. Motion passed unanimously. Aye-4 (Aldinger, Canale, Myers, Nielsen), No-0, Absent-1 (Spencer), Abstain-0.

8.0 Information Items

- 8.1 BP/AR 5136 Gangs – First Reading
- 8.2 BP/AR 6174 Education for English Learners – First Reading
- 8.3 BP 0460 Local Control and Accountability Plan – First Reading
- 8.4 BB/E 9321 Closed Session – First Reading
- 8.5 BP 5117.1 Interdistrict Attendance Appeals – First Reading

Fabio Robles gave a brief summary on Items 8.1 through 8.5.

9.0 Superintendent's Report

9.1 Sarah Supahan discussed with the board new legislation AB 361 that will allow Board meetings to remain accessible by zoom or teleconference.

9.2 Eight of the ten school districts are in session. Burnt Ranch and Mountain Valley Unified School district started Monday, September 13. Coffee Creek and Trinity Center remain closed due to the River Complex Fire.

9.3 Burnt Ranch school district is still working with minimal access to the internet and are still without landlines.

9.4 Districts are still awaiting a declaration from the state for the River Complex Fire and a federal declaration for the Monument Fire, to begin the process for applying for “public assistance” to cover emergency needs.

9.5 Sheree Beans, Director of Health Services, is working with the State on receiving COVID testing kits and a drop box for easier accessibility for rapid testing which will be free to the school districts.

9.6 Sarah explained to the board the issues small districts are having with the State laws regarding distance learning and independent study, which ultimately will affect the districts J-13 A Waivers. Sarah shared that she has been working on creating a FAQ for Independent Study for the school districts.

9.7 Melissa Nielsen and Sally Aldinger expressed some disappointment with the districts not having teachers tested for COVID-19 before schools began. Sarah assured the Board members that districts were following State guidelines on testing mandates and that even though TCOE is just now setting up the specific testing program from the state, districts have already

had access to tests for their staff through Public Health and our nursing staff.

10.0 Adjournment

The meeting adjourned at 1:41p.m.

This meeting may be tape-recorded

Respectfully submitted,

Sarah E. Supahan, Ex-Officio Secretary

Trinity County Office of Education

dm

Register 000761 - 09/01/2021

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5229646	01	Check Amt	138.71	Status Printed	California Heritage YouthBuild Academy (California - Payee)	
CALHOPE CHOOSE WELL	CalHOPE Reimbursement for Choose Well Program	01. 5814. 0. 7110. 9200. 7299. 825.				138.71
Check # 5229647	01	Check Amt	59.78	Status Printed	Burnt Ranch School District (000843/1)	
CALHOPE CHOOSE WELL	CalHOPE Reimbursement for Choose Well Program	01. 5814. 0. 7110. 9200. 7299. 825.				59.78
Check # 5229648	01	Check Amt	562.50	Status Printed	Cresswell Physical Therapy Inc (000987/2)	
54	21-22 OT services HH	01. 3315. 0. 5730. 3140. 5800. 826.				337.50
55	21-22 OT services HH	01. 3315. 0. 5730. 3140. 5800. 826.				225.00
Check # 5229649	01	Check Amt	115.38	Status Printed	Modoc County Office Of Ed (000241/1)	
CALHOPE STIPEND	CalHOPE Choose Well Program Stipend	01. 5814. 0. 8600. 3130. 5100. 825.				115.38
Check # 5229650	01	Check Amt	5.56	Status Printed	Plotzke Ace Hardware (000280/1)	
358212	Mouse trap	01. 0000. 0. 0000. 8100. 4300. 825.				5.56
Check # 5229651	01	Check Amt	722.61	Status Printed	Redding Printing Company, Inc (000290/1)	
16226	Envelopes-Update Graphic	01. 0000. 0. 0000. 7200. 4300. 825.				722.61
Check # 5229652	01	Check Amt	210.32	Status Printed	Southern Trinity Joint Unified (000344/2)	
CALHOPE CHOOSE WELL	CalHOPE Reimbursement for Choose Well Program	01. 5814. 0. 7110. 9200. 7299. 825.				210.32
Check # 5229653	01	Check Amt	209.88	Status Printed	Trinity Alps Unified S D (000402/1)	
CALHOPE CHOOSE WELL	CalHOPE Reimbursement for Choose Well Program	01. 5814. 0. 7110. 9200. 7299. 825.				209.88
Check # 5229654	01	Check Amt	161.70	Status Printed	Trinity Journal (000396/1)	
300102713	Advertising & SVC CHG	01. 0000. 0. 0000. 7200. 5810. 825.				161.70
Check # 5229655	01	Check Amt	536.07	Status Printed	Trinity PUD (000399/2)	
16243 AUG 2021	Electricity August	01. 0000. 0. 0000. 8100. 5510. 825.				536.07
Check # 5229656	01	Check Amt	62,542.41	Status Printed	Watershed Research & Training Center (000422/2)	
NST WATERSHED CENTER	Pass Through Fund Balance NST	01. 9222. 0. 0000. 9200. 7299. 825.				62,542.41
Check # 5229657	01	Check Amt	255.02	Status Printed	Wilgus Fire Control, Inc (000994/1)	
2060082721	Extinguisher Service Aug 2021	01. 0000. 0. 0000. 8100. 5800. 825.				255.02

Number of Items

12

65,519.94

Totals for Register 000761

2022 FUND-OBJ Expense Summary / Register 000761

01-4300	728.17
01-5100	115.38
01-5510	536.07
01-5800	817.52
01-5810	161.70
01-7299	63,161.10

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/1/2021, Ending Check Date = 9/30/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE

ONLINE

Page 1 of 2

Register 000761 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000761 (continued)

01-9110*	65,519.94-
Totals for Register 000761	65,519.94-

* denotes System Generated entry

Net change to Cash 9110	65,519.94-Credit
-------------------------	------------------

Selection: Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/1/2021,
Ending Check Date = 9/30/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 2 of 2

Register 000762 - 09/08/2021						Bank Account COUNTY - County	
Payment Id	Comment						
Check # 5229744	01	Check Amt	1,385.29	Status	Printed	Rebello, Anthony J (000307 - Emp)	
A REBELO SELPA MTG	A Rebello San Bernadino SELPA Meeting			01.	6500.	0. 5050. 2200. 5200. 826.	1,385.29
Check # 5229745	01	Check Amt	38.06	Status	Printed	Koeller, Megan N (000377 - Emp)	
M KOELLER CVS	First Aid Kit			01.	6500.	0. 5001. 3140. 4300. 826.	38.06
Check # 5229746	01	Check Amt	281.85	Status	Printed	Bielecki, Megan N (000506 - Emp)	
BIELECKI SUPPLIES	RISE Classroom Supplies			01.	0245.	0. 3500. 1000. 4300. 829.	281.85
Check # 5229747	11	Check Amt	815.00	Status	Printed	CASAS (001325/1)	
0117410	CASAS TOPS annual support thru 6-22			11.	6391.	0. 4110. 2150. 5800. 825.	815.00
Check # 5229748	01	Check Amt	56.36	Status	Printed	Lingo (001302/1)	
608800823	Long Distance Aug 21			01.	0000.	0. 0000. 8100. 5920. 825.	56.36
Check # 5229749	01	Check Amt	1,000.00	Status	Printed	NCSIG c/o Erik Knak (000253/4)	
INSURANCE DEDUCTIBLE	Insurance Deductible vehicle claim-Sue Kilmer reprint			01.	0000.	0. 0000. 7200. 5400. 825.	1,000.00
Check # 5229750	01	Check Amt	840.00	Status	Printed	ProCare Therapy (001345/1)	
20205148	Behavioral Specialist Service 8/27/21			01.	7425.	0. 8600. 3120. 5800. 825.	840.00
Check # 5229751	01	Check Amt	1,010.00	Status	Printed	Security Shredding (000523/4)	
118265	Shredding of Confidential Materials			01.	0000.	0. 0000. 7200. 5800. 825.	1,010.00
Check # 5229752	01	Check Amt	11.52	Status	Printed	Trinity Co. Solid Waste (000394/1)	
262879 AUG 2021	solid waste fees Aug			01.	0000.	0. 0000. 8100. 5550. 825.	11.52
Check # 5229753	01	Check Amt	101.31	Status	Printed	Trinity PUD (000399/2)	
16244 AUG 21	Electricity Aug 21			01.	0000.	0. 0000. 8100. 5510. 825.	101.31
Check # 5229754	01	Check Amt	135.88	Status	Printed	NAPA Weaverville Auto Parts (000423/2)	
379604	gold air filter			01.	0000.	0. 0000. 8100. 4300. 825.	27.45
379614	21/22 NAPA Auto Parts antifreeze			01.	0000.	0. 0000. 8100. 4300. 825.	21.44
379620	21/22 NAPA Auto Plug coil, spark coil			01.	0000.	0. 0000. 8100. 4300. 825.	86.99

Number of Items 11 5,675.27 Totals for Register 000762

2022 FUND-OBJ Expense Summary / Register 000762

01-4300	455.79
01-5200	1,385.29
01-5400	1,000.00
01-5510	101.31
01-5550	11.52
01-5800	1,850.00
01-5920	56.36

Selection: Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/1/2021, Ending Check Date = 9/30/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 1 of 2

Register 000762 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000762 (continued)

01-9110*		4,860.27-
Totals for Fund 01	4,860.27	4,860.27-
11-5800	815.00	
11-9110*		815.00-
Totals for Fund 11	815.00	815.00-
Totals for Register 000762	5,675.27	5,675.27-

* denotes System Generated entry

Net change to Cash 9110 5,675.27- Credit

Register 000763 - 09/10/2021

Bank Account COUNTY - County

Payment Id	Comment	Check Amt	Status	CalPERS (000929/1)
Check # 5229805	01	3,500.00	Printed	
100000016516308	GASB-68			01. 0000. 0. 0000. 7200. 5800. 825. 3,500.00
Number of Items	1	3,500.00	Totals for Register 000763	

2022 FUND-OBJ Expense Summary / Register 000763

01-5800	3,500.00	
01-9110*		3,500.00-
Totals for Register 000763	3,500.00	3,500.00-

* denotes System Generated entry

Net change to Cash 9110 3,500.00- Credit

Register 000763 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000763 (continued)

Page Intentionally Left Blank

Register 000764 - 09/14/2021

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5229806	01	Check Amt	1,197.00	Status Printed	State of California Dept. of Motor Vehicles (State of Ca - Payee)	
FORDTAXES91421	Ford Van Taxes			01. 0000. 0. 0000. 8100. 5800. 825.		1,197.00
Number of Items	1		1,197.00	Totals for Register 000764		

2022 FUND-OBJ Expense Summary / Register 000764

01-5800	1,197.00	
01-9110*		1,197.00-
Totals for Register 000764	1,197.00	1,197.00-

* denotes System Generated entry

Net change to Cash 9110 1,197.00-Credit

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/1/2021, Ending Check Date = 9/30/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 1 of 2

Register 000764 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000764 (continued)

Page Intentionally Left Blank

Register 000765 - 09/15/2021

Bank Account COUNTY - County

Payment Id	Comment								
Check # 5229855	01	Check Amt	134.40	Status	Printed	Anna Carson (Anna Carson - Payee)			
ACARSONMILEAGE	A Carson Sub CC Miles					01. 0000. 0. 8600. 2100. 5200. 825. 2552.			134.40
Check # 5229856	01	Check Amt	90.00	Status	Printed	Rebello, Stephanie S (000421 - Emp)			
SREBEL009102021	Food Handlers License-Sabrina Ketchum					01. 6520. 0. 5001. 3900. 5800. 826.			90.00
Check # 5229857	01	Check Amt	19.04	Status	Printed	Dixon, Julia M (000503 - Emp)			
JDIXON 09082021	Julia Dixon Mileage LES					01. 0000. 0. 8600. 2100. 5200. 825. 2552.			19.04
Check # 5229858	01	Check Amt	54.00	Status	Printed	Accu-Print (001226/1)			
2725	21-22 Fingerprint Fees August 21					01. 0000. 0. 8600. 7200. 5840. 825.			54.00
Check # 5229859	01	Check Amt	1,976.44	Status	Printed	ACSA Foundation For Educational Adm (000008/1)			
ACSA A REBEL0 21-22	21/22 ACSA Membership - Rebello					01. 6500. 0. 5001. 2200. 5300. 826. . 650			1,212.20
ACSA S BEANS 21-22	21/22 ACSA Membership - Beans					01. 0000. 0. 8600. 3140. 5300. 825.			542.61
						01. 6500. 0. 5050. 3140. 5300. 826. . 650			221.63
Check # 5229860	01	Check Amt	144.37	Status	Printed	Amazon Capital Services, Inc (001252/1)			
1TMJ-L6P1-VQ1K	FY Mens Pants					01. 7366. 0. 4900. 4000. 4300. 825.			27.45
1VFG-RWRY-J4GJ	Indian Day Tandy Leather Lace					01. 7210. 0. 8600. 2150. 4300. 825. 2552.			88.20
1VYD-J94L-QKXC	A Hill Academic Planner					01. 0000. 0. 0000. 7200. 4300. 825.			28.72
Check # 5229861	01	Check Amt	376.95	Status	Printed	Carrel's Office Solutions (000825/2)			
AR38230	21/22 TASKalfa 6501i August					01. 0000. 0. 0000. 7200. 5600. 825. 2751.			53.81
AR38232	21/22 TASKalfa 5052ci Aug					01. 0000. 0. 0000. 7200. 5600. 825. 2753.			323.14
Check # 5229862	01	Check Amt	1,000.00	Status	Printed	Com-Pair Services (001086/1)			
320452	21/22 Com-Pair Sept					01. 0000. 0. 8600. 7700. 5920. 825.			1,000.00
Check # 5229863	01	Check Amt	53.94	Status	Printed	Cornerstone Auto & Tire (000473/1)			
9816426	Smog Inspection Package					01. 0000. 0. 0000. 8100. 5600. 825.			53.94
Check # 5229864	01	Check Amt	532.20	Status	Printed	Frontier Communications (001182/1)			
010167-5SEPT	Centranet 010167-5 Sept					01. 0000. 0. 0000. 8100. 5920. 825.			532.20
Check # 5229865	01	Check Amt	46.88	Status	Printed	Frontier Communications (001182/1)			
032097-5SEPT	21-22 Business line 032097-5 expenses September					01. 0000. 0. 0000. 8100. 5920. 825.			46.88
Check # 5229866	01	Check Amt	50.68	Status	Printed	Frontier Communications (001182/1)			
051794-5SEPT	Business line 051794-5 expenses Sept					01. 0000. 0. 0000. 8100. 5920. 825.			50.68
Check # 5229867	01	Check Amt	28.15	Status	Printed	Frontier Communications (001182/1)			
091196-5SEPT	Exchange Listing 091196-5 September					01. 0000. 0. 0000. 8100. 5920. 825.			28.15
Check # 5229868	01	Check Amt	469.00	Status	Printed	John W. Kizziar, DDS, INC (001234/1)			
EM08042021	Trinity Smiles EM 8/4/21					01. 0033. 0. 8600. 3140. 5800. 825.			95.00
SM 08042021	Trinity Smiles SM 8/4/21					01. 0033. 0. 8600. 3140. 5800. 825.			95.00
TV 08102021	Trinity Smiles TV 8/10/21					01. 0033. 0. 8600. 3140. 5800. 825.			279.00

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/1/2021, Ending Check Date = 9/30/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 1 of 4

Register 000765 - 09/15/2021

Bank Account COUNTY - County

Payment Id	Comment					
Check # 5229869	01	Check Amt	1,145.26	Status Printed	Jones Electric (001021/1)	
TROYJONES09032021	Relocate Circuit from main panel to auxillary panel	01. 0000. 0. 0000. 8100. 5800. 825.				1,145.26
Check # 5229870	01	Check Amt	56.29	Status Printed	Plotzke Ace Hardware (000280/1)	
358688	TUPE Stencil Paint for PickleBall net	01. 6685. 0. 8600. 2150. 4300. 825.				25.01
358743	Cabletie	01. 0000. 0. 0000. 8100. 4300. 825.				31.28
Check # 5229871	01	Check Amt	5,074.00	Status Printed	Sheva Nickraves DDS (001232/1)	
JM08282021	Trinity Smiles JM 8/28/21	01. 0033. 0. 8600. 3140. 5800. 825.				5,074.00
Check # 5229872	01	Check Amt	303.39	Status Printed	SHI (001200/2)	
B14023294	RISE Smartnet support	01. 0000. 0. 0000. 2420. 4300. 825.				303.39
Check # 5229873	01	Check Amt	554.00	Status Printed	State Of Cal Dept Of Justice (000353/1)	
529697	21-22 Fingerprint Fees August 2021	01. 0000. 0. 8600. 7200. 5840. 825.				554.00
Check # 5229874	01	Check Amt	265.29	Status Printed	Trinity Co. Solid Waste (000394/1)	
20012 AUG 2021	21/22 solid waste fees Sept	01. 0000. 0. 0000. 8100. 5550. 825.				265.29
Check # 5229875	14	Check Amt	1,181.24	Status Printed	Trinity Heating & Air Conditio (000539/1)	
2065-162	IT Room HVAC Repairs	14. 0000. 0. 0000. 8100. 4300. 825.				1,181.24
Check # 5229876	01	Check Amt	34.08	Status Printed	BlueTarp Credit Services (000397/2)	
G13869	Plywood for Van	01. 0000. 0. 0000. 8100. 4300. 825.				34.08
Check # 5229877	01	Check Amt	4,661.68	Status Printed	USA Sealing Inc. (001370/1)	
P22-00076-1	Air Healthmate Plus Purifier QUOTE# 29202	01. 7422. 0. 0000. 8100. 4400. 825.				4,661.68
Check # 5229878	01	Check Amt	8.03	Status Printed	NAPA Weaverville Auto Parts (000423/2)	
379980	21/22 NAPA CMAXX GLS WHT	01. 0000. 0. 0000. 8100. 4300. 825.				8.03
Check # 5229879	01	Check Amt	28.43	Status Printed	Weaverville CSD (000424/1)	
10839SEPT2021	Water Service September	01. 0000. 0. 0000. 8100. 5560. 825.				28.43
Check # 5229880	01	Check Amt	28.00	Status Printed	Weaverville Sanitary District (000426/1)	
1926SEPT2021	Sewer Service Sept	01. 0000. 0. 0000. 8100. 5550. 825.				28.00

Number of Items 26 18,315.74 Totals for Register 000765

2022 FUND-OBJ Expense Summary / Register 000765

01-4300	546.16
01-4400	4,661.68
01-5200	153.44
01-5300	1,976.44
01-5550	293.29
01-5560	28.43

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/1/2021, Ending Check Date = 9/30/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 2 of 4

Register 000765 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000765 (continued)

01-5600	430.89	
01-5800	6,778.26	
01-5840	608.00	
01-5920	1,657.91	
01-9110*		17,134.50-
Totals for Fund 01	17,134.50	17,134.50-
14-4300	1,181.24	
14-9110*		1,181.24-
Totals for Fund 14	1,181.24	1,181.24-
Totals for Register 000765	18,315.74	18,315.74-

* denotes System Generated entry

Net change to Cash 9110 18,315.74- Credit

Register 000765 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000765 (continued)

Page Intentionally Left Blank

Selection: Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/1/2021,
Ending Check Date = 9/30/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 4 of 4

Register 000766 - 09/22/2021

Bank Account COUNTY - County

Payment Id	Comment								
Check # 5230020	01	Check Amt	50.00	Status	Printed	Rebello, Stephanie S (000421 - Emp)			
S REBELO FOOD CERT	Food Handlers Certificate					01. 6520. 0. 5001. 3900. 5800. 826.			50.00
Check # 5230021	01	Check Amt	11.36	Status	Printed	Wright, Tiffany L (000437 - Emp)			
T WRIGHT PAINT	Tiffany Wright FY Paint Supplies					01. 0000. 0. 0000. 8100. 4300. 825.			11.36
Check # 5230022	01	Check Amt	167.97	Status	Printed	Hiscock, Steven R (000451 - Emp)			
S HISCOCK	PBIS Conference - Wellness Staff					01. 0000. 0. 8600. 3130. 5200. 825. 7813.			167.97
Check # 5230023	01	Check Amt	12.60	Status	Printed	LaQue, Trina N (000463 - Emp)			
T LAQUE EXPENSE	Foster Youth Food Pantry					01. 7366. 0. 4900. 4000. 4300. 825.			12.60
Check # 5230024	01	Check Amt	27.37	Status	Printed	Smith, Alison E (000486 - Emp)			
A SMITH FILE HOLDER	Alison Smith File Organizer					01. 0000. 0. 0000. 7200. 4300. 825.			27.37
Check # 5230025	01	Check Amt	42.69	Status	Printed	Hayes, Rachel D (000494 - Emp)			
R HAYES PHONE	Rachel Hayes 30% Phone Reimbursement					01. 0000. 0. 0000. 8100. 5920. 825.			42.69
Check # 5230026	01	Check Amt	50.45	Status	Printed	Palmer, Jason (000501 - Emp)			
J PALMER RISE PRIZES	Jason Palmer RISE Prize reimbursement					01. 1100. 0. 3500. 1000. 4300. 829. 0245.			50.45
Check # 5230027	01	Check Amt	131.43	Status	Printed	Sanders, Rachel N (000511 - Emp)			
R SANDERS TB TEST	TB Test & Mileage Reimbursement					01. 0000. 0. 0000. 7200. 5890. 825.			131.43
Check # 5230028	01	Check Amt	1,184.90	Status	Printed	Anthony Rebello (001245/1)			
A REBELO ACSA	A. Rebleo 2022 ACSA Every Child Counts Symposium					01. 6500. 0. 5050. 2200. 5200. 826. . 650			250.00
A REBELO SELPA	A. Rebleo SELPA San Diego					01. 6500. 0. 5050. 2200. 5200. 826. . 650			934.90
Check # 5230029	01	Check Amt	48.02	Status	Printed	WEX Bank (000082/2)			
411043096	Fuel- Steve H 8/5/21					01. 0000. 0. 0000. 8100. 4300. 825. 4300.			48.02
Check # 5230030	01	Check Amt	27.02	Status	Printed	FS.COM INC (001372/1)			
733812	FS.COM Cisco Switch TCOE & Alps View					01. 0000. 0. 8600. 2420. 4300. 825.			27.02
Check # 5230031	01	Check Amt	25,057.41	Status	Printed	On Point (001262/1)			
5693	RISE Gr 7-12 Calming Zone & Furniture					01. 7425. 0. . . 9510.			12,917.42
5694	RISE Gr 3 - 6 Calming Zone & Furniture					01. 7425. 0. 3500. 1000. 4400. 829.			12,139.99
Check # 5230032	01	Check Amt	7,560.00	Status	Printed	ProCare Therapy (001345/1)			
20208841	Behavioral Specialist Service 8/30-9/3					01. 7425. 0. 8600. 3120. 5800. 825.			4,200.00
20213645	Behavioral Specialist Service 9/7-9/10					01. 7425. 0. 8600. 3120. 5800. 825.			3,360.00
Check # 5230033	01	Check Amt	1,300.00	Status	Printed	Small School District's Assoc. (001049/1)			
17-03977	COE Basic Membership 21/22					01. 0000. 0. 8600. 7200. 5300. 825.			1,300.00
Check # 5230034	14	Check Amt	199.49	Status	Printed	Trinity Heating & Air Conditioning Corp. (001261/1)			
2065-167	24 Pleated Filters 7.75 EA					14. 0000. 0. 0000. 8100. 4300. 825.			199.49

Number of Items

15

35,870.71

Totals for Register 000766

Selection Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/1/2021, Ending Check Date = 9/30/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE

ONLINE

Page 1 of 2

Register 000766 - Fund/Obj Expense Summary

Bank Account COUNTY - County

2022 FUND-OBJ Expense Summary / Register 000766 (continued)

2022 FUND-OBJ Expense Summary / Register 000766

01-4300	176.82	
01-4400	12,139.99	
01-5200	1,352.87	
01-5300	1,300.00	
01-5800	7,610.00	
01-5890	131.43	
01-5920	42.69	
01-9110*		35,671.22-
01-9510	12,917.42	
Totals for Fund 01	35,671.22	35,671.22-
14-4300	199.49	
14-9110*		199.49-
Totals for Fund 14	199.49	199.49-
Totals for Register 000766	35,870.71	35,870.71-

* denotes System Generated entry

Net change to Cash 9110 35,870.71- Credit

Register 000767 - 09/29/2021

Bank Account COUNTY - County

Payment Id	Comment								
Check # 5230204	01	Check Amt	40,395.00	Status	Printed	Shasta-Trinity Schools Med (000330/3) - continued			
OCT2021STSIG-M TCOE		Oct 2021 STSIG Medical Premiums for TCOE		01.		9580.			40,395.00
Check # 5230205	01	Check Amt	1,117.80	Status	Printed	Shasta-Trinity Schools Vis (000331/3)			
OCT2021STSIG-V TCOE		Oct 2021 STSIG Vision Premiums for TCOE		01.		9580.			1,117.80
Check # 5230206	01	Check Amt	617.70	Status	Printed	Trinity PUD (000399/2)			
16243 SEPT 2021		21/22 monthly electricity Sept 21		01. 0000.	0. 0000.	8100. 5510. 825.			521.39
16244 SEPT 2021		21/22 electricity Sept 21		01. 0000.	0. 0000.	8100. 5510. 825.			96.31
Check # 5230207	01	Check Amt	2,890.11	Status	Printed	U.S. Bank Corporate Payment Systems (000404/2)			
020763		G. Deichler Adobe Acro Subs		01. 0000.	0. 0000.	2420. 5800. 825.			14.99
022920		Coffee Creek QCNS		12. 6127.	0. 0001.	2150. 4300. 825.			11.54
027939		TCOE Crisis Hotline		01. 6546.	0. 8600.	3130. 5920. 825.			1,193.82
046226		Coffee Creek QCNS		12. 6127.	0. 0001.	2150. 4300. 825. 0302.			97.55
093836		FYS Wireless Service August		01. 0000.	0. 8600.	3130. 5920. 825. 7366. 099			65.30
286150		Coffee Creek QCNS		12. 6127.	0. 0001.	2150. 4300. 825.			.64-
407770		Coffee Creek QCNS		12. 6127.	0. 0001.	2150. 4300. 825.			.64-
426298		Temtop M10 Air Quality Monitor		01. 0000.	0. 0000.	8100. 5800. 825.			193.02
438763		Coffee Creek QCNS		12. 6127.	0. 0001.	2150. 4300. 825. 0302.			2.16-
440215		Coffee Creek QCNS		12. 6127.	0. 0001.	2150. 4300. 825.			.83-
534813		S Supahan Adobe Acro Subs		01. 0000.	0. 0000.	2420. 5800. 825.			14.99
645988		Coffee Creek QCNS		12. 6127.	0. 0001.	2150. 4300. 825.			16.74-
687886		Coffee Creek QCNS		12. 6127.	0. 0001.	2150. 4300. 825.			16.74-
708801		TCOE Zoom Annual Renewal		01. 0000.	0. 8600.	2420. 5800. 825.			149.90
733812		FS COM		01. 0000.	0. 8600.	2420. 4300. 825.			27.02
782543		Coffee Creek QCNS		12. 6127.	0. 0001.	2150. 4300. 825.			159.73
927734		Coffee Creek QCNS		12. 6127.	0. 0001.	2150. 4300. 825. 0302.			96.51
996441		Coffee Creek QCNS		12. 6127.	0. 0001.	2150. 4300. 825.			148.54
PBIS HOTELPARKING		PBIS Conference 9/13 - 9/15/2021		01. 0000.	0. 8600.	3130. 5200. 825. 7813.			754.95
Check # 5230208	01	Check Amt	399.18	Status	Printed	UnitedHealthcare (001343/1)			
318485807-1-10012021		Retiree Curry, Amy United Healthcare		01.		9580.			399.18
Check # 5230209	01	Check Amt	118.00	Status	Printed	WageWorks, Inc. (001083/3)			
INV3047433		21-22 WageWorks Admin & Compliance fees		01. 0000.	0. 0000.	7200. 5800. 825.			118.00
Check # 5230210	01	Check Amt	73.99	Status	Printed	NAPA Weaverville Auto Parts (000423/2)			
380458		BLSTR PK MINIATURES		01. 0000.	0. 0000.	8100. 4300. 825.			10.70
380921		Windshield wash		01. 0000.	0. 0000.	8100. 4300. 825.			63.29
Check # 5230211	01	Check Amt	30.10	Status	Printed	WellCare (001342/1)			
30872823-10012021		Retiree Curry, Amy Wellcare		01.		9580.			30.10
Check # 5230212	01	Check Amt	432.22	Status	Printed	Wells Fargo Vendor Fin Serv (001187/2)			

Selection: Sorted by Check Number, Inv #, Include Address=No, (Org = 309, Source = N, Pay To = N, Payment Method = N, Starting Check Date = 9/1/2021, Ending Check Date = 9/30/2021, Check Number(s) = 5, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

ESCAPE ONLINE

Page 2 of 4

Register 000767 - 09/29/2021

Bank Account COUNTY - County

Payment Id	Comment						
Check # 5230212	01	Check Amt	432.22	Status	Printed	Wells Fargo Vendor Fin Serv (001187/2) - continued	
5016779978	TASKalfa 5052ci copier Sept 21			01. 0000. 0. 0000. 7200. 5600. 825. 2753.			432.22
Number of Items	24		61,383.37	Totals for Register 000767			

2022 FUND-OBJ Expense Summary / Register 000767

01-4300	579.96	
01-4400	5,023.49	
01-5200	1,049.25	
01-5510	617.70	
01-5600	432.22	
01-5800	3,633.03	
01-5920	1,259.12	
01-9110*		60,907.25-
01-9580	48,312.48	
Totals for Fund 01	60,907.25	60,907.25-
12-4300	476.12	
12-9110*		476.12-
Totals for Fund 12	476.12	476.12-
Totals for Register 000767	61,383.37	61,383.37-

* denotes System Generated entry

Net change to Cash 9110 61,383.37- Credit

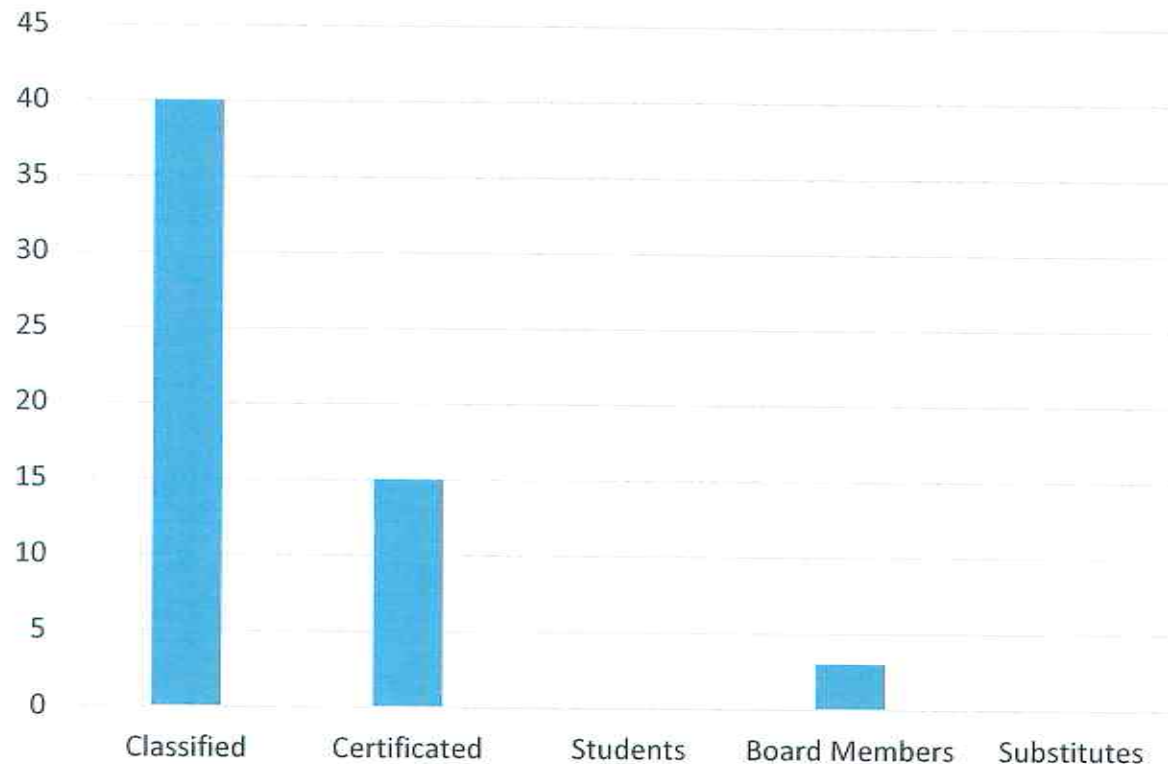
Page Intentionally Left Blank

Bank Account COUNTY - County

Number of Items	90	191,462.03	Totals for Org 309 - Trinity County Office of Education
-----------------	----	------------	---

Trinity County Office of Education⁴³

9/1/2021 - 9/30/2021



Employee Salaries= \$269,129.08

District Liabilities= \$104,177.35

Total Payroll= \$373,306.43

GANGS

The County Board desires to keep County Office schools free from the threats or harmful influence of any groups who exhibit behavior disruptive to the school environment and/or the safety and well-being of students. The County Board additionally desires to provide support and intervention to students who are members of gangs to enable them to successfully disengage from gang involvement and be successful in school.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3513.4 - Drug and Alcohol Free Schools)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5137 - Positive School Climate)

The County Superintendent or designee shall develop strategies for gang prevention that address the reasons that students may become involved in gangs, including the identity, recognition, or status achieved as being part of a gang, protection from gang violence in the community, the need for companionship and an extended family, intimidation to join a gang, desire to join a gang to be in a position to intimidate others, and/or connection with criminal activity.

Gang violence prevention shall start as early as possible and include, but not be limited to, age-appropriate education that focuses on developing emotional and social competence, increasing prosocial peer bonds, strengthening attachment and commitment to school, and enhancing cooperative learning skills. Prevention shall also include improving parent/guardian involvement in and support for their children's academic progress, as well as ongoing gang awareness education for parents/guardians, including gang identifiers.

(cf. 5020 - Parent Involvement)
(cf. 6164.2 - Guidance/Counseling Services)

The County Superintendent or designee shall take steps to deter gang activity on school campuses, including threats and intimidation of students and staff, recruitment or intimidation of students to join gangs, bullying, fighting, criminal activities, and confrontations between members of different gangs.

(cf. 5131.2 - Bullying)

The County Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the principal or designee and the student's parent/guardian.

44

(cf. 5132 - Dress and Grooming)

The County Superintendent or designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources. The County Superintendent or designee shall also provide staff development on social and emotional learning, classroom management, interactive teaching, and cooperative learning skills.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The County Superintendent or designee may consider gang activity prevention and intervention when developing programs outside of the school day.

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Preschool/Early Childhood Education)

(cf. 5148.3 - Before/After School Programs)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

The County Superintendent or designee shall collaborate with child welfare services, mental health agencies, social services, and local law enforcement authorities in the prevention and intervention of gang activity.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Legal Reference:

EDUCATION CODE

32282 School safety plans

35183 Gang-related apparel

48907 Student exercise of free expression

48950 Student freedom of speech

51264 Educational in-service training; CDE guidelines

51265 Gang violence and drug and alcohol abuse prevention in-service training

51266-51266.5 Model gang and substance abuse prevention curriculum

PENAL CODE

186.22 Participation in criminal street gang

13826-13826.7 Gang violence suppression

UNITED STATES CODE, TITLE 20

7101-7122 Student Support and Academic Enrichment Grants

Management Resources:

LOS ANGELES POLICE DEPARTMENT PUBLICATIONS

Why Young People Join Gangs

NATIONAL GANG CENTER PUBLICATIONS

Strategic Planning Tool

Gangs in Schools, March 2019

Parents' Guide to Gangs, July 2015

WEB SITES

California Cities Gang Prevention Network: <http://www.ccgpn.org>

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

Gang Resistance Education and Training: <http://www.great-online.org/GREAT-Home>

Los Angeles Police Department, Gangs:

http://www.lapdonline.org/get_informed/content_basic_view/1396

Homeboy Industries: <http://homeboyindustries.org>

National Gang Center: <http://www.nationalgangcenter.gov>

(10/95 10/96) 7/19

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

GANGS

Prevention, Intervention, and Suppression Measures

The County Superintendent or designee shall become informed of the gang history in the County Office and community, conduct assessments of current gang activity at the school sites, and document and follow up on gang-related incidents.

In order to discourage the influence of gangs, the following measures shall be implemented:

1. Any student suspected of gang affiliation based on the display of behavior, gestures, apparel, or paraphernalia shall be referred to the principal or designee, and the following actions taken, as appropriate:

a. The student's parent/guardian shall be contacted and may be asked to meet with school staff in order to proactively address the concern and be included as part of the solution.

b. The student may be sent home to change clothes if necessary.

(cf. 5132 - Dress and Grooming)

c. The student's behaviors and progress in school shall be documented, including attendance and grades.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.11 - Attendance Supervision)

(cf. 5113.12 - District School Attendance Review Board)

(cf. 6164.2 - Guidance/Counseling Services)

d. Intervention techniques such as mentoring, academic support, and a system of wraparound support service shall be implemented to help the student disengage from gang involvement.

e. Consistent and graduated discipline and accountability shall be implemented when appropriate and combined with positive support using conflict-resolution strategies and other restorative justice practices demonstrated to be effective with gang-involved youth.

f. Students shall be offered help in rejecting gang associations, including possible referral to community-based gang suppression and prevention organizations.

g. Law enforcement shall be notified if the student is suspected of being involved in gangs.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

2. Any graffiti on school premises shall be removed, washed down, or painted over as soon as discovered. Graffiti shall be documented and photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders. This information can also be used to determine whether a threat or incident is imminent.

(cf. 3515 - Campus Security)

(cf. 5131.5 - Vandalism and Graffiti)

3. Classroom and after-school programs may include gang prevention lessons that are taught jointly by teachers, counselors, law enforcement, and/or other organizations that are knowledgeable about gang prevention and shall:

- a. Provide social and emotional learning designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities
- b. Explain the dangers of gang membership
- c. Provide counseling for targeted at-risk students
- d. Include lessons or role-playing workshops in gang avoidance skills and nonviolent conflict resolution, including communication skills, anti-bullying, anger management, acceptance, and mediation skills

(cf. 5131.2 - Bullying)

- e. Assign individual gang members to cooperative learning groups in which they may work toward common goals with students who are not members of their gang
- f. Provide school-to-career instruction
- g. Provide positive interaction with local law enforcement

(cf. 5137 - Positive School Climate)

4. Staff shall actively promote membership in authorized school clubs and student organizations, sports and cultural activities and affiliations with the local community, and community service projects which can provide students companionship, safety, and a sense of purpose and belonging.

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Parent/Guardian and Community Outreach

The County Superintendent or designee may offer gang prevention classes or counseling for parents/guardians which may address the following topics:

1. The reasons students join gangs
2. The dangers and consequences of gang membership
3. Warning signs which may indicate that students are at risk of becoming involved with gangs, including the use of social media for gang communication and promotion
4. The nature of local gang apparel and graffiti
5. Effective parenting techniques and planning family time
6. Conflict resolution techniques

In addition, the County Superintendent or designee may offer community programs that address the scope and nature of local gang problems and strategies by which each segment of the community may alleviate gang problems.

(10/95 10/96) 7/19

EDUCATION FOR ENGLISH LEARNERS

The County Board intends to provide English learners with challenging curriculum and instruction that maximize the attainment of high levels of proficiency in English, advance multilingual capabilities, and facilitate student achievement in the County Office's regular course of study.

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level. Such instruction shall be based on sound instructional theory, be aligned with state content standards, emphasize inquiry-based learning and critical thinking skills, and be integrated across all subject areas.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6171 - Title I Programs)

No middle or high school student who is an English learner shall be denied enrollment in any of the following: (Education Code 60811.8)

1. Courses in the core curriculum areas of reading/language arts, mathematics, science, and history-social science, courses required to meet state and local high school graduation requirements, or courses required for middle school grade promotion

However, an English learner may be denied participation in any such course if the student has been enrolled in a school in the United States for less than 12 months or is enrolled in a program designed to develop the basic English skills of newly arrived immigrant students, and the course of study provided to the student is designed to remedy academic deficits incurred during participation and to enable the student to attain parity of participation in the standard instructional program within a reasonable length of time after the student enters the school system.

2. A full course load of courses specified in item #1 above
3. Other courses that meet the "a-g" course requirements for college admission or are advanced courses such as honors or Advanced Placement courses, on the sole basis of the student's classification as an English learner

(cf. 0415 - Equity)

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

The County Office shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)

The County Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners. The County Superintendent or designee may also provide an English development literacy training program for parents/guardians and community members so that they may better support students' English language development.

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

Staff Qualifications and Training

The County Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

(cf. 4112.22 - Staff Teaching English Learners)

The County Office shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.

Identification and Assessment

The County Superintendent or designee shall maintain procedures for the early identification of English learners and an assessment of their proficiency using the state's English Language Proficiency Assessments for California (ELPAC). To oversee test administration, the County

Superintendent or designee shall annually designate a County Office ELPAC coordinator and a site coordinator for each test site in accordance with 5 CCR 11518.40-11518.45.

Once identified as an English learner, a student shall be annually assessed for language proficiency until the student is reclassified based on criteria specified in the accompanying administrative regulation.

In addition, English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR 854.1-854.3. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 854.1-854.3)

(cf. 6162.51 - State Academic Achievement Tests)

Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.

(cf. 6162.5 - Student Assessment)

Language Acquisition Programs

The County Office shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. (Education Code 306; 5 CCR 11300)

At a minimum, the County Office shall offer a structured English immersion program which includes designated and integrated English language development. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. (Education Code 305-306; 5 CCR 11309)

For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

In addition, language acquisition programs offered by the County Office may include, but are not limited to, the following: (Education Code 305-306)

1. A dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language,

with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding

(cf. 6142.2 - World Language Instruction)

2. A transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards

The County Office's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)

(cf. 6151 - Class Size)

In establishing the County Office's language acquisition programs, the County Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. The County Superintendent or designee shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the County Office, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Education Code 310; 5 CCR 11310)

(cf. 5145.6 - Parental Notifications)

Whenever a student is identified as an English learner based on the results of the ELPAC, the student's parents/guardians may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311)

Reclassification

When an English learner is determined based on state and County Office reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code 313 and 52164.6, or upon request by the student's parent/guardian, the student shall be transferred from a language acquisition program into an English language mainstream classroom.

Program Evaluation

To evaluate the effectiveness of the County Office's educational program for English learners, the County Superintendent or designee shall report to the County Board, at least annually, regarding:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309
6. Progress toward any other goals for English learners identified in the County Office's LCAP
7. A comparison of current data with data from at least the previous year in regard to items #1-6 above
8. A comparison of data between the different language acquisition programs offered by the County Office

The County Superintendent or designee shall also provide the County Board with regular reports from any County Office or schoolwide English learner advisory committees.

Legal Reference:**EDUCATION CODE**

300-340 English language education, especially:
305-310 Language acquisition programs
313-313.5 Assessment of English proficiency
430-446 English Learner and Immigrant Pupil Federal Conformity Act
33050 State Board of Education waiver authority
42238.02-42238.03 Local control funding formula
44253.1-44253.11 Qualifications for teaching English learners
48980 Parental notifications
48985 Notices to parents in language other than English
52052 Accountability; numerically significant student subgroups

52060-52077 Local control and accountability plan
 52160-52178 Bilingual Bicultural Act
 56305 CDE manual on English learners with disabilities
 60603 Definition, recently arrived English learner
 60640 California Assessment of Student Performance and Progress
 60811-60812 Assessment of English language development
 62002.5 Continuation of advisory committee after program sunsets
 CODE OF REGULATIONS, TITLE 5
 854.1-854.3 CAASPP and universal tools, designated supports, and accommodations
 854.9 CASSPP and unlisted resources for students with disabilities
 11300-11316 English learner education
 11517.6-11519.5 English Language Proficiency Assessments for California
 UNITED STATES CODE, TITLE 20
 1412 Individuals with Disabilities Education Act; state eligibility
 1701-1705 Equal Educational Opportunities Act
 6311 Title I state plan
 6312 Title I local education agency plans
 6801-7014 Title III, language instruction for English learners and immigrant students
 7801 Definitions
 CODE OF FEDERAL REGULATIONS, TITLE 34
 100.3 Discrimination prohibited
 200.16 Assessment of English learners
 COURT DECISIONS
 Valeria O. v. Davis, (2002) 307 F.3d 1036
 California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141
 McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196
 Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698
 ATTORNEY GENERAL OPINIONS
 83 Ops.Cal.Atty.Gen. 40 (2000)

Management Resources:

CSBA PUBLICATIONS

English Learners in Focus: The English Learner Roadmap: Providing Direction for English Learner Success, Governance Brief, February 2018
 English Learners in Focus, Issue 4: Expanding Bilingual Education in California after Proposition 58, Governance Brief, March 2017
 English Learners in Focus, Issue 1: Updated Demographic and Achievement Profile of California's English Learners, Governance Brief, rev. September 2016
 English Learners in Focus, Issue 3: Ensuring High-Quality Staff for English Learners, Governance Brief, July 2016
 English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs, Governance Brief, September 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Practitioners' Guide for Educating English Learners with Disabilities, 2019
 California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, 2018
 Matrix One: Universal Tools, Designated Supports, and Accommodations for the California Assessment of Student Performance and Progress for 2017-18, rev. August 2017
 Reclassification Guidance for 2017-18, CDE Correspondence, April 28, 2017
 Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, December 2015
 Next Generation Science Standards for California Public Schools, Kindergarten through Grade Twelve, rev. March 2015
 English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014
 Common Core State Standards for Mathematics, rev. 2013
 English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012
 THE EDUCATION TRUST- WEST PUBLICATIONS
 Unlocking Learning II: Math as a Lever for English Learner Equity, March 2018
 Unlocking Learning: Science as a Lever for English Learner Equity, January 2017
 U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
 Accountability for English Learners Under the ESEA, Non-Regulatory Guidance, January 2017
 Innovative Solutions for Including Recently Arrived English Learners in State Accountability Systems: A Guide for States, January 2017
 English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev. November 2016
 English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), Non-Regulatory Guidance, September 23, 2016
 Dear Colleague Letter: English Learner Students and Limited English Proficient Parents, January 7, 2015
 WEB SITES
 CSBA: <http://www.csba.org>
 California Association for Bilingual Education: <http://www.gocabe.org>
 California Department of Education: <http://www.cde.ca.gov/sp/el>
 National Clearinghouse for English Language Acquisition: <http://www.ncela.us>
 The Education Trust-West: <http://west.edtrust.org>
 U.S. Department of Education: <http://www.ed.gov>

(3/17 7/18) 7/19

Board
 Approved:

TRINITY COUNTY OFFICE OF EDUCATION
 WEAVERVILLE, CA

EDUCATION FOR ENGLISH LEARNERS**Definitions**

English learner means a student who is age 3-21 years, who is enrolled or is preparing to enroll in an elementary or secondary school, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the student the ability to meet state academic standards, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. An English learner may include a student who was not born in the United States or whose native language is a language other than English; a student who is Native American or Alaska Native, or a native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or a student who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant. (Education Code 306; 20 USC 7801)

Designated English language development means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development standards to assist English learners to develop critical English language skills necessary for academic content learning in English. (5 CCR 11300)

Integrated English language development means instruction in which the state-adopted English language development standards are used in tandem with the state-adopted academic content standards. Integrated English language development includes specially designed academic instruction in English. (5 CCR 11300)

Native speaker of English means a student who has learned and used English at home from early childhood and English has been the primary means of concept formation and communication. (Education Code 306)

Identification and Assessments

Upon enrollment in the County Office, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307, 11518.5)

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be initially assessed for English proficiency using the English Language Proficiency Assessments for California (ELPAC). Prior to administering the ELPAC, the County Superintendent or designee shall notify the student's parent/guardian in writing that the student will be administered the initial ELPAC. (Education Code 313, 52164.1; 5 CCR 11518.5)

Administration of the ELPAC, including the use of variations and accommodations in test administration when authorized, shall be conducted in accordance with test publisher instructions and 5 CCR 11518.5-11518.35.

(cf. 6159 - Individualized Education Program)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6164.6 - Identification and Education Under Section 504)

Based on the initial assessment, the student shall be classified either as initially fluent in English proficient or as an English learner. The County Superintendent or designee shall notify the student's parent/guardian, in writing, of the results of the ELPAC initial assessment within 30 calendar days after the student's date of initial enrollment, or, if administered prior to the student's initial date of enrollment, up to 60 calendar days prior to such enrollment, but not before July 1 of the school year of the student's initial enrollment. The notice shall indicate whether the student met the ELPAC initial assessment criterion for proficiency and include the County Office's contact information for use if the parent/guardian has questions or concerns regarding the student's classification. (5 CCR 11518.5)

Each year after a student is identified as an English learner and until the student is redesignated as English proficient, the summative assessment of the ELPAC shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

The County Superintendent or designee shall notify parents/guardians of their child's results on the summative assessment of the ELPAC within 30 calendar days following receipt of the results from the test contractor or, if the results are received from the test contractor after the last day of instruction for the school year, within 15 working days of the start of the next school year. (Education Code 52164.1; 5 CCR 11518.15)

(cf. 5145.6 - Parental Notifications)

The parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title I or Title III funds shall receive notification of the assessment of the student's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code 313.2, 440; 20 USC 6312)

1. The reason for the identification of the student as an English learner and the need for placement in a language acquisition program
2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement

3. A description of the language acquisition program in which the student is, or will be, participating, including a description of all of the following:
 - a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
 - b. The manner in which the program will meet the educational strengths and needs of the student
 - c. The manner in which the program will help the student develop English proficiency and meet age-appropriate academic standards for grade promotion and graduation
 - d. The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable
 - e. When the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP
4. As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313.1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards
5. Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request
6. Information regarding a parent/guardian's option to decline to enroll the student in the program or to choose another program or method of instruction, if available
7. Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered

Language Acquisition Programs

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the County Office establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5 CCR 11311)

1. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student

making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request.

2. The school shall monitor requests on a regular basis and notify the County Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the County Office shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.

3. If the number of parents/guardians described in item #2 is attained, the County Superintendent or designee shall:

a. Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the County Office's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program

b. Identify costs and resources necessary to implement any new language acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals

c. Within 60 calendar days of reaching the threshold number of parents/guardians described in item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators

d. If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

The County Office shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program, including a dual-language immersion program, for their child. The notice shall also include the following: (5 CCR 11309, 11310)

1. A description of the programs provided, including structured English immersion

2. Identification of any language to be taught in addition to English when the program includes instruction in a language other than English

3. The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development
4. The manner in which the County Office has allocated sufficient resources to effectively implement the program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program goals
5. The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and, when the program includes instruction in another language, in that other language
6. The process to request establishment of a language acquisition program not offered at the school
7. For any dual-language immersion program offered, the specific languages to be taught. The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

The County Office shall provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers and academic deficits in other areas of the core curriculum. (5 CCR 11302)

Reclassification/Redesignation

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The procedures used to determine whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to: (Education Code 313, 52164.6; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the ELPAC
2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student
3. Parent/guardian involvement, including:
 - a. Notice to parents/guardians of language reclassification and placement, including a

description of the reclassification process and the parent/guardian's opportunity to participate

b. Encouragement of parent/guardian participation in the County Office's reclassification procedure, including seeking parent/guardian opinion and consultation during the reclassification process

4. Student performance on an objective assessment of basic skills in English that shows whether the student is performing at or near grade level

The student's language proficiency assessments, the participants in the reclassification process, and any decisions regarding reclassification shall be retained in the student's permanent record. (5 CCR 11305)

(cf. 5125 - Student Records)

The County Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

The County Superintendent or designee shall monitor students for at least four years following their reclassification to ensure correct classification and placement and to determine whether any additional academic support is needed.

Advisory Committees

A school-level English Learner Advisory Committee (ELAC) shall be established when there are more than 20 English learners at the school. Parents/guardians of English learners, elected by parents/guardians of English learners at the school, shall constitute committee membership in at least the same percentage as English learners represent of the total number of students in the school. The school may designate for this purpose an existing school-level advisory committee provided that it meets these criteria for committee membership. (Education Code 52176; 5 CCR 11308)

The ELAC shall be responsible for assisting in the development of a school wide needs assessment, recommending ways to make parents/guardians aware of the importance of school attendance, and advising the principal and school staff in the development of a detailed master plan for English learners for the individual school and submitting the plan to the County Board for consideration for inclusion in the County Office master plan. (Education Code 52176)

When the County Office has more than 50 English learners, the County Superintendent or designee shall establish a County Office English Learner Advisory Committee (DELAC), the majority of whose membership shall be composed of parents/guardians of English learners who are not employed by the County Office. Alternatively, the County Office may use a subcommittee of an existing County Office wide advisory committee on which parents/guardians of English learners have membership in at least the same percentage as English learners represent of the total number of students in the County Office.

(Education Code 52176)

The DELAC shall advise the County Board on at least the following tasks: (5 CCR 11308)

1. Developing a County Office master plan for education programs and services for English learners, taking into consideration the school site plans for English learners
2. Conducting a County Office wide needs assessment on a school-by-school basis
3. Establishing a County Office program, goals, and objectives for programs and services for English learners
4. Developing a plan to ensure compliance with applicable teacher or instructional aide requirements
5. Administering the annual language census
6. Reviewing and commenting on the County Office's reclassification procedures
7. Reviewing and commenting on the required written parental notifications

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

In order to assist the advisory committee in carrying out its responsibilities, the County Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

LCAP Advisory Committee

When there are at least 15 percent English learners in the County Office, with at least 50 students who are English learners, a County Office-level English learner parent advisory committee shall be established to review and comment on the County Office's local control and accountability plan (LCAP) in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 11301, 15495)

(cf. 0460 - Local Control and Accountability Plan)

The DELAC may also serve as the LCAP English learner advisory committee.

(7/18 7/19) 12/19

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

LOCAL CONTROL AND ACCOUNTABILITY PLAN

The County Board of Education desires to ensure the most effective use of available state funding to improve student achievement and other outcomes for all students. A comprehensive, data-driven planning process involving local stakeholders shall be used to identify annual goals for the county office of education (COE) and specific actions which are aligned with the COE budget.

The County Board shall consider for adoption a proposed local control and accountability plan (LCAP) presented by the County Superintendent of Schools. The LCAP shall address the state priorities specified in Education Code 52066 and any additional local priorities established by the County Board. (Education Code 52066)

The LCAP shall focus on improving outcomes for all students, particularly those who are identified as "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF). (Education Code 42238.02)

Numerically significant student subgroups are ethnic subgroups, socioeconomically disadvantaged students, English learners, and students with disabilities when there are at least 30 students in the subgroup, and foster youth and homeless students when there are at least 15 students in the subgroup. (Education Code 52052)

On or before July 1 of each year, the County Board shall consider for adoption any update to the COE LCAP required pursuant to Education Code 52067.

Content and Structure of the Plan

The COE LCAP and annual updates shall adhere to the template provided by the State Board of Education (SBE) and shall include, for each school or program operated by the County Superintendent: (Education Code 52066)

1. A description of the annual goals to be achieved for all students and for each numerically significant student subgroup, for each of the following state priorities as applicable to the students served:
 - a. The degree to which teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002
 - b. Implementation of the academic content and performance standards adopted by SBE, including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency
 - c. Parent/guardian involvement and family engagement, including efforts to seek parent/guardian input in making decisions for each school site and COE program and how the County Superintendent will promote parent/guardian participation in programs for unduplicated students and students with disabilities
 - d. Student achievement, as measured by the following, as applicable:
 - i. Statewide assessments of student achievement
 - ii. The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University; have successfully completed career technical education (CTE) sequences or programs of study that align with SBE-approved CTE standards and frameworks, including, but not limited to, those described

- in Education Code 52302(a), 52372.5(a), or 54692(e)(2); and have successfully completed both college entrance courses and CTE sequences or programs
- iii. The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
 - iv. The English learner reclassification rate
 - v. The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
 - vi. The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301
- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable
 - f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable
 - g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220(a)-(i), as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03
 - h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220(a)-(i), as applicable
 - i. How the County Superintendent will coordinate instruction of expelled students offered pursuant to Education Code 48926
 - j. How the County Superintendent will coordinate services for foster youth, including, but not limited to, all of the following:
 - i. Working with the county child welfare agency to minimize changes in school placement
 - ii. Providing education-related information to the county child welfare agency to assist the agency in the delivery of services to foster youth, including, but not limited to, educational status and progress information that is required to be included in court reports
 - iii. Responding to requests from the juvenile court for information and working with the juvenile court to ensure the delivery and coordination of necessary educational services
 - iv. Establishing a mechanism for the efficient and expeditious transfer of health and education records and the health and education passport
- 2. Goals identified for any local priorities established by the County Board.
 - 3. A description of the specific actions the County Superintendent will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the jurisdiction of the County Superintendent.

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard. (Education Code 52066)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate the applicable level of increased or improved services to unduplicated students. The LCAP shall explain how the funding apportioned based on the number and concentration of unduplicated students is used and how services are provided, whether by school site or countywide, to meet the needs of unduplicated students and to improve the performance of all students in the state priority areas. (5 CCR 15494, 15496)

Services that may be considered for this purpose include, but are not limited to, those associated with the delivery of instruction, administration, facilities, student support services, technology, and other general infrastructure necessary to operate and deliver educational instruction and related services. (5 CCR 15495)

When supplemental and/or concentration grant funds are to be expended on a countywide basis, the LCAP shall identify the services being funded and describe how they are principally directed towards, and effective in, meeting the COE's goals for unduplicated students in the state and local priority areas, as applicable. (5 CCR 15496)

Adoption of the Plan

For the purpose of reviewing the proposed LCAP, the County Board may consider quantitative data presented by the County Superintendent as well as qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52066)

The County Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update. The public hearing shall be held at the same meeting as the public hearing that is required prior to the adoption of the COE budget in accordance with Education Code 1620. (Education Code 1620, 52068)

At the same public meeting at which the COE budget is adopted, but prior to considering and adopting the budget, the County Board shall adopt the LCAP or the annual update to the LCAP. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 1622, 52068)

At the same meeting and in the same manner as the adoption of the LCAP and annual update to the LCAP, the County Board shall adopt an LCFF budget overview for parents/guardians to be attached as a cover to the LCAP. The overview shall include specified information related to the COE's budget and shall be based on the template developed by the Superintendent of Public Instruction (SPI). (Education Code 52064.1)

At any time during the period in which the LCAP is in effect, the County Board may adopt revisions to the plan presented by the County Superintendent, provided that the County Board follows the same process for adopting the LCAP pursuant to Education Code 52068 and the revisions are adopted in a public meeting. (Education Code 52068)

Monitoring Progress

At least annually, the County Board shall review data presented by the County Superintendent regarding the COE's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of COE and school performance reported on the California School Dashboard and any additional indicators established by the County Board and County Superintendent for state and local priorities.

Evaluation data shall be used to recommend any necessary revisions to the LCAP.

Submission of Plan to Superintendent of Public Instruction

Not later than five days after adoption of the LCAP, the COE budget, and the LCFF budget overview for parents/guardians, the County Board shall file the LCAP, the budget, and the budget overview with the SPI. (Education Code 1622, 52064.1, 52070.5)

If the SPI sends, by August 15, a written request for clarification of the contents of the LCAP or the annual update, the County Board shall respond in writing within 15 days of the request. If the SPI then submits recommendations for amendments to the LCAP within 15 days of receiving the County Board's response, the County Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education

Code 52070.5)

Technical Assistance/Intervention

If the SPI does not approve the COE's LCAP or if the County Board requests technical assistance, the County Board shall receive technical assistance from the SPI focused on revising the plan so that it can be approved. (Education Code 52071.5)

When one or more numerically significant student subgroups meet the criteria for assistance and intervention established pursuant to Education Code 52064.5, the COE shall receive any technical assistance offered by the SPI to build the COE's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to: (Education Code 52071.5)

1. Receiving assistance in the identification of COE strengths and weaknesses in regard to state priorities in the LCAP, including collaboration between the COE and SPI to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data, and assistance in the identification of effective, evidence-based programs that address any areas of weakness
2. Receiving assistance from an academic expert or team of experts in the identification and implementation of effective programs that are designed to improve performance in any identified areas of weakness. The COE may consult with the SPI to engage another service provider, including, but not limited to, a school district, COE, or charter school, to provide such assistance.
3. Providing the SPI with timely documentation of the COE's completion of activities listed in items #1-2 above, or substantially similar activities, and engaging in ongoing communication with the SPI to assess the COE's progress in improving student outcomes
4. Receiving advice and assistance from the California Collaborative for Educational Excellence pursuant to Education Code 52074(g)

If the SPI identifies the COE as needing intervention pursuant to Education Code 52072.5, the COE shall cooperate with any SBE-approved action taken by the SPI or by any academic advisor appointed by the SPI, which may include any of the following: (Education Code 52072.5)

1. Revision of the COE's LCAP
2. Revision of the COE's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any COE action that would prevent the COE from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

(12/19) 01/20

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
Weaverville, CA

CLOSED SESSION

The County Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The County Board shall hold a closed session during a regular, special, or emergency meeting only for purposes authorized by law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law and specified below. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

In the open session preceding the closed session, the County Board shall disclose the items to be discussed in closed session. In the closed session, the County Board may consider only those matters covered in its statement. (Government Code 54957.7)

After the closed session, the County Board shall reconvene in open session before adjourning the meeting and, when applicable, shall publicly disclose any action taken in the closed session, the votes or abstentions thereon, and other disclosures specified below that are applicable to the matter being addressed. Such reports may be made in writing or orally at the location announced in the agenda for the closed session. (Education Code 32281; Government Code 54957.1, 54957.7)

When an action taken during a closed session involves final approval or adoption of a document such as a contract or settlement agreement, the County Superintendent or designee shall provide a copy of the document to any person present at the conclusion of the closed session who submitted a written request. If the action taken results in one or more substantive amendments, the County Superintendent or designee shall make the document available the next business day or when the necessary retyping is completed. Whenever copies of an approved agreement will not be immediately released due to an amendment, the County Board president shall orally summarize the substance of the amendment for those present at the end of the closed session. (Government Code 54957.1)

Confidentiality

A County Board member shall not disclose confidential information received in closed session unless the County Board authorizes the disclosure of that information. (Government Code 54963)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The County Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified

in any County Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

(cf. 1340 - Access to District Records)

Personnel Matters

The County Board may hold a closed session under the "personnel exception" to consider the appointment, employment, performance evaluation, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

(cf. 2140 - Evaluation of the Superintendent)
(cf. 4115 - Evaluation/Supervision)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4215 - Evaluation/Supervision)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4315 - Evaluation/Supervision)

The County Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee who is the subject of the complaint requests an open session. Before the County Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of the right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The County Board may hold a closed session to discuss an employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to County Office employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

After the closed session, the County Board shall report any action taken to appoint, employ,

dismiss, accept the resignation of, or otherwise affect the employment status of a County Office employee and shall identify the title of the affected position. The report shall be given at the public meeting during which the closed session is held, except that the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

(cf. 4117.7/4317.7 - Employment Status Reports)

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the open meeting requirements of Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the County Office and a recognized or certified employee organization
2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process
3. Any hearing, meeting, or investigation conducted by a factfinder or arbitrator
4. Any executive (closed) session of the County Office or between the County Office and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

The County Board may meet in closed session, prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees, to review the County Board's position and/or instruct its designated representative(s) regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. Prior to the closed session, the County Board shall identify its designated representative in open session. Any closed session held for this purpose may include discussions of the County Office's available funds and funding priorities, but only insofar as they relate to providing instructions to the County Board's designated representative. Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session. (Government Code 54957.6)

(cf. 2121 - Superintendent's Contract)

The County Board also may meet in closed session with a state conciliator who has intervened in

proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name(s) of the County Office's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

Approval of an agreement regarding labor negotiations with represented employees pursuant to Government Code 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation. (Government Code 54957.1)

Matters Related to Students

If a public hearing would lead to the disclosure of confidential student information, the County Board shall meet in closed session to consider a suspension, disciplinary action, any other action against a student except expulsion, or a challenge to a student record. If a written request for open session is received from the parent/guardian or adult student, the meeting shall be public, except that any discussion at that meeting which may be in conflict with the right to privacy of any student other than the student requesting the public meeting shall be in closed session. (Education Code 35146, 48912, 49070)

(cf. 5117 - Interdistrict Attendance)
(cf. 5119 - Students Expelled from Other Districts)
(cf. 5125.3 - Challenging Student Records)
(cf. 5144 - Discipline)

The County Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the County Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the

disclosure of confidential student record information.

Final action on a student matter deliberated in closed session shall be taken in open session and shall be a matter of public record. (Education Code 35146, 48918)

(cf. 5125 - Student Records)

However, in taking final action, the County Board shall not release any information in violation of student privacy rights provided in 20 USC 1232g or other applicable laws. In an expulsion or other disciplinary action, the cause for the disciplinary action shall be disclosed in open session, but the County Board shall refer to the student number or other identifier and shall not disclose the student's name.

Security Matters

The County Board may meet in closed session with the Governor, Attorney General, County Office attorney, County Office legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. Such discussions may be held in closed session during an emergency meeting called pursuant to Government Code 54956.5 if agreed to by a two-thirds vote of the County Board members present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present. (Government Code 54956.5, 54957)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 9323.2 - Actions by the County Board)

Agenda items related to these security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the County Board will consult. (Government Code 54954.5)

The County Board may meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. Following the closed session, the County Board shall report any action taken to approve the plan, but need not disclose the County Office's plan for tactical responses. (Education Code 32281)

Real Property Negotiations

The County Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the County Office in order to grant

its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Before holding the closed session, the County Board shall hold an open and public session to identify its

negotiator(s), the property under negotiation, and the person(s) with whom the negotiator may negotiate. For purposes of real property transactions, negotiators may include members of the County Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the County Office negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

When the County Board approves a final agreement concluding real estate negotiations pursuant to Government Code 54956.8, it shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party to the negotiations, the County Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the County Office of its approval. (Government Code 54957.1)

Pending Litigation

Based on the advice of its legal counsel, the County Board may hold a closed session to confer with or receive advice from its legal counsel regarding pending litigation when discussion of the matter in open session would prejudice the County Office's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" in any of the following circumstances: (Government Code 54956.9)

1. Litigation to which the County Office is a "party" has been initiated formally. (Government Code 54956.9(d)(1))
2. A point has been reached where, in the County Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to

litigation" against the County Office, or the County Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(d)(2), (3))

Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

- a. Facts and circumstances that might result in litigation against the County Office but which the County Office believes are not yet known to potential plaintiff(s) and which do not need to be disclosed.
 - b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the County Office, which are already known to potential plaintiff(s) and which must be publicly disclosed before the closed session or specified on the agenda.
 - c. The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.
- (cf. 3320 - Claims and Actions Against the County Office)
- d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the County Board.
 - e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the County Board, provided that the County Office official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat of litigation on the victim's behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.
3. Based on existing facts and circumstances, the County Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(d)(4))

Before holding a closed session pursuant to the pending litigation exception, the County Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(d)(1), the County Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the County Office's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the County Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3) and shall specify the potential number of cases. When the County Office expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(d)(4) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

Following the closed session, the County Board shall publicly report, as applicable:
(Government Code 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.
2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that the action, defendants, and other details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the County Office's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.
3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation but final approval rests with the other party or with the court, the County Office shall report the fact of approval and the substance of the agreement thereon to persons who inquire once the settlement is final.
(Government Code 54957.1)

Joint Powers Agency Issues

The County Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the County Office is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

(cf. 3530 - Risk Management/Insurance)

Following the closed session, the County Board shall publicly report the disposition of joint powers agency or self-insurance claims, including the name of the claimant(s), the name of the agency claimed against, the substance of the claim, and the monetary settlement agreed upon by the

claimant. (Government Code 54957.1)

When the County Board of the JPA has so authorized and upon advice of County Office legal counsel, the County Board may also meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA that has direct financial or liability implications for the County Office. During the County Board's closed session, a County Board member serving on the JPA County Board may disclose confidential information acquired during a closed session of the JPA to fellow County Board members. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the name of the JPA, the closed session description used by the JPA, and the name of the County Board member representing the County Office on the JPA County Board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

Review of Audit Report from California State Auditor's Office

Upon receipt of a confidential final draft audit report from the California State Auditor's Office, the County Board may meet in closed session to discuss its response to that report. After public release of the report from the California State Auditor's Office, any County Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office." (Government Code 54954.5)

Following the closed session, the County Board shall publicly confirm that the report was reviewed and a response was prepared.

Review of Assessment Instruments

The County Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the

County Board shall agree by resolution to accept any terms or conditions established by the State County Board of Education for this review. (Education Code 60617)

(cf. 6162.51 - State Academic Achievement Tests)

Agenda items related to the review of student assessment instruments shall state that the County Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Following the closed session, the County Board shall confirm that the assessment instruments were

reviewed. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

Legal Reference:

EDUCATION CODE

32281 School safety plans

35145 Public meetings

35146 Closed session for student suspension or disciplinary action

44929.21 Districts with ADA of 250 or more

48912 Governing board suspension of student

48918 Rules governing expulsion procedures; hearings and notice

49070 Challenging content of student records

49073-49079 Privacy of student records

60617 Closed session (re review of contents of statewide assessment)

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

6252-6270 California Public Records Act

54950-54963 The Ralph M. Brown Act

CALIFORNIA CONSTITUTION

Article 1, Section 3 Public right to access information

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 Family Educational Rights and Privacy

COURT DECISIONS

Moreno v. City of King, (2005) 127 Cal.App.4th 17

Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860

Rim of the World Unified School District v. San Bernardino County Superior Court, (2002) 104 Cal.App.4th 1393

Bell v. Vista Unified School District, (2000) 82 Cal.App. 4th 672

Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87
Kleitman v. Superior Court of Santa Clara County, (1999) 87 Cal Rptr. 2d
Furtado v. Sierra Community College District, (1998) 68 Cal.App. 4th 876
Roberts v. City of Palmdale, (1993) 5 Cal. 4th 363
San Diego Union v. City Council, (1983) 146 Cal.App.3d 947
Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41

ATTORNEY GENERAL OPINIONS

94 Ops.Cal.Atty.Gen. 82 (2011)
89 Ops.Cal.Atty.Gen. 110 (2006)
86 Ops.Cal.Atty.Gen. 210 (2003)
78 Ops.Cal.Atty.Gen. 218 (1995)
59 Ops.Cal.Atty.Gen. 532 (1976)
57 Ops.Cal.Atty.Gen. 209 (1974)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010

WEB SITES

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

California Office of the Attorney General: <http://www.oag.ca.gov>

League of California Cities: <http://www.cacities.org>

(12/14 6/16) 7/19

CLOSED SESSION

Exhibit 1

COUNTY BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS

The County Board meeting agenda shall include the following description of a closed session item, as applicable:

Personnel Matters

PUBLIC EMPLOYEE APPOINTMENT

Government Code 54957

Title: _____
(Specify position to be filled)

PUBLIC EMPLOYMENT

Government Code 54957

Title: _____
(Specify position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code 54957

Title: _____
(Specify position of employee being evaluated)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Government Code 54957

(No additional information is required. An employee's dismissal or nonrenewal shall not be reported until the employee has first exhausted any right to a hearing or other administrative remedy.)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE

Government Code 54957

(No additional information is required.)

**EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED
COMPENSATION PLAN**

Government Code 54957.10

(No additional information is required.)

Negotiations/Collective Bargaining

CONFERENCE WITH LABOR NEGOTIATORS

Government Code 54957.6

County Office-designated representatives: _____

(Specify names of representatives attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: _____

(Specify name of employee organization with which negotiations are being held.)

or

Unrepresented employee: _____

(Specify position of unrepresented employee who is the subject of the negotiations.)

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION

Education Code 35146

Student identification number: _____

(It is recommended that the student's name not be listed. The County Office may use other means to identify the student for record-keeping purposes.)

STUDENT EXPULSION

Education Code 48912

Student identification number: _____

(It is recommended that the student's name not be listed. The County Office may use other means to identify the student for record-keeping purposes.)

STUDENT GRADE CHANGE APPEAL

Education Code 49070

Student identification number: _____

(It is recommended that the student's name not be listed. The County Office may use other means to identify the student for record-keeping purposes.)

CONFIDENTIAL STUDENT MATTER

Action under consideration: _____

(If the County Board is considering a confidential student matter other than those listed above, specify type of action.)

Student identification number: _____

(It is recommended that the student's name not be listed. The County Office may use other means to identify the student for record-keeping purposes.)

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES

Government Code 54957

Consultation with: _____

(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the County Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN

Education Code 32281

Consultation with: _____

(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the County Board will consult.)

Real Property Negotiations

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code 54956.8

Property: _____

(Specify street address or, if no street address, the parcel number or other unique reference of the real property under negotiation.)

County Office negotiator: _____

(Specify names of negotiators attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Negotiating parties: _____

(Specify name of party, not agent.)

Under negotiation: _____
(Specify whether instruction to negotiator will concern price, terms of payment, or both.)

Pending Litigation

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code 54956.9(d)(1)

Name of case: _____
(Specify by reference to claimant's name, names of parties, or case or claim numbers.)

or

Case name unspecified, as identification of the case would jeopardize service of process or existing settlement negotiations.

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Government Code 54956.9(d)(2) or (3)

Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3). Number of potential cases: _____

Or

Initiation of litigation pursuant to Government Code 54956.9(d)(4). Number of potential cases: _____

If applicable, facts and circumstances: _____
(The County Office may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to Government Code 54956.9(e)(2)-(5). These include facts and circumstances, such as an accident, disaster, incident, or transactional occurrence that might result in litigation against the County Office and that are known to potential plaintiff(s).)

Joint Powers Authority Issues

LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY

Government Code 54956.95

Name of claimant(s): _____
(Specify name, except pursuant to Government Code 54961 when the claimant is a victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.)

CLOSED SESSION (*continued*)

E 9321(e)

Name of agency against which the claim is made: _____

CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH
DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR COUNTY OFFICE
Government Code 54956.96

Name of JPA: _____

Discussion will concern:

(Specify closed session description used by the JPA.)

Name of County Office representative on JPA board:

Names of agencies or titles of representatives attending the closed session as consultants or other
representatives, if applicable: _____

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE
Government Code 54956.75
(No additional information is required.)

Review of Assessment Instruments

REVIEW OF STUDENT ASSESSMENT INSTRUMENT
Education Code 60617

The County Board is reviewing the contents of an assessment instrument approved or adopted
for the statewide testing program. Education Code 60617 authorizes a closed session for this
purpose in order to maintain the confidentiality of the assessment under review.

Exhibit 2

CLOSED SESSION

REPORTS OF CLOSED SESSION ACTIONS

Following a closed session during any County Board meeting, the County Board shall reconvene

in open session to present, orally or in writing, a report of any of the following actions taken during the closed session, as applicable:

Personnel Matters

Title of position: _____

Action taken: _____
(e.g., appointment/employment/evaluation/discipline/dismissal/release)

County Board member votes/abstentions:

Negotiations/Collective Bargaining

Approval of final agreement with represented employees

Item approved: _____

Other party/parties to the negotiation: _____

County Board member votes/abstentions:

Matters Related to Students

(Final action must be taken in open session. It is recommended that the student's name not be disclosed.)

Security Matters

Action taken: _____
(e.g., consultation with law enforcement; approval of contract or memorandum of understanding; approval of tactical response plan, without disclosing the details of the plan)

County Board member votes/abstentions:

Real Property Negotiations

Action taken: _____
(Report if County Board approves a final agreement concluding real estate negotiations. If final approval rests with the other party, report as soon as the other party has approved the agreement.)

Substance of the agreement: _____

County Board member votes/abstentions:

Existing Litigation

Action taken related to existing litigation:

(e.g., approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation; or approval to legal counsel of a settlement of pending litigation at any stage prior to or during a judicial or quasi-judicial proceeding. If final approval of settlement rests with the other party, report to any person upon request once the settlement is final.)

Adverse party/parties, if known: _____

Substance of the litigation: _____

County Board member votes/abstentions:

Anticipated Litigation

Action taken: The County Board has given approval to legal counsel to initiate or intervene in a lawsuit. The action, defendants, and other details will be disclosed to any person upon request after the lawsuit is commenced, unless doing so would jeopardize the County Office's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.

(The report does not need to initially identify the action, defendants, or other details.)

County Board member votes/abstentions:

Joint Powers Agency Issues

LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY

Name of claimant(s): _____

Name of agency against which the claim is made: _____

Substance of the claim: _____

Monetary settlement agreed upon by the claimant: _____

CLOSED SESSION (*continued*)

E 9321(h)

County Board member votes/abstentions:

CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH
DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR COUNTY OFFICE

Name of JPA: _____

Action taken: _____
(Law does not include any specific disclosures to be reported.)

County Board member votes/abstentions:

Review of Audit from State Auditor's Office

Action taken: The County Board reviewed the confidential final draft audit report received from the California State Auditor's Office and has prepared a response.
(No additional information is required. Unless otherwise exempted by law, after the audit report is subsequently released to the public, any County Board discussion of the report must be conducted in open session.)

Review of Assessment Instruments

Action taken: The County Board reviewed the contents of a student assessment instrument approved or adopted for the statewide testing system.

7/19

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA

INTERDISTRICT ATTENDANCE APPEALS

When a school district within the jurisdiction of the County Board of Education fails or refuses to issue an interdistrict attendance permit to a student or fails to provide written notification of its decision within prescribed timelines, the student's parent/guardian may appeal the decision to the County Board. (Education Code 46601)

An appeal shall be filed in writing, by a person having legal custody of the student, within 30 calendar days of the district's final denial of the transfer. An appeal shall be accepted only upon verification by the County Superintendent of Schools or designee that appeals in the district have been exhausted. (Education Code 46601)

Failure to appeal the district decision to the County Board within 30 days is good cause for rejection of the appeal. (Education Code 46601)

An appeal that is not filed within 30 days may, at the discretion of the County Board, be considered on its merits if it includes the reason(s) that the appeal is late and the County Board determines that the reasons provided are good cause to conduct the hearing.

In addition, the County Board shall not consider appeals of any of the following:

1. An interdistrict attendance request that was deemed abandoned due to the parent/guardian's failure to meet district timelines (Education Code 46600.1)
2. An existing interdistrict transfer permit that has been revoked or rescinded in accordance with the policy of the district's governing board (Education Code 46600.1)
3. The denial of a request by the district of proposed enrollment when no permit has first been issued by the district of residence (Education Code 46600.1)
4. An interdistrict attendance request submitted for a student who is being considered for expulsion or has been expelled, while expulsion proceedings are pending or during the term of the expulsion (Education Code 46601)

Hearing

Prior to making its determination, the County Board shall hold a hearing at which the district(s) and the student's parent/guardian will have an opportunity to present their positions on the denial of the interdistrict attendance permit.

As authorized for any county with 180,000 or more countywide ADA, the County Board may appoint a hearing officer or impartial administrative panel of three or more certificated persons who are not County Board members or employees of any school district involved in the requested transfer to hear the appeal. In hearing the appeal, the hearing officer/administrative panel shall adhere to the law and this policy. (Education Code 46601)

No later than 10 days prior to the hearing, the secretary to the County Board shall serve a notice of the hearing upon the student's parents/guardians, the district of residence, and the district of proposed enrollment, by certified mail with return receipt requested. The notice shall include details of the date, time, and place of the hearing. It shall also notify the parents/guardians of the opportunity to be heard during the hearing and to submit written statements and documentation to the County Board prior to the hearing, including the deadline by which the parties may submit such statements and documentation.

The hearing shall be conducted in open session except when any information to be presented about the student is determined by the County Superintendent or designee prior to the hearing to be confidential information. The County Board may also decide at any time during open session to reconvene in closed session if necessary to protect

confidential information about the student that may be presented during the hearing.

Regardless of whether the hearing is conducted in open or closed session, any action related to the hearing shall be taken in open session and shall be a matter of public record. No information shall be released in violation of student privacy rights provided in law. (Education Code 35146; 20 USC 1232)

Families with multiple appeals may have them heard separately or as one appeal. Regardless of the hearing format, the County Board may decide to issue more than one decision.

Final Decision of the County Board

The County Board shall, within 30 calendar days after the appeal is filed, determine whether the student should be permitted to enroll in the district of proposed enrollment. The County Board or the County Superintendent may extend the time period for up to an additional five school days for good cause. The County Board may permit additional continuances for good cause. (Education Code 46601)

A decision shall be rendered on the appeal within three school days of the hearing unless the student's parent/guardian requests a postponement. (Education Code 46601)

The County Board shall either grant or deny an appeal on its merits. However, if new evidence or grounds for the request are introduced, the County Board may remand the matter to the district for further consideration. (Education Code 46601)

When the County Board determines that a student should be permitted to attend school in the district of proposed enrollment, the County Board shall also determine the applicable period of attendance and the student shall be admitted to school in that district without delay. (Education Code 44601, 46602)

Written notice of the decision by the County Board shall be delivered to the parent/guardian of the student and to the governing boards of both districts. (Education Code 46602)

01/20

Board
Approved:

TRINITY COUNTY OFFICE OF EDUCATION
WEAVERVILLE, CA