

Superintendent
Teresa Healy

Board Members
Jordan Dodson
Myra Chavoya-Perez
Carrie Guthrie
Nick Scott
Kevin Nicholson

**TULELAKE BASIN JOINT
UNIFIED SCHOOL DISTRICT
Regular Board Meeting**
February 24, 2021
Closed Session: 5:00 p.m.
Open Session: 6:00 p.m.
District Conference Room
400 G Street, Tulelake, CA

Meeting facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting please provide a written request to the Superintendent at the Tulelake Basin Joint Unified School District Office at least three working days prior to any public meeting. This meeting is being recorded.

AGENDA

Call to Order by Presiding Officer _____ at ____ p.m.

Roll Call: Jordan Dodson, President	present ____
Myra Chavoya-Perez, Clerk	present ____
Carrie Guthrie, Member	present ____
Nick Scott, Member	present ____
Kevin Nicholson, Member	present ____
Teresa Healy, Superintendent	present ____

APPROVAL of AGENDA

[Motion , Second ____]

PUBLIC COMMENTS ON CLOSED SESSION AGENDA:

Under this item, the public is invited to address the Board regarding items that are on the Closed Session agenda. Speakers are limited to three minutes each. Please introduce yourself to the board. The Board is not allowed under the law to take action on matters that are not listed on the agenda.

Motion to go into Closed Session.

[Motion , Second ____]

CLOSED SESSION AGENDA

The board will adjourn to closed session to discuss:

- 1. PERSONNEL: Public Employee Employment:** Government Code § 54957
- 2. PERSONNEL: Closed Session – Government Code § 54957**
PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Various Certificated and Classified Employees)
- 3. PERSONNEL: Closed Session – Government Code § 54957**
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: (Superintendent)
- 4. POTENTIAL LITIGATION: Closed Session - Government Code § 54956.9**
- 5. NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}:
Agency Negotiator: Teresa Healy; Employee Organization: Classified School Employees' Association (CSEA)
- 6. NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}: Agency Negotiator: Teresa Healy; Employee Organization: California Teacher's Association, Tulelake Basin Teacher's Association (CTA, TBTA)

Motion to come out of Closed Session

[Motion , Second _/_/_]

Pledge of Allegiance

Reporting of Closed session Items:

1. **PERSONNEL: Public Employee Employment:** Government Code § 54957
2. **PERSONNEL: Closed Session – Government Code § 54957**
PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Various Certificated and Classified Employees)
3. **PERSONNEL: Closed Session – Government Code § 54957**
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: (Superintendent)
4. **POTENTIAL LITIGATION: Closed Session - Government Code § 54956.9**
5. **NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}:
Agency Negotiator: Teresa Healy; Employee Organization: Classified School Employees' Association (CSEA)
6. **NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}: Agency
Negotiator: Teresa Healy; Employee Organization: California Teacher's Association, Tulelake Basin Teacher's Association (CTA, TBTA)

REPORTS

1. Financial Reports - Mrs. Thompson.
 - a. Cash Balances Report
 - b. Cash Flow Report
 - c. Edward Jones Investment Statement
2. Athletic Report – Mrs. Brown
3. Elementary School Report - Dr. Butler.
4. Tulelake High School/Superintendent Report - Mrs. Healy
 - a. District Enrollment
5. Board Member Reports

PUBLIC COMMENTS ON ITEMS NOT ON AGENDA: Under this item, the public is invited to address the Board regarding items that are not on tonight's agenda. Speakers are limited to three minutes each. Please introduce yourself to the board. The Board is not allowed under the law to take action on matters that are not on the agenda. The public will have the opportunity to comment on all agenda items as they are presented this evening.

CONSENT AGENDA

The consent agenda, if approved, will be recorded in the minutes as if each item had been acted upon individually. Requests by members of the board to have any item taken off the consent agenda for discussion will be honored without debate. Requests by the public to have an item taken off the consent agenda will be considered prior to the Board taking action.

Motion That all consent items to be approved as recommended by the superintendent.
Alternative Motion That consent items with the exception of (name items) be approved as recommended by the Superintendent

Approval of Consent Agenda

1. Review of consent agenda
2. Approval of consent agenda

[Motion , Second _/_/_]

1. Administration

1.1 Approve Minutes.

- 1.1.1 Approve the Minutes of the Regular Meeting January 27, 2021

2. Budget and Finance

- 2.1.1 Bills Listing

3. Board Policies

3.1

Second Reading and Approval of Revised Board Policies/Administrative Regulations – December 2020

Administrative Regulation 0430 - Comprehensive Local Plan for Special Education
Board Policy 1312.3 - Uniform Complaint Procedures
Administrative Regulation 1312.3 - Uniform Complaint Procedures
Board Policy 4119.25/4219.25/4319.25 - Political Activities of Employees
Administrative Regulation 4119.25/4219.25/4319.25 - Political Activities of Employees
Board Policy 4140/4240/4340 - Bargaining Units
Board Policy 5113.2 - Work Permits
Administrative Regulation 5113.2 - Work Permits
Board Policy 5126 - Awards for Achievement
Administrative Regulation 5126 - Awards for Achievement
Board Policy 5141.31 - Immunizations
Administrative Regulation 5141.31 - Immunizations
Board Policy 5148.3 - Preschool/Early Childhood Education
Administrative Regulation 5148.3 - Preschool/Early Childhood Education
Board Policy 6146.1 - High School Graduation Requirements
Board Policy 6146.2 - Certificate of Proficiency/High School Equivalency
Administrative Regulation 6146.2 - Certificate of Proficiency/High School Equivalency
NEW - Exhibit 6146.2 - Certificate of Proficiency/High School Equivalency
Board Policy 6170.1 - Transitional Kindergarten
Board Bylaw 9012 - Board Member Electronic Communications
Board Bylaw 9320 - Meetings and Notices

4. Declare First Week in March "Week of the School Administrator"

Motion to close Tullake Basin Joint Unified School District Board Meeting and open Public Hearing

[Motion , Second _/_/_]

PUBLIC HEARING

This meeting is declared a public hearing for the purpose of members of the public to comment on the proposed items:

- A. Public Disclosure of the Cost of the Tullake Basin Joint Unified School District Contract with the Tullake Basin Classified School Employees' Association

Ratify Tullake Basin Joint Unified School District Contract and Memorandum of Understanding with the Tullake Basin Classified School Employees' Association

[Motion , Second _/_/_]

Motion to close Public Hearing and reopen Tullake Basin Joint Unified School District Board Meeting.

[Motion ,Second _/_/_]

ACTION ITEMS

- A. Approve TES and THS Safety Plans
B. Approve TES and THS Single Plan for Student Achievement (SPSA)

- C. Approval of Tentative Agreement between California School Employees Association Chapter 671 and Tulelake Basin Joint Unified School District
- D. 2021/2022 School Calendar Discussion and Approval
- E. Approve CARS Winter Release
- F. Approval of 2021 Ballots for CSBA Delegate Assembly
- G. Establish and approve new Certificated Position: Special Education Teacher
- H. Establish and approve the new classification and job description
Of Classified Position: Special Education Instructional Aide
- I. Establish and approve the new classification and job description
Of Classified Position: Office Clerk

[Motion , Second _/_/_]

CORRESPONDENCE

- A. WASC Affirmation of Accreditation

BOARD MEMBER REQUEST FOR ITEMS FOR NEXT REGULAR BOARD MEETING

- 1. Items from the Board Calendar
- 2. Next Regular Board Meeting – March 24, 2021

ADJOURNMENT: Time: ____ p.m.

[Motion , Second _/_/_]

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT
Board of Trustees

NOTICE OF PUBLIC HEARING

The Tulelake Basin Joint Unified School District hereby gives
notice that a Public Hearing will be held as follows:

TOPIC OF HEARING

- A. Public Disclosure of the Cost of the Tulelake Basin Joint Unified School District
Contract with the Tulelake Basin Classified Schools Employees' Association.

Hearing Date: February 24, 2021

Time: 6:00 p.m.

Location: District Office Conference Room

PLEASE ADVISE THE CHAIRMAN OF ANY CHANGES

TO THE PROGRAM

NOTICE OF PUBLIC HEARING

The Board of Health of the City of Boston

will hold a public hearing on the following

CLOSED SESSION

BOARD OF HEALTH

at the City Hall, Boston, on the following date and at the following hour

Monday, June 1, 1903, at 10 A.M.

Time 10 A.M.

at the City Hall, Boston, on the following date and at the following hour

FINANCIAL REPORTS

Tulelake Basin Joint Unified School District

Current Unreconciled Cash Balances as of February 17, 2021

	February 17, 2021	January 20, 2021	December 9, 2020	November 18, 2020	October 21, 2020	September 24, 2020
Account	Current Balance	Prior Balance	Prior Balance	Prior Balance	Prior Balance	Prior Balance
Fund 01 - General Fund	\$1,099,489.76	\$1,517,910.59	\$764,625.62	\$1,208,983.78	\$1,176,250.98	\$921,747.30
Fund 11 - Adult Education Fund	\$82,510.18	\$51,573.92	\$56,596.73	\$56,596.73	\$57,117.10	\$59,864.63
Fund 13 - Cafeteria Fund	\$20,326.79	\$38,616.29	\$38,105.57	\$59,731.07	\$56,578.86	\$57,427.32
Fund 17 - Special Reserve Fund	\$4,063.84	\$4,054.01	\$4,054.01	\$4,054.01	\$4,042.00	\$4,042.00
Fund 40 - Capital Outlay Fund	\$880.61	\$878.48	\$878.48	\$878.48	\$875.79	\$875.79
Edward Jones	\$2,217,802.93	\$2,217,189.32	\$2,209,367.01	\$2,209,367.01	\$2,208,773.26	\$2,203,904.53
Reserve Account	\$256,111.18	\$256,106.83	\$256,102.48	\$256,098.27	\$256,093.92	\$256,089.71
	\$3,681,185.29	\$4,086,329.44	\$3,329,729.90	\$3,795,709.35	\$3,759,731.91	\$3,503,951.28

	February 20, 2020	January 22, 2020	December 13, 2019	November 15, 2019	October 17, 2019	September 19, 2019
Account	Prior Balance	Prior Balance	Prior Balance	Prior Balance	Prior Balance	Prior Balance
Fund 01 - General Fund	\$556,609.71	\$883,564.74	\$400,964.65	\$696,313.76	\$652,340.11	\$466,061.42
Fund 11 - Adult Education Fund	\$47,339.70	\$51,396.55	\$55,133.38	\$59,857.05	\$66,347.12	\$86,696.27
Fund 13 - Cafeteria Fund	\$60,577.62	\$68,128.90	\$43,940.50	\$52,373.19	\$31,252.13	\$59,781.64
Fund 17 - Special Reserve Fund	\$4,012.31	\$4,012.31	\$3,991.58	\$3,991.58	\$3,974.03	\$3,974.03
Fund 40 - Capital Outlay Fund	\$3,730.82	\$3,730.82	\$3,711.55	\$3,711.55	\$3,695.23	\$3,695.23
Edward Jones	\$2,106,830.18	\$2,103,589.62	\$2,095,239.38	\$2,095,239.38	\$2,092,680.08	\$2,085,438.92
Reserve Account	\$256,059.82	\$256,055.47	\$256,051.12	\$256,046.91	\$256,042.56	\$256,038.35
	\$3,035,160.16	\$3,370,478.41	\$2,859,032.16	\$3,167,553.42	\$3,106,331.26	\$2,961,685.86

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT
Cash Flow Projections- FY2020/2021

Rsrce	Program Title	2020/21 AWARD AMT	Prior Yr Funds	TOTAL CASH RECEIVED	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
0012	MAA	6,350.04		9,513.12				2904.01			6,609.11	
0200	Mandated Costs	15,186.00		15,186.00								
1100	Lottery	58,599.00	7,916.71	29,114.96			7,916.71		15,186.00	21,198.25		
3010	Title I	203,237.00		93,005.00				49,046.00		43,959.00		
3210	CARES-ESSER	132,205.00		33,236.00								
3215	Learning Loss Mitigation					33,051.00						
3220	Learning Loss Mitigation	414,253.00		414,253.00			414,253.00			6,210.00	185.00	
4035	Title II, Part A	21,198.00		9,293.00								
4126	Title V, Part B	6,304.00		0.00								
4127	Title IV	11,792.00		0.00				350.00			8,943.00	
4128	NSAEC	0.00	2,128.50	5,701.00								
4203	Title III, LEP	24,102.00		12,561.00						5,701.00		
6010	After School Education & Safety	176,317.00		114,606.46								
6300	Lottery-Prop 20	20,682.00	8,578.02	8,710.53						114,606.46		
6387	CTE Incentive Grant	133,964.52	36,207.48	170,172.00			8,578.02			132.51		
6690	TUPE	0.00		0.00								
7010	Ag Incentive	16,462.00	2,599.00	14,946.00								
7311	Classified Employee Prof Dev	0.00		0.00								
7388	COVID-19	0.00		0.00								
7420	Learning Loss Mitigation	40,860.00		40,860.00			40,860.00			12,347.00		
7510	Low Performing Student	0.00		0.00								
0000	LCFF	2,726,989.00		1,664,841.00	378,373.00	378,373.00	378,373.00	378,373.00			151,349.00	
	Prior Year - 8019	0.00	595,127.00	595,127.00								
1400	One-time discretionary											
0000	EPA	830,271.00	(227,833.00)	290,558.00	(227,833.00)		259,196.00			259,195.00		
0000	SELPA EI PS Grant	0.00		0.00								
0000	Property Taxes	1,403,318.00		884,896.51	21,643.11	43.31						
0000	ERAF			(53,850.82)	(25,551.30)			20,168.33		843,041.76	(28,299.52)	
0000	Forest Reserves	98,340.00		53,613.11							53,613.11	
0000	Interest	10,000.00		6,448.38				1,920.44			2,629.79	
0000	Other	223,951.00		90,990.52	1,898.15			76244.63			14,745.89	
0000	Transfers	(30,000.00)	(137,846.89)	(284,497.89)		(137,846.89)				(5,000.00)	(141,651.00)	
		6,544,380.56	424,723.71	781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	0.00	
		Cash In		781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38		
		Cash Out		103,587.65	368,242.27	372,838.54	390,223.72	388,141.30	383,838.21	380,828.11	19,059.33	
		PAYROLL		127,993.85	102,518.12	171,607.44	95,028.20	63,189.45	139,212.81	115,056.87	54,234.99	
		WARRANTS										
		256,081.01 Reserve Act										
		ME Balance	149,596.74	699,784.50	649,864.23	1,214,594.98	1,258,349.47	822,204.72	1,600,544.68	1,172,784.08	1,099,489.76	

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT

Cash Flow Projections: FY2020/2021

Rsrc	Program Title	2020/21 AWARD AMT	Prior Yr	Funds	TOTAL CASH RECEIVED	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
0012	MAA	6,350.04			9,513.12				2904.01			6,609.11	
0200	Mandated Costs	15,186.00			15,186.00					15,186.00			
1100	Lottery	58,599.00	7,916.71		29,114.96			7,916.71	49,046.00		21,198.25		
3010	Title I	203,237.00			93,005.00						43,959.00	185.00	
3210	CARES-ESSER	132,205.00			33,236.00		33,051.00				6,210.00		
3215	Learning Loss Mitigation												
3220	Learning Loss Mitigation	414,253.00			414,253.00			414,253.00	350.00			8,943.00	
4035	Title II, Part A	21,198.00			9,293.00								
4126	Title V, Part B	6,304.00			0.00								
4127	Title IV	11,792.00			0.00								
4128	NSAEC	0.00	2,128.50		5,701.00						5,701.00		
4203	Title III, LEP	24,102.00			12,561.00								
6010	After School Education & Safety	176,317.00			114,606.46						114,606.46		
6300	Lottery-Prop 20	20,682.00	8,578.02		8,710.53			8,578.02			132.51		
6387	CTE Incentive Grant	133,964.52	36,207.48		170,172.00		170,172.00						
6690	TUPE	0.00			0.00								
7010	Ag Incentive	16,462.00	2,599.00		14,946.00		2,599.00				12,347.00		
7311	Classified Employee Prof Dev	0.00			0.00								
7388	COVID-19	0.00			0.00			40,860.00					
7420	Learning Loss Mitigation	40,860.00			40,860.00								
7510	Low Performing Student	0.00			0.00								
0000	LCFF	2,726,989.00			1,664,841.00	378,373.00	378,373.00	378,373.00	378,373.00			151,349.00	
	Prior Year - 8019	0.00			595,127.00	595,127.00							
	One-time discretionary												
1400	EPA	830,271.00	(227,833.00)		290,558.00	(227,833.00)		259,196.00			259,195.00		
0000	SELPA EI PS Grant	0.00			0.00								
0000	Property Taxes	1,403,318.00			884,896.51	21,643.11	43.31		20,168.33		843,041.76	(28,299.52)	
0000	ERAF				(53,850.82)		(25,551.30)						
0000	Forest Reserves	98,340.00			53,613.11							53,613.11	
0000	Interest	10,000.00			6,448.38	1,898.15			1,920.44			2,629.79	
0000	Other	223,951.00			90,990.52				76244.63			14,745.89	
0000	Transfers	(30,000.00)	(137,846.89)		(284,497.89)		(137,846.89)				(5,000.00)	(141,651.00)	
		6,544,380.56	424,723.71		4,219,283.88	781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	0.00
	Cash In					781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	
	Cash Out					103,587.65	368,242.27	372,838.54	390,223.72	388,141.30	383,838.21	380,828.11	19,059.33
	PAYROLL					127,993.85	102,518.12	171,607.44	95,028.20	63,189.45	139,212.81	115,056.87	54,234.99
	WARRANTS												
	Reserve Act	256,081.01											
	ME Balance		149,596.74			699,784.50	649,864.23	1,214,594.98	1,258,349.47	822,204.72	1,600,544.68	1,172,784.08	1,099,489.76

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT
Cash Flow Projections- FY2020/2021

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0012	MAA	6,350.04		9,513.12				2,504.01			6,609.11	
0200	Mandated Costs	15,186.00		15,186.00								
1100	Lottery	58,599.00	7,916.71	29,114.96			7,916.71		15,186.00			
3010	Title I	203,237.00		93,005.00				49,046.00		21,198.25		
3210	CARES-ESSER	132,205.00		33,236.00						43,959.00		
3215	Learning Loss Mitigation					33,051.00					185.00	
3220	Learning Loss Mitigation	414,253.00		414,253.00			414,253.00			6,210.00		
4035	Title II, Part A	21,198.00		9,293.00				350.00			8,943.00	
4126	Title V, Part B	6,304.00		0.00								
4127	Title IV	11,792.00		0.00								
4128	NSAEC	0.00	2,128.50	5,701.00								
4203	Title III, LEP	24,102.00		12,561.00						5,701.00		
6010	After School Education & Safety	176,317.00		114,606.46						114,606.46		
6300	Lottery-Prop 20	20,682.00	8,578.02	8,710.53			8,578.02			132.51		
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6690	TUPE	0.00		0.00		170,172.00						
7010	Ag Incentive	16,462.00	2,599.00	14,946.00		2,599.00				12,347.00		
7311	Classified Employee Prof Dev	0.00		0.00								
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7420	Learning Loss Mitigation	40,860.00		40,860.00			40,860.00					
7510	Low Performing Student	0.00		0.00								
0000	LCFF	2,725,989.00		1,664,841.00	378,373.00	378,373.00	378,373.00	378,373.00			151,349.00	
	Prior Year - 8019	0.00	595,127.00	595,127.00								
1400	One-time discretionary											
EPA												
0000	SELPA EI PS Grant	830,271.00	(227,833.00)	290,558.00	(227,833.00)		259,196.00			259,195.00		
		0.00		0.00								
0000	Property Taxes	1,403,318.00		884,896.51	21,643.11	43.31		20,168.33		843,041.76	(28,299.52)	
0000	ERAF			(53,850.82)		(25,551.30)						
0000	Forest Reserves	98,340.00		53,613.11							53,613.11	
0000	Interest	10,000.00		6,448.38	1,898.15			1,920.44			2,629.79	
0000	Other	223,951.00		90,990.52				762,44.63			14,745.89	
0000	Transfers	(30,000.00)	(137,846.89)	(284,497.89)		(137,846.89)				(5,000.00)	(141,651.00)	
		6,544,380.56	424,723.71	781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	0.00	
	Cash In			781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38		
	Cash Out			103,587.65	368,242.27	372,838.54	390,223.72	388,141.30	383,838.21	380,828.11	19,059.33	
	PAYROLL			127,993.85	102,518.12	171,607.44	95,028.20	63,189.45	139,212.81	115,056.87	54,234.99	
	WARRANTS											
	256,081.01 Reserve Act											
	ME Balance		149,596.74	699,784.50	649,864.23	1,214,594.98	1,258,349.47	822,204.72	1,600,544.68	1,172,784.08	1,099,489.76	

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT

Cash Flow Projections: FY2020/2021

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1100	Lottery	58,599.00	7,916.71		29,114.96			7,916.71	49,046.00		21,198.25		
3010	Title I	203,237.00			93,005.00						43,959.00		
3210	CARES-ESSER	132,205.00			33,236.00		33,051.00				6,210.00	185.00	
3215	Learning Loss Mitigation												
3220	Learning Loss Mitigation	414,253.00			414,253.00			414,253.00	350.00			8,943.00	
4035	Title II, Part A	21,198.00			9,293.00								
4126	Title V, Part B	6,304.00			0.00								
4127	Title IV	11,792.00			0.00								
4128	NSAEC	0.00	2,128.50		5,701.00						5,701.00		
4203	Title III, LEP	24,102.00			12,561.00								
6010	After School Education & Safety	176,317.00			114,606.46						114,606.46		
6300	Lottery-Prop 20	20,682.00	8,578.02		8,710.53			8,578.02			132.51		
6387	CTE Incentive Grant	133,964.52	36,207.48		170,172.00		170,172.00						
6690	TUPE	0.00			0.00								
7010	Ag Incentive	16,462.00	2,599.00		14,946.00		2,599.00				12,347.00		
7311	Classified Employee Prof Dev	0.00			0.00								
7388	COVID-19	0.00			0.00			40,860.00					
7420	Learning Loss Mitigation	40,860.00			40,860.00								
7510	Low Performing Student	0.00			0.00								
0000	LCFF	2,726,989.00			1,664,841.00	378,373.00	378,373.00	378,373.00	378,373.00			151,349.00	
	Prior Year - 8019	0.00			595,127.00	595,127.00							
	One-time discretionary												
1400	EPA	830,271.00	(227,833.00)		290,558.00	(227,833.00)		259,196.00			259,195.00		
0000	SELPA EI PS Grant	0.00			0.00								
0000	Property Taxes	1,403,318.00			884,896.51	21,643.11	43.31		20,168.33		843,041.76	(28,299.52)	
0000	ERAF				(53,850.82)		(25,551.30)						
0000	Forest Reserves	98,340.00			53,613.11							53,613.11	
0000	Interest	10,000.00			6,448.38	1,898.15			1,920.44		2,629.79		
0000	Other	223,951.00			90,990.52				76244.63		14,745.89		
0000	Transfers	(30,000.00)	(137,846.89)		(284,497.89)		(137,846.89)				(5,000.00)	(141,651.00)	
		6,544,380.56	424,723.71		4,219,283.88	781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	0.00
				Cash In		781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	
				PAYROLL		103,587.65	368,242.27	372,838.54	390,223.72	388,141.30	383,838.21	380,828.11	19,059.33
				WARRANTS		127,993.85	102,518.12	171,607.44	95,028.20	63,189.45	139,212.81	115,056.87	54,234.99
	Cash Out												
				256,081.01	Reserve Act								
	ME Balance			149,596.74									
						699,784.50	649,864.23	1,214,594.98	1,258,349.47	822,204.72	1,600,544.68	1,172,784.08	1,099,489.76

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT
Cash Flow Projections- FY2020/2021

Rsrce	Program Title	2020/21 AWARD AMT	Prior Yr	Funds	TOTAL CASH RECEIVED	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
0012	MAA	6,350.04			9,513.12				2904.01			6,609.11	
0200	Mandated Costs	15,186.00			15,186.00								
1100	Lottery	58,599.00			29,114.96					15,186.00			
3010	Title I	203,237.00	7,916.71		93,005.00			7,916.71	49,046.00		21,198.25		
3210	CARES-ESSER	132,205.00			33,236.00						43,959.00		
3215	Learning Loss Mitigation						33,051.00					185.00	
3220	Learning Loss Mitigation	414,253.00			414,253.00			414,253.00			6,210.00		
4035	Title II, Part A	21,198.00			9,293.00								
4126	Title V, Part B	6,304.00			0.00								
4127	Title IV	11,792.00			0.00				350.00			8,943.00	
4128	NSAEC	0.00			0.00								
4203	Title III, LEP	24,102.00	2,128.50		5,701.00								
6010	After School Education & Safety	176,317.00			12,561.00						5,701.00		
6300	Lottery-Prop 20	20,682.00	8,578.02		114,606.46						114,606.46		
6387	CTE Incentive Grant	133,964.52	36,207.48		8,710.53			8,578.02			132.51		
6690	TUPE	0.00			170,172.00								
7010	Ag Incentive	16,462.00	2,599.00		14,946.00			170,172.00					
7311	Classified Employee Prof Dev	0.00			0.00			2,599.00			12,347.00		
7388	COVID-19	0.00			0.00								
7420	Learning Loss Mitigation	40,860.00			40,860.00			40,860.00					
7510	Low Performing Student	0.00			0.00								
0000	LCFF	2,726,989.00			1,664,841.00			378,373.00	378,373.00			151,349.00	
	Prior Year - 8019	0.00	595,127.00		595,127.00								
1400	One-time discretionary												
0000	EPA	830,271.00	(227,833.00)		290,558.00			378,373.00	378,373.00				
	SELPA EI PS Grant	0.00			0.00			259,196.00					
0000	Property Taxes	1,403,318.00			884,896.51								
0000	ERAF				(53,850.82)		43.31	(25,551.30)	20,168.33		843,041.76	(28,299.52)	
0000	Forest Reserves	98,340.00			53,613.11							53,613.11	
0000	Interest	10,000.00			6,448.38							2,629.79	
0000	Other	223,951.00			90,990.52				1,920.44			14,745.89	
0000	Transfers	(30,000.00)	(137,846.89)		(284,497.89)			(137,846.89)	76244.63		(5,000.00)	(141,651.00)	
		6,544,380.56	424,723.71		781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	0.00	
	Cash In				781,769.26			420,840.12	1,109,176.73	529,006.41	15,186.00	68,124.38	
	Cash Out				103,587.65			368,242.27	390,223.72	388,141.30	383,838.21	380,828.11	19,059.33
	PAYROLL				127,993.85			107,518.12	95,028.20	63,189.45	139,212.81	115,056.87	54,234.99
	WARRANTS							171,607.44					
	Reserve Act	256,081.01											
	ME Balance		149,596.74		699,784.50	649,864.23	1,214,594.98	1,258,349.47	822,204.72	1,600,544.68	1,172,784.08	1,099,489.76	

Cash Flow Projections- FY2020/2021

Rsrce	Program Title	2020/21		TOTAL CASH RECEIVED	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
		AWARD AMT	Prior Yr Funds									
0012	MAA	6,350.04		9,513.12				2904.01			6,609.11	
0200	Mandated Costs	15,186.00		15,186.00					15,186.00			
1100	Lottery	58,599.00	7,916.71	29,114.96			7,916.71			21,198.25		
3010	Title I	203,237.00		93,005.00				49,046.00		43,959.00		
3210	CARES-ESSER	132,205.00		33,236.00		33,051.00				6,210.00	185.00	
3215	Learning Loss Mitigation											
3220	Learning Loss Mitigation	414,253.00		414,253.00			414,253.00				8,943.00	
4035	Title II, Part A	21,198.00		9,293.00				350.00				
4126	Title V, Part B	6,304.00		0.00								
4127	Title IV	11,792.00		0.00								
4128	NSAEC	0.00	2,128.50	5,701.00						5,701.00		
4203	Title III, LEP	24,102.00		12,561.00		12,561.00						
6010	After School Education & Safety	176,317.00		114,606.46						114,606.46		
6300	Lottery-Prop 20	20,682.00	8,578.02	8,710.53			8,578.02			132.51		
6387	CTE Incentive Grant	133,964.52	36,207.48	170,172.00		170,172.00						
6690	TUPE	0.00		0.00								
7010	Ag Incentive	16,462.00	2,599.00	14,946.00		2,599.00				12,347.00		
7311	Classified Employee Prof Dev	0.00		0.00								
7388	COVID-19	0.00		0.00								
7420	Learning Loss Mitigation	40,860.00		40,860.00			40,860.00					
7510	Low Performing Student	0.00		0.00								
0000	LCFF	2,726,989.00		1,664,841.00	378,373.00	378,373.00	378,373.00	378,373.00			151,349.00	
	Prior Year - 8019	0.00	595,127.00	595,127.00								
1400	One-time discretionary	830,271.00	(227,833.00)	290,558.00	(227,833.00)		259,196.00			259,195.00		
0000	EPA	0.00		0.00								
	SELPA EI PS Grant											
0000	Property Taxes	1,403,318.00		884,896.51	21,643.11	43.31 (25,551.30)		20,168.33		843,041.76	(28,299.52)	
0000	ERAF			(53,850.82)								
0000	Forest Reserves	98,340.00		53,613.11							53,613.11	
0000	Interest	10,000.00		6,448.38	1,898.15			1,920.44		2,629.79		
0000	Other	223,951.00		90,990.52				76244.63		14,745.89		
0000	Transfers	(30,000.00)	(137,846.89)	(284,497.89)		(137,846.89)				(5,000.00)	(141,651.00)	
		6,544,380.56	424,723.71	4,219,283.88	781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	0.00
			Cash In		781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	-
	Cash Out		PAYROLL WARRANTS		103,587.65	368,242.27	372,838.54	390,223.72	388,141.30	383,838.21	380,828.11	19,059.33
					127,993.85	102,518.12	171,607.44	95,028.20	63,189.45	139,212.81	115,056.87	54,234.99
		256,081.01	Reserve Act									
	ME Balance		149,596.74		699,784.50	649,864.23	1,214,594.98	1,258,349.47	822,204.72	1,600,544.68	1,172,784.08	1,099,489.76

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT
Cash Flow Projections- FY2020/2021

Rsrc	Program Title	2020/21 AWARD AMT	Prior Yr	Funds	TOTAL CASH RECEIVED	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
0012	MAA	6,350.04			9,513.12				2904.01			6,609.11	
0200	Mandated Costs	15,186.00			15,186.00								
1100	Lottery	58,599.00			29,114.96								
3010	Title I	203,237.00	7,916.71		93,005.00			7,916.71		15,186.00			
3210	CARES-ESSER	132,205.00			33,236.00				49,046.00		21,198.25		
3215	Learning Loss Mitigation						33,051.00				43,959.00		
3220	Learning Loss Mitigation	414,253.00			414,253.00							185.00	
4035	Title II, Part A	21,198.00			9,293.00						6,210.00		
4126	Title V, Part B	6,304.00			0.00								
4127	Title IV	11,792.00			0.00				350.00				
4128	NSAEC	0.00			0.00							8,943.00	
4203	Title III, LEP	24,102.00	2,128.50		5,701.00								
6010	After School Education & Safety	176,317.00			12,561.00						5,701.00		
6300	Lottery-Prop 20	20,682.00			114,606.46								
6387	CTE Incentive Grant	133,964.52	8,578.02		8,710.53						114,606.46		
6690	TUPE	0.00	36,207.48		170,172.00			8,578.02			132.51		
7010	Ag Incentive	16,462.00			0.00		170,172.00						
7311	Classified Employee Prof Dev	0.00	2,599.00		14,946.00		2,599.00				12,347.00		
7388	COVID-19	0.00			0.00								
7420	Learning Loss Mitigation	40,860.00			40,860.00								
7510	Low Performing Student	0.00			0.00								
0000	LCFF	2,726,989.00			1,664,841.00	378,373.00	378,373.00	378,373.00	378,373.00			151,349.00	
	Prior Year - 8019	0.00	595,127.00		595,127.00								
1400	One-time discretionary												
0000	EPA	830,271.00	(227,833.00)		290,558.00	(227,833.00)		259,196.00			259,195.00		
0000	SELPA EI PS Grant	0.00			0.00								
0000	Property Taxes	1,403,318.00			884,896.51	21,643.11	43.31				843,041.76	(28,299.52)	
0000	ERAF				(53,850.82)	(25,551.30)			20,168.33				
0000	Forest Reserves	98,340.00			53,613.11							53,613.11	
0000	Interest	10,000.00			6,448.38	1,898.15			1,920.44			2,629.79	
0000	Other	223,951.00			90,990.52				76244.63			14,745.89	
0000	Transfers	(30,000.00)	(137,846.89)		(284,497.89)		(137,846.89)				(5,000.00)	(141,651.00)	
		6,544,380.56	424,723.71	4,219,283.88	781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	0.00	
	Cash In				781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38		
	Cash Out				103,587.65	368,242.27	372,838.54	390,223.72	388,141.30	383,838.21	380,828.11	19,059.33	
	PAYROLL				127,993.85	102,518.12	171,607.44	95,028.20	63,189.45	139,212.81	115,056.87	54,234.99	
	WARRANTS												
	256,081.01 Reserve Act												
	ME Balance		149,596.74		699,784.50	649,864.23	1,214,594.98	1,258,349.47	822,204.72	1,600,544.68	1,172,784.08	1,099,489.76	

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT

Cash Flow Projections- FY2020/2021

Rsrce	Program Title	2020/21		TOTAL CASH RECEIVED	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
		AWARD AMT	Prior Yr									
0012	MAA	6,350.04		9,513.12				2904.01			6,609.11	
0200	Mandated Costs	15,186.00		15,186.00					15,186.00			
1100	Lottery	58,599.00	7,916.71	29,114.96			7,916.71			21,198.25		
3010	Title I	203,237.00		93,005.00				49,046.00		43,959.00		
3210	CARES-ESSER	132,205.00		33,236.00		33,051.00					185.00	
3215	Learning Loss Mitigation									6,210.00		
3220	Learning Loss Mitigation	414,253.00		414,253.00								
4035	Title II, Part A	21,198.00		9,293.00								
4126	Title V, Part B	6,304.00		0.00								
4127	Title IV	11,792.00		0.00								
4128	NSAEC	0.00	2,128.50	5,701.00						5,701.00		
4203	Title III, LEP	24,102.00		12,561.00								
6010	After School Education & Safety	176,317.00		114,606.46						114,606.46		
6300	Lottery-Prop 20	20,682.00	8,578.02	8,710.53			8,578.02			132.51		
6387	CTE Incentive Grant	133,964.52	36,207.48	170,172.00								
6690	TUPE	0.00		0.00		2,599.00				12,347.00		
7010	Ag Incentive	16,462.00	2,599.00	14,946.00								
7311	Classified Employee Prof Dev	0.00		0.00								
7388	COVID-19	0.00		0.00			40,860.00					
7420	Learning Loss Mitigation	40,860.00		40,860.00								
7510	Low Performing Student	0.00		0.00								
0000	LCFF	2,726,989.00		1,664,841.00	378,373.00	378,373.00	378,373.00	378,373.00			151,349.00	
	Prior Year - 8019	0.00	595,127.00	595,127.00								
1400	One-time discretionary											
0000	EPA	830,271.00	(227,833.00)	290,558.00	(227,833.00)		259,196.00			259,195.00		
0000	SELPA EI PS Grant	0.00		0.00								
0000	Property Taxes	1,403,318.00		884,896.51	21,643.11	43.31		20,168.33		843,041.76	(28,299.52)	
0000	ERAF			(53,850.82)	(25,551.30)							
0000	Forest Reserves	98,340.00		53,613.11							53,613.11	
0000	Interest	10,000.00		6,448.38	1,898.15			1,920.44		2,629.79		
0000	Other	223,951.00		90,990.52				76244.63		14,745.89		
0000	Transfers	(30,000.00)	(137,846.89)	(284,497.89)		(137,846.89)				(5,000.00)	(141,651.00)	
		6,544,380.56	424,723.71	4,219,283.88	781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	0.00
	Cash In				781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	
	Cash Out				103,587.65	368,242.27	372,838.54	390,223.72	388,141.30	383,838.21	380,828.11	19,059.33
	PAYROLL				127,993.85	102,518.12	171,607.44	95,028.20	63,189.45	139,212.81	115,056.87	54,234.99
	WARRANTS											
	Reserve Act	256,081.01										
	ME Balance		149,596.74		699,784.50	649,864.23	1,214,594.98	1,258,349.47	822,204.72	1,600,544.68	1,172,784.08	1,099,489.76

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT
Cash Flow Projections- FY2020/2021

Rsrce	Program Title	2020/21		TOTAL CASH		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
		AWARD AMT	Prior Yr	Funds	RECEIVED								
0012	MAA	6,350.04			9,513.12				2904.01			6,609.11	
0200	Mandated Costs	15,186.00			15,186.00								
1100	Lottery	58,599.00			29,114.96								
3010	Title I	203,237.00	7,916.71		93,005.00			7,916.71		15,186.00	21,198.25		
3210	CARES-ESSER	132,205.00			33,236.00				49,046.00		43,959.00		
3215	Learning Loss Mitigation							33,051.00					
3220	Learning Loss Mitigation	414,253.00			414,253.00						6,210.00	185.00	
4035	Title II, Part A	21,198.00			9,293.00								
4126	Title V, Part B	6,304.00			0.00				350.00			8,943.00	
4127	Title IV	11,792.00			0.00								
4128	NSAEC	0.00	2,128.50		5,701.00								
4203	Title III, LEP	24,102.00			12,561.00						5,701.00		
6010	After School Education & Safety	176,317.00			114,606.46								
6300	Lottery-Prop 20	20,682.00	8,578.02		8,710.53			8,578.02			114,606.46		
6387	CTE Incentive Grant	133,964.52	36,207.48		170,172.00						132.51		
6690	TUPE	0.00			0.00			170,172.00					
7010	Ag Incentive	16,462.00	2,599.00		14,946.00			2,599.00			12,347.00		
7311	Classified Employee Prof Dev	0.00			0.00								
7388	COVID-19	0.00			0.00								
7420	Learning Loss Mitigation	40,860.00			40,860.00			40,860.00					
7510	Low Performing Student	0.00			0.00								
0000	LCFF	2,726,989.00			1,664,841.00			378,373.00	378,373.00			151,349.00	
	Prior Year - 8019	0.00	595,127.00		595,127.00								
1400	One-time discretionary												
0000	EPA	830,271.00	(227,833.00)		290,558.00			259,196.00			259,195.00		
0000	SELPA EIPS Grant	0.00			0.00								
0000	Property Taxes	1,403,318.00			884,896.51			43.31	20,168.33		843,041.76	(28,299.52)	
0000	ERAF				(53,850.82)			(25,551.30)				53,613.11	
0000	Forest Reserves	98,340.00			53,613.11							2,629.79	
0000	Interest	10,000.00			6,448.38				1,920.44			14,745.89	
0000	Other	223,951.00			90,990.52				76244.63		(5,000.00)	(141,651.00)	
0000	Transfers	(30,000.00)	(137,846.89)		(284,497.89)			(137,846.89)					
		6,544,380.56	424,723.71	4,219,283.88	781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	0.00	

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT

Cash Flow Projections- FY2020/2021

Rsrce	Program Title	2020/21		TOTAL CASH RECEIVED	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
		AWARD AMT	Prior Yr Funds									
0012	MAA	6,350.04		9,513.12				2904.01			6,609.11	
0200	Mandated Costs	15,186.00		15,186.00					15,186.00			
1100	Lottery	58,599.00	7,916.71	29,114.96			7,916.71			21,198.25		
3010	Title I	203,237.00		93,005.00				49,046.00		43,959.00		
3210	CARES-ESSER	132,205.00		33,236.00		33,051.00				6,210.00		185.00
3215	Learning Loss Mitigation											
3220	Learning Loss Mitigation	414,253.00		414,253.00			414,253.00				8,943.00	
4035	Title II, Part A	21,198.00		9,293.00								
4126	Title V, Part B	6,304.00		0.00								
4127	Title IV	11,792.00		0.00								
4128	NSAEC	0.00	2,128.50	5,701.00						5,701.00		
4203	Title III, LEP	24,102.00		12,561.00								
6010	After School Education & Safety	176,317.00		114,606.46						114,606.46		
6300	Lottery-Prop 20	20,682.00	8,578.02	8,710.53			8,578.02			132.51		
6387	CTE incentive Grant	133,964.52	36,207.48	170,172.00		170,172.00						
6690	TUPE	0.00		0.00								
7010	Ag Incentive	16,462.00	2,599.00	14,946.00		2,599.00				12,347.00		
7311	Classified Employee Prof Dev	0.00		0.00								
7388	COVID-19	0.00		0.00			40,860.00					
7420	Learning Loss Mitigation	40,860.00		40,860.00								
7510	Low Performing Student	0.00		0.00								
0000	LCFF	2,726,989.00		1,664,841.00	378,373.00	378,373.00	378,373.00	378,373.00			151,349.00	
	Prior Year - 8019	0.00	595,127.00	595,127.00								
	One-time discretionary									259,195.00		
1400	EPA	830,271.00	(227,833.00)	290,558.00	(227,833.00)		259,196.00					
0000	SELPA EIPS Grant	0.00		0.00								
0000	Property Taxes	1,403,318.00		884,896.51	21,643.11	43.31		20,168.33		843,041.76	(28,299.52)	
0000	ERAF			(53,850.82)		(25,551.30)						
0000	Forest Reserves	98,340.00		53,613.11							53,613.11	
0000	Interest	10,000.00		6,448.38	1,898.15			1,920.44			2,629.79	
0000	Other	223,951.00		90,990.52				76244.63			14,745.89	
0000	Transfers	(30,000.00)	(137,846.89)	(284,497.89)		(137,846.89)				(5,000.00)	(141,651.00)	
		6,544,380.56	424,723.71	4,219,283.88	781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38	0.00

		Cash In		781,769.26	420,840.12	1,109,176.73	529,006.41	15,186.00	1,301,390.98	68,124.38		
Cash Out			PAYROLL	103,587.65	368,742.27	372,838.54	390,223.72	388,141.30	383,838.21	380,828.11	19,059.33	
			WARRANTS	127,993.85	102,518.12	171,607.44	95,028.20	63,189.45	139,212.81	115,056.87	54,234.99	
256,081.01	Reserve Act											
ME Balance		149,596.74										
				699,784.50	649,864.23	1,214,594.98	1,258,349.47	822,204.72	1,600,544.68	1,172,784.08	1,099,489.76	



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: [REDACTED]

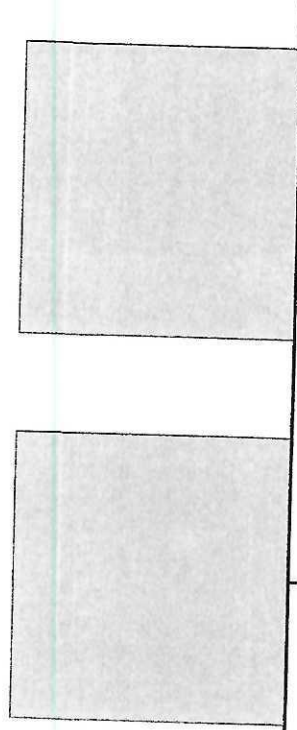
MARKET VALUE SUMMARY

	Current Period 01/01/21 to 01/31/21	Year-to-Date 01/01/21 to 01/31/21
Beginning Market Value	\$2,207,810.56	\$2,207,810.56
Taxable Interest	613.61	613.61
Change in Investment Value	-2,566.52	-2,566.52
Ending Market Value	\$2,205,857.65	\$2,205,857.65

Current Period 01/01/21 to 01/31/21

Change: -1,952.91

\$2,500,000
\$2,000,000
\$1,500,000
\$1,000,000
\$500,000
\$0



Beginning
MV
\$2,207,810.56

Ending
MV
\$2,205,857.65

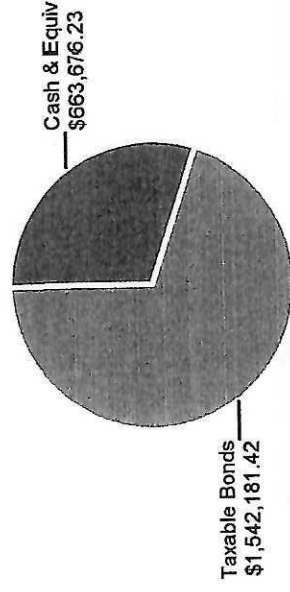


EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: [REDACTED]

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January 1, 2021 to January 31, 2021

ASSET SUMMARY

Assets	Current Period Market Value	% of Total	Estimated Annual Income
Cash & Equivalents	663,676.23	30.10	39.73
Taxable Bonds	1,542,181.42	69.90	35,048.00
Total Market Value	\$2,205,857.65	100.00	\$35,087.73





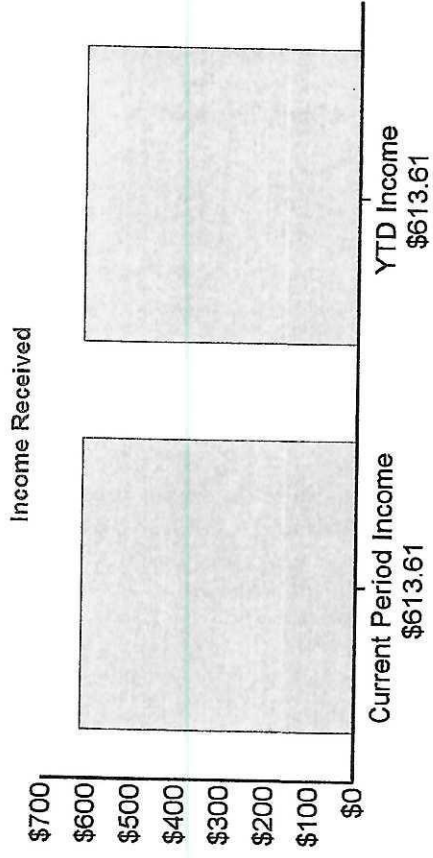
EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: [REDACTED]

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January 1, 2021 to January 31, 2021

INCOME SUMMARY

	Income Received Current Period	Income Received YTD
Taxable Interest	613.61	613.61
Total Current Period Income	\$613.61	\$613.61





EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: [REDACTED]

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January 1, 2021 to January 31, 2021

CASH SUMMARY

	Principal Cash	Income Cash	Total Cash
Beginning Cash 01/01/2021	-\$266,306.68	\$266,306.68	\$0.00
Taxable Interest		613.61	613.61
Net Money Market Activity	-613.61		-613.61
Ending Cash 01/31/2021	-\$266,920.29	\$266,920.29	\$0.00



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: [REDACTED]

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January 1, 2021 to January 31, 2021

ASSET DETAIL

Security Description	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
Cash & Equivalents								
Cash/Money Market								
First American Government - 31846V203 Oblig Fd Cl Y #3763	663,676.230	1.0000	663,676.23	663,676.23	0.00	30.1	39.73	0.01
Total Cash/Money Market			\$663,676.23	\$663,676.23	\$0.00	30.1	\$39.73	
Cash								
Principal Cash			-266,920.29	-266,920.29		-12.1		
Income Cash			266,920.29	266,920.29		12.1		
Total Cash			\$0.00	\$0.00	\$0.00	0.0	\$0.00	
Total Cash & Equivalents			\$663,676.23	\$663,676.23	\$0.00	30.1	\$39.73	
Taxable Bonds								
Corporate Issues								
Capital One Bank (USA) - 140420F62 C D 1.650 09/21/2021	88,000.000	100.9070	88,798.16	88,000.00	798.16	4.0	1,452.00	1.63
Wells Fargo Bk N A Sioux Falls Sd - 949763CQ7 C D 1.800 11/16/2021	245,000.000	101.4070	248,447.15	245,000.00	3,447.15	11.3	4,410.00	1.77



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: [REDACTED]

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January 1, 2021 to January 31, 2021

ASSET DETAIL (continued)

Security Description	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
Morgan Stanley Dean Witter Bank Inc - 61747MX55 C D 3.000 05/10/2022	245,000.000	103.7470	254,180.15	245,000.00	9,180.15	11.5	7,350.00	2.89
Citibank Na - 17312QL49 C D 3.000 05/11/2022	58,000.000	103.7550	60,177.90	58,000.00	2,177.90	2.7	1,740.00	2.89
Amerant Bank Na - 02357QAF4 C D 1.850 12/20/2022	150,000.000	103.3020	154,953.00	150,000.00	4,953.00	7.0	2,775.00	1.79
Sallie Mae Bank - 795450L29 C D 2.800 02/22/2023	225,000.000	105.5370	237,458.25	225,000.00	12,458.25	10.8	6,300.00	2.65
Bank Hapoalim Bm Ny - 06251AW48 C D 2.900 03/25/2024	241,000.000	108.4410	261,342.81	241,000.00	20,342.81	11.8	6,989.00	2.67
Raymond James Bk Natl Assn ST - 75472RAK7 C D 1.800 11/08/2024	224,000.000	105.7250	236,824.00	224,000.00	12,824.00	10.7	4,032.00	1.70
Total Corporate Issues			\$1,542,181.42	\$1,476,000.00	\$66,181.42	69.9	\$35,048.00	
Total Taxable Bonds			\$1,542,181.42	\$1,476,000.00	\$66,181.42	69.9	\$35,048.00	
Total Assets			\$2,205,857.65	\$2,139,676.23	\$66,181.42	100.0	\$35,087.73	

Estimated Current Yield

1.59





EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: [REDACTED]

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January 1, 2021 to January 31, 2021

ASSET DETAIL MESSAGES

Time of trade execution and trading party (if not disclosed) will be provided upon request.

Publicly traded assets are valued in accordance with market quotations or valuation methodologies from financial industry services believed by us to be reliable. Assets that are not publicly traded may be reflected at values from other external sources. Assets for which a current value is not available may be reflected at a previous value or as not valued, at par value, or at a nominal value. Values shown do not necessarily reflect prices at which assets could be bought or sold. Values are updated based on internal policy and may be updated less frequently than statement generation.

Estimated Current Yield and Estimated Annual Income are estimates provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.



EDJ TULELAKE BASIN JOINT UNIFIED SCH

ACCOUNT NUMBER: [REDACTED] January 1, 2021 to January 31, 2021

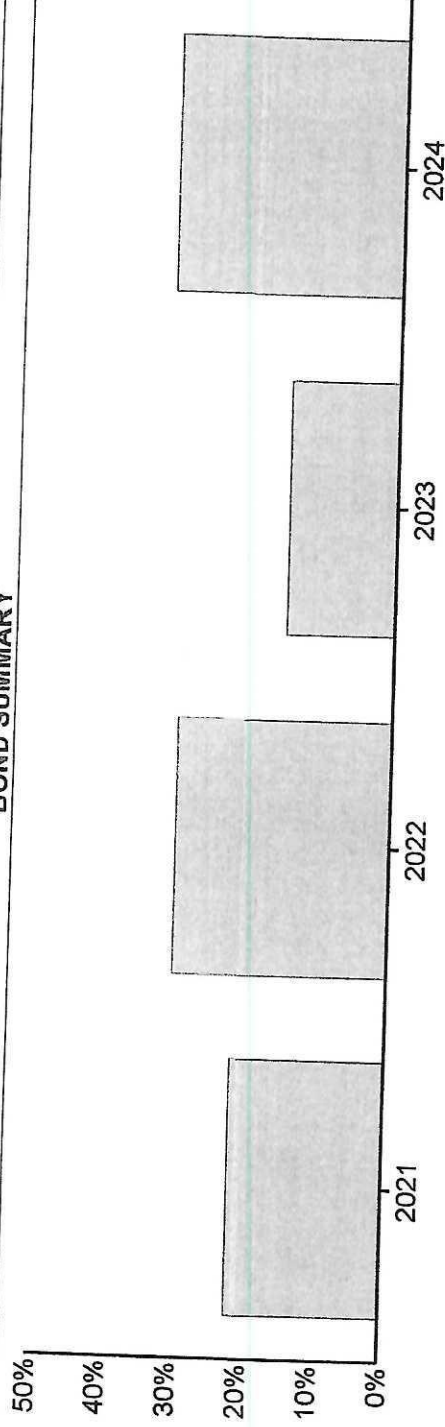
TRANSACTION DETAIL

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
Beginning Balance 01/01/2021					
01/04/21	Asset Income	Interest Earned On First Am Govt Ob Fd Cl Y Interest From 12/1/20 To 12/31/20	\$266,306.68 3.37	-\$266,306.68	\$2,139,062.62
01/19/21	Asset Income	Interest Earned On Wells Fargo Bk C D 1.800% 11/16/21 0.001529 USD/\$1 Pv On 245,000 Par Value Due 1/16/21	374.55		
01/20/21	Asset Income	Interest Earned On Amerant Bank Na C D 1.850% 12/20/22 0.001571 USD/\$1 Pv On 150,000 Par Value Due 1/20/21	235.69		
	Purchase	Combined Purchases For The Period 1/1/21 - 1/31/21 Of First Am Govt Ob Fd Cl Y		-613.61	613.61
Ending Balance 01/31/2021			\$266,920.29	-\$266,920.29	\$2,139,676.23



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: [REDACTED]

BOND SUMMARY



MATURITY	Par Value	Market Value	Percentage of Category
2021	333,000.00	337,245.31	21.87
2022	453,000.00	469,311.05	30.44
2023	225,000.00	237,458.25	15.39
2024	465,000.00	498,166.81	32.30
Total of Category	\$1,476,000.00	\$1,542,181.42	100.00
MOODY'S RATING			
N/A			
NOT RATED	715,000.00	740,085.55	47.99
	761,000.00	802,095.87	52.01
Total of Category	\$1,476,000.00	\$1,542,181.42	100.00



EDJ TULELAKE BASIN JOINT UNIFIED SCH
ACCOUNT NUMBER: [REDACTED]


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January 1, 2021 to January 31, 2021

BOND SUMMARY (continued)

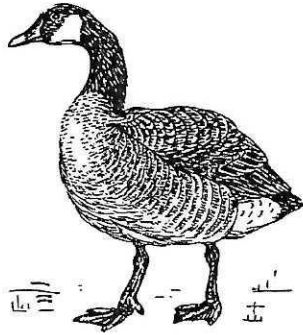
	Par Value	Market Value	Percentage of Category
S&P RATING			
NOT RATED	1,476,000.00	1,542,181.42	100.00
Total of Category	\$1,476,000.00	\$1,542,181.42	100.00

BOND SUMMARY MESSAGES

Data contained within this section excluded Mutual Funds, Exchange Traded Funds, and Closed-Ended Funds.



ATHLETIC REPORT



Honker Athletic Report

February 2021

Athletics:

*Attached is the graphic from CIF that outlines the return to play protocols.

*Discussed ESports at our EAL meeting. It costs \$1200-\$1500 per sport to participate. All students would have to have adequate internet and all of them would have to have the same type of gaming console. Currently no other schools in our league are having an ESports team. Big Valley tried and there were too many issues with the internet and devices.

*Baseball and Softball will start as soon as we enter the red tier. Still need a softball coach. There will not be any league games, it will be pick up games that we can find based on county tiers.

*Track can start but our league can't have track meets because guidelines state that you can only have one other school at a time to compete against.

*We are moving forward and building schedules for next year assuming that sports will be allowed in the fall.

California Interscholastic Federation



EDUCATION-BASED ATHLETICS COVID-19 MODIFICATIONS

- Information is current as of February 16, 2021
- CDPH Youth Sports Guidelines
- CIF Guidelines will be adjusted weekly
- In the event of a positive test for COVID-19, schools will follow the current CDPH Guidelines for Schools
- Any student-athlete testing positive for COVID-19 may not return to practice or competition until cleared by their physician
- Schools must still follow all guidelines from their local county and the governing board of their school district or private/parochial school

CIF Season 1 Sports (January - April):

Traditional Competitive Cheer, Cross Country, Field Hockey, Football, Gymnastics, Skiing/Snowboarding, Girls Volleyball, Water Polo

CIF Season 2 Sports (March - June):

Badminton, Baseball, Basketball, Competitive Sport Cheer, Golf, Lacrosse, Soccer, Softball, Swimming & Diving, Tennis, Track & Field, Boys Volleyball, Wrestling

**Please refer to respective CIF Sections for verification of seasons of sport*

WIDESPREAD

Sports allowed in this tier: Cross Country, Golf, Skiing/Snowboarding, Swimming & Diving, Tennis, and Track & Field.

SUBSTANTIAL

Sports allowed in this tier: Baseball, Field Hockey, Girls Lacrosse, and Softball.

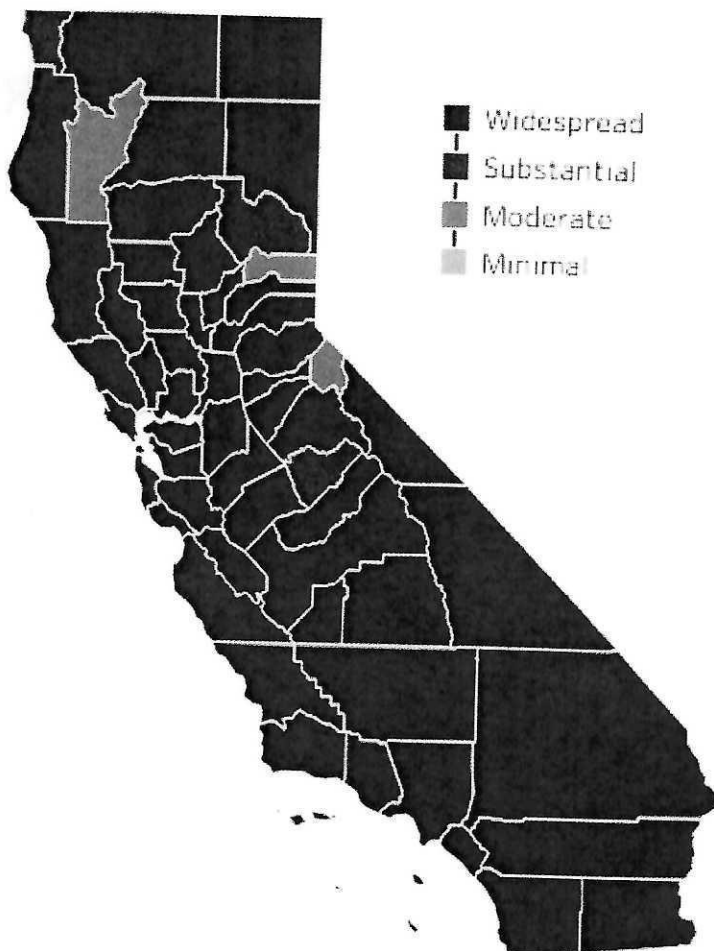
MODERATE

Sports allowed in this tier: Badminton, Football, Gymnastics, Boys Lacrosse, Soccer, Volleyball, and Water Polo.

MINIMAL

Sports allowed in this tier: Basketball, Competitive Cheerleading, and Wrestling.

February 16, 2021 County Tier Status



Physical conditioning, practice, skill building, and training that can be conducted outdoors, with 6-feet of physical distancing, and within stable team cohorts are currently authorized for all sports regardless of county tier status. Such activities may be conducted indoors consistent with the Gym & Fitness Center Guidance Capacity. In counties under the Regional Stay at Home Order, only activities consistent with the sentence above are permitted, regardless of the county's tier status.

Competition between two teams will not be allowed in California until January 25, 2021, at the earliest. Once return to competition is allowed every participating school's county must also be in the authorized tier status for the respective sport in order to compete.

ELEMENTARY REPORT

Elementary Board Report

February 2021

- Recordings for the Virtual Winter Program has begun.
- Dr. Suess Day will be March 11
- We had Honor Roll certificates go out for Q2. PPA gave milkshake gift certificates to Jolly Cone for each student on the honor roll.



TULELAKE ELEMENTARY SCHOOL 2nd Quarter Honor Roll Grading Period Ending January 22, 2021

Superintendent's Honor Roll/GPA of 4.0 and above

- 3rd Grade: Daniel Carroll, Addison VanZant
- 4th Grade: Federico Chavez Marquez, Julian Garcia Delgado, Xander Garcia, Mayte Hernandez Lopez, Axel Hernandez, Estrella Hernandez-Ramirez, Emily Mendoza Meza
- 5th Grade: Makyah Butler, Alexander Garcia Alcala, Mia Labus
- 6th Grade: Jason Orr

Principal's Honor Roll/GPA of 3.5 to 3.99

- 3rd Grade: Yurem Mojica-Mora, Clayton Scott, Jose Alcala-Loza
- 4th Grade: Miguel Castaneda
- 5th Grade: Max Hickman
- 6th Grade: Richard Hilton, Salvador Hernandez, Nahomi Aguilar Maldonado, Lupita Alcala Ramirez, Natalie Ibarra Mojica

Honor Roll/GPA of 3.0 to 3.49

- 3rd Grade: Abigail Sanchez, Juan Diego Garcia-Medina, Gianni Aguilar, Elijah Ayala Perez, Gracie Scott, Sebastian Cervantes-Reyes, Yetzeli Zavala
- 4th Grade: Tyler Williams, Delnelra Mojica Perez, Eduardo Garcia Cisneros, Layne Thomas
- 5th Grade: Haiden Williams, Yaritza Silva-Garcia, Kaleo Lawhorn
- 6th Grade: Dulce Ibarra Tovar, Geovanni Alvarez, Angel Diaz-Cisneros, Jesse Hilton, Evelyn Estrada-Sandoval, Koner Partridge-Clair

HIGH SCHOOL/SUPERINTENDENT REPORT

Memo

To: Teresa Healy
From: Mark Mahan
CC: Board of Trustees
Date: February 10, 2021
Re: Enrollment for 2019/20 and 2020/21 schools years

	Sep-19	Sep-20	Oct-19	Oct-20	Nov-19	Nov-20	Dec-19	Dec-20	Jan-20	Jan-21	Feb-20	Feb-21	Mar-20	Mar-21	Apr-20	Apr-21	May-20	May-21
TBES	235	224	235	224	226	217	227	213	223	218	226	217	227		228		228	
THS	179	193	178	194	179	194	177	196	177	195	179	191	180		180		180	
Total	414	417	413	418	405	411	404	409	400	413	405	408	407		408		408	
Difference		3		5		6		5		13		3						
Average		3		4		4.67		4.75		6.40		5.83						

P1 ADA		
	2019/20	2020/21
K-8	265.33	
9-12	111.33	

P2 ADA		
	2019/20	2020/21
K-8	259.75	
9-12	110.22	

CONSENT AGENDA

Superintendent
Teresa Healy

Board Members
Jordan Dodson
Myra Chavoya-Perez
Carrie Guthrie
Nick Scott
Kevin Nicholson

**TULELAKE BASIN JOINT
UNIFIED SCHOOL DISTRICT
Regular Board Meeting
January 27, 2021
Closed Session: 5:00 p.m.
Open Session: 6:00 p.m.
District Conference Room
400 G. Street, Tulelake, CA**

Meeting Facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting please provide a written request to the Superintendent at the Tulelake Basin Joint Unified School District Office at least three working days prior to any public meeting. This meeting is being recorded.

AGENDA

Call to Order by Presiding Officer Dodson, at 5:00 p.m.

Roll Call: Jordan Dodson, President	Present
Myra Chavoya-Perez, Clerk	Present
Carrie Guthrie, Member	Present
Nick Scott, Member	Present
Kevin Nicholson, Member	Present
Teresa Healy, Superintendent	Present

APPROVAL of AGENDA

[Motion Scott, Second Guthrie 5/0/0]

PUBLIC COMMENTS ON CLOSED SESSION AGENDA:

Under this item, the public is invited to address the Board regarding items that are on the Closed Session agenda. Speakers are limited to three minutes each. Please introduce yourself to the board. The Board is not allowed under the law to take action on matters that are not listed on the agenda.

Motion to go into Closed Session.

[Motion Guthrie , Second Scott 5/0/0]

CLOSED SESSION AGENDA

The board will adjourn to closed session to discuss:

- 1. PERSONNEL: Public Employee Employment:** Government Code § 54957
Recommendations for Approval: a) Accept Letter of Retirement from THS Office Manager
b) Accept Letter of Retirement from District Secretary
c) Accept Letter of Resignation from Activities Director

- 2. PERSONNEL:** Closed Session – Government Code § 54957

Superintendent
Teresa Healy

Board Members
Jordan Dodson
Myra Chavoya-Perez
Carrie Guthrie
Nick Scott
Kevin Nicholson

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Various Certificated and Classified Employees)

3. **PERSONNEL: Closed Session – Government Code § 54957**
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: (Superintendent)

4. **POTENTIAL LITIGATION: Closed Session - Government Code § 54956.9**

5. **NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}:
Agency Negotiator: Teresa Healy; Employee Organization: Classified School Employees' Association (CSEA)

6. **NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}: Agency Negotiator: Teresa Healy;
Employee Organization: California Teacher's Association, Tulelake Basin Teacher's Association (CTA, TBTA)

Motion to come out of Closed Session

[Motion Guthrie, Second Scott 5/0/0]

Pledge of Allegiance

Reporting of Closed session Items:

1. **PERSONNEL: Public Employee Employment:** Government Code § 54957
Recommendations for Approval: a) Accept Letter of Retirement from THS Office Manager
b) Accept Letter of Retirement from District Secretary
c) Accept Letter of Resignation from Activities Director

[Motion Guthrie, Second Nicholson 5/0/0]

2. **PERSONNEL: Closed Session – Government Code § 54957**
PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Various Certificated and Classified Employees)

3. **PERSONNEL: Closed Session – Government Code § 54957**
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: (Superintendent)

4. **POTENTIAL LITIGATION: Closed Session - Government Code § 54956.9**

5. **NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}:
Agency Negotiator: Teresa Healy; Employee Organization: Classified School Employees' Association (CSEA)

6. **NEGOTIATIONS:** Conference with labor negotiator pursuant to {Government Code § 54957.6}: Agency Negotiator:
Teresa Healy; Employee Organization: California Teacher's Association, Tulelake Basin Teacher's Association (CTA, TBTA)

REPORTS

1. Financial Reports- Mrs. Thompson

Superintendent
Teresa Healy

Board Members
Jordan Dodson
Myra Chavoya-Perez
Carrie Guthrie
Nick Scott
Kevin Nicholson

- a. Cash Balances Report
- b. Cash Flow Report
- c. Edward Jones Investment Statement

Audit Report from June 30, 2020- No Financial Change, Audit findings from previous audit were improved and current findings have already been fixed.

2. Athletic Report – Mrs. Brown

New athletic guidelines came out on 1/26/2021 we need to be red and we are affected by both Modoc and Siskiyou counties. We are hopefully 2 weeks away from being able to play Baseball and Softball and track is for sure as soon as possible weather permitting and contests are planned. Basketball is possible, however no football or volleyball. We need a softball coach. Open gym has been very successful and we are hoping to get some JH open gym time scheduled as well.

3. Elementary School Report - Dr. Butler.

Winter program practice has begun. Half the year is complete. Thank you to everyone for keeping school going for the kids it is much appreciated.

4. Tulalake High School/Superintendent Report - Mrs.Healy

a. District Enrollment

Happy Board Appreciation Month to all of you!! Thank you to the board for all you do. We are up in enrollment, families want to be here due to the fact we are in person. Vaccines took place and were offered to the staff which some did take advantage and received the vaccine. The reopening plan has been updated. Thanks to the D.O. staff for helping cover while Kay is out. It's nice to have a team that just gets things taken care of.

5. Board Member Report

Member Chavoya-Perez thank you to everyone for doing what we do. It is exciting to see all the good things happening at the schools.

Member Nicholson Welcome back everyone happy first meeting of the New Year. I feel that we are doing good handling the COVID situation also was vaccinated and encourages more to get the vaccine so maybe we can get back to normal.

Member Scott wishes Kay a speedy recovery. Thanks to the D.O. Staff for stepping up and thanks to everyone for all you do.

Member Guthrie Ditto to what Teresa and everyone else has said but would like to see Teresa have to call a Snow day!!

President Dodson Ditto to what everyone else said and appreciate everyone who makes it all work. Thank you.

PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

Under this item, the public is invited to address the Board regarding items that are not on tonight's agenda. Speakers are limited to three minutes each. Please introduce yourself to the board. The Board is not allowed under the law to take action on matters that are not on the agenda. The public will have the opportunity to comment on all agenda items as they are presented this evening.

Superintendent
Teresa Healy

Board Members
Jordan Dodson
Myra Chavoya-Perez
Carrie Guthrie
Nick Scott
Kevin Nicholson

Tricia Brown THS Teacher/Athletic Director/Parent thanked Angie for covering in classrooms and temp checking when needed. I know it's hard to be pulled away from your duties but thank you. Thanks to Monica also for covering temp checks in the morning. It is appreciated. We definitely need more subs.

CONSENT AGENDA

The consent agenda, if approved, will be recorded in the minutes as if each item had been acted upon individually. Requests by members of the board to have any item taken off the consent agenda for discussion will be honored without debate. Requests by the public to have an item taken off the consent agenda will be considered prior to the Board taking action.

Motion That all consent items to be approved as recommended by the superintendent.

Alternative Motion That consent items with the exception of (name items) be approved as recommended by the Superintendent

Approval of Consent Agenda

1. Review of consent agenda
2. Approval of consent agenda

[Motion Chavoya-Perez , Second Guthrie 5/0/0

]

1. Administration

1.1 Approve Minutes.

- 1.1.1 Approve the Minutes of the Regular Meeting December 15, 2020

2. Budget and Finance

- 2.1.1 Bills Listing

3. Board Policies

3.1 First Reading of Revised Board Policies/Administrative Regulations – December 2020

Administrative Regulation 0430 - Comprehensive Local Plan for Special Education
Board Policy 1312.3 - Uniform Complaint Procedures
Administrative Regulation 1312.3 - Uniform Complaint Procedures
Board Policy 4119.25/4219.25/4319.25 - Political Activities of Employees
Administrative Regulation 4119.25/4219.25/4319.25 - Political Activities of Employees
Board Policy 4140/4240/4340 - Bargaining Units
Board Policy 5113.2 - Work Permits
Administrative Regulation 5113.2 - Work Permits
Board Policy 5126 - Awards for Achievement
Administrative Regulation 5126 - Awards for Achievement
Board Policy 5141.31 - Immunizations
Administrative Regulation 5141.31 - Immunizations
Board Policy 5148.3 - Preschool/Early Childhood Education
Administrative Regulation 5148.3 - Preschool/Early Childhood Education
Board Policy 6146.1 - High School Graduation Requirements
Board Policy 6146.2 - Certificate of Proficiency/High School Equivalency
Administrative Regulation 6146.2 - Certificate of Proficiency/High School Equivalency
NEW - Exhibit 6146.2 - Certificate of Proficiency/High School Equivalency
Board Policy 6170.1 - Transitional Kindergarten
Board Bylaw 9012 - Board Member Electronic Communications
Board Bylaw 9320 - Meetings and Notices

ACTION ITEMS

- A. Approve Resolution No. 21-01 Audit Certification – Financial Report/Audit

Superintendent
Teresa Healy

Board Members
Jordan Dodson
Myra Chavoya-Perez
Carrie Guthrie
Nick Scott
Kevin Nicholson

- B. Approve Resolution No. 21-02 Audit Certification of Corrective Action Audit Findings and Recommendations
- C. Approve Resolution No. 21-03 Audit Corrective Action 2020-3
- D. Approve Resolution No. 21-04 Audit Corrective Action 2020-4
- E. Approval of School Accountability Report Cards (SARCs) for TES, THS)
- F. Approve MOU between TBTA and TBJUSD

[Motion Scott , Second Chavoya-Perez 5/0/0]

CORRESPONDENCE

- A. Letter from Leslie Corder, Director of Fiscal Services Modoc County Office of Education regarding First Interim Financial report.
County Approved with same cautions as before.
- B. Letter from Singleton Auman PC regarding 2019/2020 School Year Annual Audit.

BOARD MEMBER REQUEST FOR ITEMS FOR NEXT REGULAR BOARD MEETING

- 1. Items from the Board Calendar
Budget Workshop/Board Training February 19, 2021
- 2. Next Regular Board Meeting – February 24, 2021

ADJOURNMENT: Time: 6:36 p.m

[Motion Guthrie,Second Scott 5/0/0]

Payment Register by Check

ReqPay05e

Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058731, Dated 01/27/2021, Printed (000833), PO# PO21-00025, Batchld AP01272021E

Direct Vendor										
Canon Financial Services Inc. (000913/1)										
14904 Collections Center Drive										
Chicago, IL 60693-0149										
2020/21	01/26/21		Contract Charge for	26024973	01/27/21	Paid	Printed	978.50		978.50
Copiers at THS and										
TES										
	2021	01.0000.	0.0000.	7550.5620.	071.			682.08		
	2021	01.0000.	0.0000.	7550.5620.	272.			296.42		
								Check Amount for 30058731		
								978.50		

Check # 30058732, Dated 01/27/2021, Printed (000833), PO# PO21-00025, Batchld AP01272021E

AP Vendor										
Ed Staub & Sons (000143/2)										
PO Box 488										
Klamath Falls, OR 97601-0339										
2020/21	01/26/21	VR21-00025	Propane and Fuel for	4174119	01/27/21	Paid	Printed	11,783.94		11,783.94
ALL SITES										
	2021	01.0000.	0.0000.	8200.5502.	071.			9,903.27		
	2021	01.0000.	0.0000.	8200.5502.	670.			1,639.96		
	2021	01.0000.	0.0000.	8200.5506.	272.					
	2021	01.0672.	0.8100.	8200.5506.	670.					
	2021	01.8100.	0.0000.	8100.4300.	670.			240.71		
	2021	13.5310.	0.0000.	8200.5506.	670.					
								Check Amount for 30058732		
								11,783.94		

Check # 30058733, Dated 01/27/2021, Printed (000833), PO# PO21-00209, Batchld AP01272021E

AP Vendor										
Follett School Solutions, Inc. (000503/3)										
91826 Collection Center Drive										
Chicago, IL 60693-0918										
F	2020/21	01/26/21	VR21-00210	Library Books	772693F	01/27/21	Paid	61.90		61.90
	2021	01.0000.	0.0000.	2420.4200.	272.					
								Check Amount for 30058733		
								61.90		

Check # 30058734, Dated 01/27/2021, Printed (000833), PO# PO21-00232, Batchld AP01272021E

AP Vendor										
The Home Depot Pro (000511/4)										
PO Box 742440										
Los Angeles, CA 90074-2440										
F	2020/21	01/26/21	VR21-00233	Batteries for Paper Towel Dispenser	593783798	01/27/21	Paid	553.74		553.74
	2021	01.7420.	0.1110.	1000.4300.	670.					

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005 - Tulelake Basin J.U.S.D.

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Bank Account COUNTY - County AP										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount

Check # 30058735, Dated 01/27/2021, Printed (000833), PO# PO21-00126, Batchld AP01272021E

AP Vendor	Great Minds PBC (000944/2)							553.74		
	P.O. Box 200283									
	Pittsburgh, PA 15251-0283									
F	2020/21	01/26/21	VR21-00127	Eureka Math order	INV61031	01/27/21	Printed	454.77		454.77
		2021	01. 0000. 0. 1110. 1000. 4120. 071.							

Check # 30058736, Dated 01/27/2021, Printed (000833), PO# PO21-00261, Batchld AP01272021E

AP Vendor	California Kindergarten Association (000822/1)							454.77		
	1014 Chippendale Way									
	Roseville, CA 95661									
F	2020/21	01/26/21	VR21-00262	Cal. Kindergarten Conference	101261	01/27/21	Printed	575.00		575.00
		2021	01. 4035. 0. 1110. 1000. 5202. 071. 050.	1/16-1/17/21						

Check # 30058737, Dated 01/27/2021, Printed (000833), PO# PO21-00001, Batchld AP01272021E

AP Vendor	Quill Corporation (000321/3)							575.00		
	P.O. Box 37600									
	Philadelphia, PA 19101-0600									
	2020/21	01/26/21	VR21-00001	Supplies for THS and TES	13656736	01/27/21	Printed	149.61		149.61
		2021	01. 0000. 0. 1110. 1000. 4330. 071.							
		2021	01. 0000. 0. 1110. 1000. 4330. 272.					149.61		
F	2020/21	01/26/21	VR21-00263	Ink Cartridge for Mailing machine	13746642	01/27/21	Printed	36.87		36.87
		2021	01. 0000. 0. 0000. 7200. 4300. 670.							
	2020/21	01/26/21	VR21-00006	TES, THS and District Office Supplies	13746766	01/27/21	Printed	223.86		223.86
		2021	01. 0000. 0. 0000. 2700. 4300. 272.							
		2021	01. 0000. 0. 0000. 2700. 4330. 071.							
		2021	01. 0000. 0. 0000. 7200. 4330. 670.					223.86		

Check Amount for 30058737 410.34

Selection See last page for selection criteria

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058738, Dated 01/27/2021, Printed (000833), PO# PO21-00252, Batchld AP01272021E

AP Vendor SYNCOB/AMAZON (000016/2)										
PO Box 530958										
Atlanta, GA 30353-0958										
F	2020/21	01/27/21	VR21-00253	TES Warming Oven Heating element	439543968395	01/27/21	Paid	Printed	54.99	54.99
		2021	01. 8100. 0. 0000. 8100. 4300. 071.							
	2020/21	01/27/21	VR21-00258	Computer Components and supplies	458836577899	01/27/21	Paid	Printed	1,212.06	1,212.06
		2021	01. 1100. 0. 1110. 1000. 4300. 670. 090.							
F	2020/21	01/27/21	VR21-00251	Faucet for TES	594335564578	01/27/21	Paid	Printed	304.74	304.74
		2021	01. 8100. 0. 0000. 8100. 4300. 071.							
F	2020/21	01/27/21	VR21-00235	Projectile Launcher	633969334864	01/27/21	Paid	Printed	109.38	109.38
		2021	01. 6300. 0. 1110. 1000. 4300. 272.							
F	2020/21	01/27/21	VR21-00254	Light Bulbs for The Honker	749786756545	01/27/21	Paid	Printed	62.44	62.44
		2021	01. 0672. 0. 8100. 8200. 4300. 670.							
									Check Amount for 30058738	1,743.61

Check # 30058739, Dated 01/27/2021, Printed (000833), PO# ,Batchld AP01272021E

Direct Vendor Wal-Mart Store #1772 (000436/2)										
Wal-Mart Community										
P.O. Box 530933										
Atlanta, GA 30353-0933										
	2020/21	01/26/21		Amount owed on Account	101260	01/27/21	Paid	Printed	22.86	22.86
		2021	01. 0000. 0. 0000. 7100. 5800. 670.							
									Check Amount for 30058739	22.86

Check # 30058798, Dated 02/03/2021, Printed (000834), PO# ,Batchld AP02032021A

Direct Vendor Cal-Ore Telephone (000065/1)										
P.O. Box 847										
Dorris, CA 96023										
	2020/21	02/03/21		Phone, Honker Line and TASSEL	101267	02/03/21	Paid	Printed	2,230.03	2,230.03
		2021	01. 0000. 0. 0000. 3600. 5901. 670.						300.33	
		2021	01. 0000. 0. 0000. 7200. 5901. 670.						421.95	
		2021	01. 0000. 0. 0000. 7700. 5901. 670. 090.						49.92	

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Bank Account COUNTY - County AP										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 30058798, Dated 02/03/2021, Printed (000834), PO# BatchId ABO2020224A										

Check # 30058798, Dated 02/03/2021, Printed (000834), PO# ,BatchId AP02032021A

Direct Vendor		Cal-Ore Telephone (000065/1)	(continued)							
2020/21	02/03/21		Phone, Honker Line and TASSEL	101267 (continued)	02/03/21	Paid	Printed	(continued)		
	2021	01. 0000. 0. 0000. 8200. 5901. 071.				343.27				
	2021	01. 0000. 0. 0000. 8200. 5901. 272.				373.77				
	2021	01. 0000. 0. 1110. 1000. 5903. 071. 090.				280.68				
	2021	01. 0000. 0. 1110. 1000. 5903. 272. 090.				309.63				
	2021	01. 0672. 0. 8100. 8200. 5901. 670.				99.78				
	2021	01. 6010. 0. 1131. 4000. 4300. 670.				50.70				

Check # 30058799, Dated 02/03/2021, Printed (000834), PO# PO21-00260, BatchId AP02032021A

Check Amount for 30058798 2,230.03

AP Vendor		Cascade Athletic Supply Co. (000092/1)								
		2930 Biddle Road								
		Medford, OR 97504								
F	2020/21	02/02/21	VR21-00261	Individual PE supplies- COVID guidelines	265156	02/03/21	Paid	Printed	800.14	800.14
	2021	01. 7420. 0. 1110. 1000. 4300. 670.								

Check # 30058800, Dated 02/03/2021, Printed (000834), PO# ,BatchId AP02032021A

Check Amount for 30058799 800.14

Direct Vendor		City of Tulelake (000104/1)								
		PO Box 847								
		Tulelake, CA 96134								
2020/21	02/01/21		Util.	101264	02/03/21	Paid	Printed	2,834.20		2,834.20
			-water/sewer/garbag e ALL SITES							
	2021	01. 0000. 0. 0000. 8200. 5503. 071.				179.28				
	2021	01. 0000. 0. 0000. 8200. 5503. 272.				255.64				
	2021	01. 0000. 0. 0000. 8200. 5504. 071.				766.88				
	2021	01. 0000. 0. 0000. 8200. 5504. 272.				568.20				
	2021	01. 0000. 0. 0000. 8200. 5504. 670.				126.34				
	2021	01. 0672. 0. 8100. 8200. 5503. 670.				74.76				
	2021	01. 0672. 0. 8100. 8200. 5504. 670.				384.30				
	2021	13. 5310. 0. 0000. 8200. 5504. 670.				478.80				

Check # 30058801, Dated 02/03/2021, Printed (000834), PO# PO21-00265, BatchId AP02032021A

Check Amount for 30058800 2,834.20

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ReqPay05e

Payment Register by Check

Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058801, Dated 02/03/2021, Printed (000834), PO# PO21-00265, BatchId AP02032021A

AP Vendor	College Of The Siskiyous (000108/2)									
	800 College Avenue									
	Weed, CA 96094									
2020/21	01/29/21	VR21-00266	COS Textbooks	2563	02/03/21	Paid	Printed	1,331.93		1,331.93
	2021	01.0000.0.1110.1000.4200.272.								

Check Amount for 30058801 1,331.93

Check # 30058802, Dated 02/03/2021, Printed (000834), PO# , BatchId AP02032021A

Direct Vendor	Ed Staub & Sons (000143/2)									
	PO Box 488									
	Klamath Falls, OR 97601-0339									
2020/21	02/02/21		Fuel Cardlock	CL4183393	02/03/21	Paid	Printed	593.04		593.04
			Charges for Jan.							
			16-January 31							
	2021	01.0000.0.0000.3600.4311.670.				365.96				
	2021	01.0000.0.0000.7100.5800.670.				34.49				
	2021	01.0000.0.0000.7300.4311.670.				30.96				
	2021	01.0000.0.0000.8101.4311.670.				106.24				
	2021	01.7010.0.3800.1000.4311.272.				55.39				

Check Amount for 30058802 593.04

Check # 30058803, Dated 02/03/2021, Printed (000834), PO# PO21-00267, BatchId AP02032021A

AP Vendor	The Home Depot Pro (000511/4)									
	PO Box 742440									
	Los Angeles, CA 90074-2440									
F	2020/21	02/02/21	VR21-00268	Towels for New Dispensers	596388793	02/03/21	Paid	Printed	1,355.21	1,355.21
	2021	01.0000.0.0000.8200.4300.272.								

Check Amount for 30058803 1,355.21

Check # 30058804, Dated 02/03/2021, Printed (000834), PO# PO21-00248, BatchId AP02032021A

AP Vendor	Klamath Basin Metals and Supply (000527/1)									
	2825 Broadmore Street									
	Klamath Falls, OR 97602									
F	2020/21	01/29/21	VR21-00249	Flat Bar	11728	02/03/21	Paid	Printed	762.40	817.67
	2021	01.0000.0.3800.1000.4300.272.					817.67			

Check Amount for 30058804 762.40

Selection See last page for selection criteria

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058805, Dated 02/03/2021, Printed (000834), PO# ,BatchId AP02032021A

Direct Vendor MCI (000253/1)

P.O. Box 15043

Albany, NY 12212-5043

2020/21	02/02/21		Long Distance	101286	02/03/21	Paid	Printed	127.83		127.83
			Phone Service							
			2021 01. 0000. 0. 0000. 3600. 5901. 670.			23.66				
			2021 01. 0000. 0. 0000. 7200. 5901. 670.			33.24				
			2021 01. 0000. 0. 0000. 7700. 5901. 670. 090.			6.03				
			2021 01. 0000. 0. 0000. 8200. 5901. 071.			33.87				
			2021 01. 0000. 0. 0000. 8200. 5901. 272.			31.03				

Check # 30058806, Dated 02/03/2021, Printed (000834), PO# PO21-00284, BatchId AP02032021A

AP Vendor OverDrive Inc. (001018/1)

One OverDrive Way

Cleveland, OH 44125

F	2020/21	02/03/21	VR21-00285	Literature Set ebooks	12018000164108862021	02/03/21	Paid	Printed	436.80	436.80
			2021 01. 6300. 0. 1110. 1000. 4300. 272.							

Check # 30058807, Dated 02/03/2021, Printed (000834), PO# PO21-00272, BatchId AP02032021A

AP Vendor Oxford Suites (000296/1)

1967 Hilltop Drive

Redding, CA 96002

F	2020/21	01/29/21	VR21-00273	Room for Tim Brown	RED-7264	02/03/21	Paid	Printed	106.59	106.59
				for AG Teacher						
				Meeting 1/17/21						
			2021 01. 7010. 0. 3800. 1000. 5201. 272. 050.							

Check # 30058808, Dated 02/03/2021, Printed (000834), PO# ,BatchId AP02032021A

Direct Vendor Pacific Power (000297/2)

PO Box 26000

Portland, OR 97256-0001

2020/21	01/29/21		Utilities/Electric ALL	101263	02/03/21	Paid	Printed	11,708.16		11,708.16
			SITES							
			2021 01. 0000. 0. 0000. 8200. 5501. 071.			4,163.60				
			2021 01. 0000. 0. 0000. 8200. 5501. 272.			6,719.47				
			2021 01. 0672. 0. 8100. 8200. 5501. 670.			825.09				

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Payment Register by Check

ReqPay05e

Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check Amount for 30058808 11,708.16

Check # 30058809, Dated 02/03/2021, Printed (000834), PO# PO21-00081, BatchId AP02032021A

AP Vendor	Pitney Bowes (000960/1)									
	8000-9090-1013-9934									
	PO BOX 371874									
	Pittsburgh, PA 15250-7874									
2020/21	02/03/21	VR21-00082	Annual Refills for Postage Machine	101267A	02/03/21	Paid	Printed	301.50		301.50
2021	01.0000.0.0000.7200.5904.670.									

Check Amount for 30058809 301.50

Check # 30058810, Dated 02/03/2021, Printed (000834), PO# PO21-00180, BatchId AP02032021A

AP Vendor	US Bank Corporate									
	Payment Systems (000423/1)									
	PO Box 790428									
	St. Louis, MO 63179-0428									
2020/21	02/02/21	VR21-00181	PBIS Pictures-Shutterfly	101265	02/03/21	Paid	Printed	5.46		5.46
2021	01.0000.0.1110.1000.4300.071.									

Check Amount for 30058810 5.46

Check # 30058811, Dated 02/03/2021, Printed (000834), PO# , BatchId AP02032021A

Direct Vendor	Verizon Wireless (000433/1)									
	P.O. Box 660108									
	Dallas, TX 75266-0108									
2020/21	02/02/21		Cell Phone Service	9871759025	02/03/21	Paid	Printed	217.91		217.91
2021	01.0000.0.0000.3600.5902.670.					23.71				
2021	01.0000.0.0000.7100.5902.670.					47.50				
2021	01.0000.0.0000.7700.5902.670.					44.22				
2021	01.0000.0.1110.4200.5902.272.					35.22				
2021	01.8100.0.0000.8100.5902.670.					29.53				
2021	11.0000.0.4110.1000.5902.375.					37.73				

Check Amount for 30058811 217.91

Check # 30058893, Dated 02/11/2021, Printed (000835), PO# , BatchId AP02112021A

Direct Employee	Walden, James D (000172)									
	1388 Co. Rd. 102									
	Tulelake, CA 96134									

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Bank Account COUNTY - County AP										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 30058893, Dated 02/11/2021, Printed (000835), PO# ,BatchId AP02112021A										
Direct Employee	Walden, James D	(000172)	(continued)							
2020/21	02/05/21		Reimburse for Fresh Fruit for Science Project	101268	02/10/21	Paid	Printed	17.91		17.91
2021	01. 6300. 0. 1110. 1000. 4300. 071.									
Check # 30058894, Dated 02/11/2021, Printed (000835), PO# ,BatchId AP02112021A										
Direct Employee	Quinn, Joel	(000326)						17.91		
	1951 Erie Street #2									
	Klamath Falls, OR 97601									
2020/21	02/05/21		Reimburse for COVID test due to Possible Exposure	101269	02/10/21	Paid	Printed	228.00		228.00
2021	01. 3210. 0. 1110. 1000. 5800. 670.									
Check # 30058895, Dated 02/11/2021, Printed (000835), PO# PO21-00270,BatchId AP02112021A										
AP Vendor	A-Z Bus Sales, Inc	-Sacramento	(000002/4)					228.00		
	PO Box 102479									
	Pasadena, CA 91189-2479									
F	2020/21	02/09/21	VR21-00271	Drivers Side Windshield for Bus 111	02/10/21	Paid	Printed	545.32		545.32
2021	01. 0000. 0. 0000. 3600. 4314. 670.									
2020/21	02/10/21	VR21-00029	Parts and Materials for School Buses	02P478837	02/10/21	Paid	Printed	73.09		73.09
2021	01. 0000. 0. 0000. 3600. 4314. 670.									
Check # 30058896, Dated 02/11/2021, Printed (000835), PO# ,BatchId AP02112021A										
Direct Vendor	AlSCO Medford	(000014/1)						618.41		
	P.O. Box 1280									
	Medford, OR 97501									
2020/21	02/05/21		Laundry Service for TES and THS Cafeterias	LMED1901630	02/10/21	Paid	Printed	342.14		342.14
2021	13. 5310. 0. 0000. 8200. 5505. 670.									

Selection See last page for selection criteria

ESCAPE ONLINE

ReqPay05e

Payment Register by Check

Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check Amount for 30058896 342.14

Check # 30058897, Dated 02/11/2021, Printed (000835), PO# PO21-00237, Batchld AP02112021A

AP Vendor	CDW Government, Inc. (000096/1)									
	75 Remittance Dr., Suite 1515									
	Chicago, IL 60675-1515									
F	2020/21	02/09/21	VR21-00238	CTE Computers and Supplies	6160729	02/10/21	Printed	13,903.88		13,903.88
			2021 01. 6387. 0. 3800. 1000. 4400. 670.							

Check Amount for 30058897 13,903.88

Check # 30058898, Dated 02/11/2021, Printed (000835), PO# PO21-00025, Batchld AP02112021A

AP Vendor	Ed Staub & Sons (000143/2)									
	PO Box 488									
	Klamath Falls, OR 97601-0339									
	2020/21	02/10/21	VR21-00025	Propane and Fuel for ALL SITES	4271994	02/10/21	Printed	1,612.63		1,612.63
			2021 01. 0000. 0. 0000. 8200. 5502. 071.							
			2021 01. 0000. 0. 0000. 8200. 5502. 670.							
			2021 01. 0000. 0. 0000. 8200. 5506. 272.							
			2021 01. 0672. 0. 8100. 8200. 5506. 670.							
			2021 01. 8100. 0. 0000. 8100. 4300. 670.							
			2021 13. 5310. 0. 0000. 8200. 5506. 670.							

Check Amount for 30058898 1,612.63

Check # 30058899, Dated 02/11/2021, Printed (000835), PO# PO21-00280, Batchld AP02112021A

AP Vendor	Edgenuity Inc. (001010/2)									
	Dept. LA 24561									
	Pasadena, CA 91185-4561									
F	2020/21	02/10/21	VR21-00281	Edgenuity Pilot	798945	02/10/21	Printed	1,500.00		1,500.00
			2021 01. 3210. 0. 1110. 1000. 5800. 670.							

Check Amount for 30058899 1,500.00

Check # 30058900, Dated 02/11/2021, Printed (000835), PO# PO21-00013, Batchld AP02112021A

AP Vendor	Edmentum, Inc. (000851/2)									
	P.O. Box 776725									
	Chicago, IL 60677-6725									
F	2020/21	02/03/21	VR21-00013	Reading Eggs Renewal 2020-2021	INV136236	02/10/21	Printed	960.00		960.00
			2021 01. 0000. 0. 0000. 2420. 5800. 071.							

Selection See last page for selection criteria

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Bank Account COUNTY - County AP										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount

Check # 30058901, Dated 02/11/2021, Printed (000835), PO# PO21-00230, Batchld AP02112021A

AP Vendor The Home Depot Pro (000511/4) PO Box 742440 Los Angeles, CA 90074-2440						Check Amount for 30058900		960.00		
2020/21	02/10/21	VR21-00231	Floor Machine, Sprayer and COVID Cleaning supplies	596662825	02/10/21	Paid	Printed	9,057.08		9,057.08
	2021	01.3220.0.1110.1000.6500.670.						7,368.00		
	2021	01.7420.0.1110.1000.4300.670.						1,689.08		
F	2020/21	02/10/21	VR21-00279 Honker Janitorial Supplies	597972629	02/10/21	Paid	Printed	692.15		692.15
	2021	01.0672.0.8100.8200.4300.670.								

Check # 30058902, Dated 02/11/2021, Printed (000835), PO# PO21-00293, Batchld AP02112021A

AP Vendor Herff Jones, LLC (000188/3) PO Box 99292 Chicago, IL 60693-9292						Check Amount for 30058901		9,749.23		
F	2020/21	02/09/21	VR21-00294 Diploma- Adult Ed.	1046601	02/10/21	Paid	Printed	20.56		20.56
	2021	11.0000.0.4110.1000.4300.375.								
F	2020/21	02/09/21	VR21-00293 Diploma Cover Adult ed.	1047034	02/10/21	Paid	Printed	22.36		22.36
	2021	11.0000.0.4110.1000.4300.375.								

Check # 30058903, Dated 02/11/2021, Printed (000835), PO# PO21-00214, Batchld AP02112021A

AP Vendor Home Depot Credit Services (000194/5) Dept. 32-2149472908 PO Box 9001030 Louisville, KY 40290-1030						Check Amount for 30058902		42.92		
F	2020/21	02/09/21	VR21-00215 Pine	14968	02/10/21	Paid	Printed	291.04	21.10	312.14
	2021	01.0000.0.3800.1000.4300.272.						312.14		
	2020/21	02/09/21	VR21-00247 Materials and Supplies	8014492	02/10/21	Paid	Printed	158.20	11.47	169.67
	2021	01.8100.0.0000.8100.4300.670.						169.67		

Selection See last page for selection criteria

Check Amount for 30058903 449.24

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ReqPay05e

Payment Register by Check

Bank Account COUNTRY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058904, Dated 02/11/2021, Printed (000835), PO# ,Batchld AP02112021A

Direct Vendor										
LEAF (001022/1)										
P.O. Box 5066										
Hartford, CT 06102-5066										
2020/21	02/10/21		ALL Copiers Contract and Sales/Use Tax Fees	11522152	02/10/21	Paid	Printed	873.04		873.04
		2021	01. 0000. 0. 0000. 7550. 5630. 670.							

Check Amount for 30058904 873.04

Check # 30058905, Dated 02/11/2021, Printed (000835), PO# PO21-00285, Batchld AP02112021A

AP Vendor										
Lincoln Electric (000856/2)										
PO Box 644248										
Pittsburgh, PA 15264-4248										
F	2020/21	02/09/21	VR21-00287	400 lbs of Electrodes	909960705	02/10/21	Paid	Printed	514.80	514.80
		2021	01. 0000. 0. 3800. 1000. 4300. 272.							

Check Amount for 30058905 514.80

Check # 30058906, Dated 02/11/2021, Printed (000835), PO# PO21-00138, Batchld AP02112021A

AP Vendor										
Merrill Lumber Company										
Acct. 1520 (000454/1)										
284 E. Front Street										
Drawer E										
Merrill, OR 97633										
2020/21	02/05/21	VR21-00139	Assorted Supplies for TES	B189224	02/10/21	Paid	Printed	17.97	1.30	19.27
		2021	01. 0000. 0. 0000. 8200. 4300. 071.			19.27				
2020/21	02/05/21	VR21-00073	Shop/Greenhouse/F arm Supplies	B189812	02/10/21	Paid	Printed	59.96	4.35	64.31
		2021	01. 7010. 0. 3800. 1000. 4300. 272.			64.31				
2020/21	02/05/21	VR21-00036	Misc. Parts/Materials	C184939	02/10/21	Paid	Printed	52.26	3.79	56.05
		2021	01. 8100. 0. 0000. 8100. 4300. 670.			56.05				

Check Amount for 30058906 130.19

Check # 30058907, Dated 02/11/2021, Printed (000835), PO# ,Batchld AP02112021A

Direct Vendor										
Office Technologies, Inc. (001021/1)										
1912 United Way										
Medford, OR 97504										

Selection See last page for selection criteria

ESCAPE ONLINE

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Bank Account COUNTY - County AP									
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Expense Amount
Check # 30058907, Dated 02/11/2021, Printed (000835), PO# ,Batchld AP02112021A									
Direct Vendor	Office Technologies, Inc. (001021/1)			(continued)					
2020/21	01/06/21		Contract Base Rate for ALL Copiers	INV14899	02/10/21	Paid	Printed	236.33	236.33
	2021	01. 0000. 0. 0000. 7550. 5630. 071.				156.15			
	2021	01. 0000. 0. 0000. 7550. 5630. 272.				54.05			
	2021	01. 0000. 0. 0000. 7550. 5630. 670.				26.13			
Check # 30058908, Dated 02/11/2021, Printed (000835), PO# ,Batchld AP02112021A									
Direct Vendor	Ricoh Americas Corporation (000575/3)							236.33	
	P.O. Box 790448								
	St Louis, MO 63179-0448								
2020/21	02/09/21		Contract Payment for District Office Copier	435142526	02/10/21	Paid	Printed	160.88	160.88
	2021	01. 0000. 0. 0000. 7550. 5630. 670.							
Check # 30058909, Dated 02/11/2021, Printed (000835), PO# PO21-00154,Batchld AP02112021A									
AP Vendor	School Services of California (000456/4)							160.88	
	PO Box 516613								
	Los Angeles, CA 90051-0599								
F	2020/21	02/09/21	Governor's Budget Workshop 2021	WII2595-IN	02/10/21	Paid	Printed	240.00	240.00
	2021	01. 7311. 0. 1110. 1000. 5202. 670. 050.							
Check # 30058910, Dated 02/11/2021, Printed (000835), PO# PO21-00274,Batchld AP02112021A									
AP Vendor	Staples Credit Plan (000375/4)							240.00	
	DEPT 51-7820044922								
	PO Box 78004								
	Phoenix, AZ 85062-8004								
F	2020/21	02/09/21	Art Supplies	276037488	02/10/21	Paid	Printed	103.90	103.90
	2021	01. 6300. 0. 1110. 1000. 4300. 071.							
Check # 30058911, Dated 02/11/2021, Printed (000835), PO# PO21-00031,Batchld AP02112021A									
								103.90	

Selection See last page for selection criteria

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Payment Register by Check

ReqPay05e

Bank Account COUNTRY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Check # 30058911, Dated 02/11/2021, Printed (000835), PO# PO21-00031, Batchld AP02112021A										
AP Vendor	Stateline Auto Parts, Inc. (000378/1)									
	P.O. Box 260									
	22301 Stateline Road									
	Merrill, OR 97633									
2020/21	02/09/21	VR21-00031	Parts and Supplies for Vehicles and Buses	455699	02/10/21	Paid	Printed	191.55		191.55
	2021	01. 0000.	0. 0000. 4314. 670.			140.60				
	2021	01. 0000.	0. 0000. 8101. 4314. 670.			50.95				
Check # 30058912, Dated 02/11/2021, Printed (000835), PO# PO21-00227, Batchld AP02112021A										
AP Vendor	Sysco Portland (000387/1)									
	P.O. Box 2210									
	Wilsonville, OR 97070-0527									
2020/21	02/09/21	VR21-00228	Food and Supplies for the Cafeteria	101270	02/10/21	Paid	Printed	7,792.27		7,792.27
	2021	13. 5310.	0. 0000. 3700. 4300. 670.			1,582.91				
	2021	13. 5310.	0. 0000. 3700. 4700. 670.			6,209.36				
Check # 30058913, Dated 02/11/2021, Printed (000835), PO# PO21-00279, Batchld AP02112021A										
AP Vendor	USI Education and Government									
	Sales (000426/3)									
	PO Box 4105									
	Woburn, MA 01888-4105									
F	2020/21	02/09/21	VR21-00280	Laminating Supplies	0392535	02/10/21	Paid	Printed	450.33	450.33
	2021	01. 0000.	0. 0000. 2700. 4300. 071.							
Check # 30058956, Dated 02/18/2021, Printed (000836), PO# PO21-00255, Batchld AP02182021										
AP Vendor	Wayne C. Bethel Refrigeration & Heating (000990/1)									
	PO Box 159									
	Alturas, CA 96101									
2020/21	02/16/21	VR21-00256	Repair Walk in Cooler at TES	28304	02/18/21	Paid	Printed	460.42		460.42
	2021	01. 8100.	0. 0000. 8100. 5630. 071.							

Bank Account COUNTY - County AP										
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount

Check # 30058957, Dated 02/18/2021, Printed (000836), PO# ,Batchld AP02182021

Direct Vendor Canon Financial Services Inc. (000913/1)
14904 Collections Center Drive
Chicago, IL 60693-0149

Check Amount for 30058956 460.42

2020/21	02/16/21		Contract Charge for copiers at THS and TES	26220146	02/18/21	Paid	Printed	838.28		838.28
		2021	01.0000.0.0000.7550.5630.670.							

Check # 30058958, Dated 02/18/2021, Printed (000836), PO# PO21-00295, Batchld AP02182021

AP Vendor California Association of School Business Officials (000091/2)
1001 K Street, 5th Floor
Sacramento, CA 95814

Check Amount for 30058957 838.28

F	2020/21	02/12/21	VR21-00296	CASBO Annual Conference - Virtual Event	633398	02/18/21	Paid	Printed	530.00	530.00
		2021	01.7311.0.1110.1000.5202.670.050.							

Check # 30058959, Dated 02/18/2021, Printed (000836), PO# PO21-00025, Batchld AP02182021

AP Vendor Ed Staub & Sons (000143/2)
PO Box 488
Klamath Falls, OR 97601-0339

Check Amount for 30058958 530.00

2020/21	02/10/21	VR21-00025	Propane and Fuel for ALL SITES	4281488	02/18/21	Paid	Printed	3,756.31		3,756.31
		2021	01.0000.0.0000.8200.5502.071.							
		2021	01.0000.0.0000.8200.5502.670.							
		2021	01.0000.0.0000.8200.5506.272.							
		2021	01.0672.0.8100.8200.5506.670.					2,004.58		
		2021	01.8100.0.0000.8100.4300.670.					1,731.07		
		2021	13.5310.0.0000.8200.5506.670.					20.66		

2020/21	02/17/21		Fuel Cardlock Charges for February 1-15,2021	CL4259869	02/18/21	Paid	Printed	889.96		889.96
		2021	01.0000.0.0000.3600.4311.670.					756.80		
		2021	01.0000.0.0000.8101.4311.670.					63.08		
		2021	01.0000.0.1110.4100.5204.272.					70.08		

Selection See last page for selection criteria

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Payment Register by Check

ReqPay05e

Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058959, Dated 02/18/2021, Printed (000836), PO# ,Batchld AP02182021 (continued)

Direct Vendor	Ed Staub & Sons (000143/2)		(continued)							(continued)
2020/21	02/17/21		Fuel Cardlock	CL4259869 (continued)	02/18/21	Paid	Printed	(continued)		
			Charges for February 1-15, 2021							

Check Amount for 30058959 4,646.27

Check # 30058960, Dated 02/18/2021, Printed (000836), PO# PO21-00282, Batchld AP02182021

AP Vendor	Follett School Solutions, Inc. (000503/3)									
	91826 Collection Center Drive									
	Chicago, IL 60693-0918									
2020/21	02/16/21	VR21-00283	Library Books	822772	02/18/21	Paid	Printed	96.34		96.34
		2021 01. 0000. 0. 0000. 2420. 4200. 272.								

Check Amount for 30058960 96.34

Check # 30058961, Dated 02/18/2021, Printed (000836), PO# ,Batchld AP02182021

Direct Vendor	Forest View Screening (000747/1)									
	883 Valley View Drive									
	Quincy, CA 95971									
2020/21	02/16/21		DoT Drug Screen	FVS21027	02/18/21	Paid	Printed	166.00		166.00
			Annual Renewal and Enrolled Drivers							
		2021 01. 0000. 0. 0000. 3600. 5800. 670.								

Check Amount for 30058961 166.00

Check # 30058962, Dated 02/18/2021, Printed (000836), PO# PO21-00024, Batchld AP02182021

AP Vendor	Hue & Cry, Inc. (000909/2)									
	1751 Bruce Drive									
	Anderson, CA 96007									
2020/21	02/12/21	VR21-00024	Alarm and Sprinkler inspections	770886	02/18/21	Paid	Printed	447.00		447.00
		2021 01. 0672. 0. 8100. 8200. 5800. 670.								
		2021 01. 8100. 0. 0000. 8100. 5630. 071.								
		2021 01. 8100. 0. 0000. 8100. 5630. 272.								
		2021 01. 8100. 0. 0000. 8100. 5630. 670.								

Check Amount for 30058962 447.00

Check # 30058963, Dated 02/18/2021, Printed (000836), PO# PO21-00047, Batchld AP02182021

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Selection See last page for selection criteria

005 - Tullake Basin J.U.S.D.

Generated for Angie Forrester (AFORRESTER), Feb 18 2021 2:32PM

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Payment Register by Check

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Payment Register by Check

ReqPay05e

Bank Account COUNTY - County AP

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Check # 30058967, Dated 02/18/2021, Printed (000836), PO# PO21-00006, BatchId AP02182021

AP Vendor										
Quill Corporation (000321/3)										
P.O. Box 37600										
Philadelphia, PA 19101-0600										
2020/21	02/16/21	VR21-00006	TES, THS and District Office Supplies	14332342	02/18/21	Paid	Printed	72.89		72.89
			2021 01.0000.0.0000.2700.4300.272.							
			2021 01.0000.0.0000.2700.4330.071.							
			2021 01.0000.0.0000.7200.4330.670.					72.89		
								Check Amount for 30058967		
								72.89		

Check # 30058968, Dated 02/18/2021, Printed (000836), PO# ,BatchId AP02182021

Direct Vendor										
Siskiyou County Community Development Department (000363/1)										
806 South Main Street Yreka, CA 96097										
2020/21	02/18/21		2021 HAZMAT THS, TES and Bus Barn	101274	02/18/21	Paid	Printed	1,134.00		1,134.00
			2021 01.0000.0.0000.2700.5800.670.							
								Check Amount for 30058968		
								1,134.00		

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	82,876.81	1,087,289.17	1,004,412.36
11	80.65	82,510.18	82,429.53
13	12,613.45	16,567.26	3,953.81
Total	95,570.91		

Number of Payments	70
Number of Checks	57
Number of ACH Advice	0
Number of vCard Advice	0
Total Check/Advice Amount	\$95,473.63
Total Unpaid Sales Tax	\$97.28
Total Expense Amount	\$95,570.91

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	8
\$100 - \$499	20
\$500 - \$999	12
\$1,000 - \$4,999	12
\$5,000 - \$9,999	2
\$10,000 - \$14,999	3
\$15,000 - \$99,999	
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	

***** ITEMS OF INTEREST *****

* Number of payments to a different vendor
 ! Number of Prepaid payments
 @ Number of Liability payments
 & Number of Employee Also Vendors
 ? denotes check name different than payment name
 F denotes Final Payment

Report Totals -	Payment Count	70	Check Count	57	ACH Count	0	vCard Count	0	Total Check/Advice Amount	95,473.63
Report	Sorted by Check #, Filtered by (Org = 5, Payment Method = N, Bank Account(s) IN ('COUNTY'), Payment Type = N, On Hold? = Y, Starting Create									
Selection	Date = 1/22/2021, Ending Create Date = 2/18/2021, Page Break by Check/Advice? = N, Zero? = Y, Fund = 01-13)									
Criteria	ESCAPE ONLINE									
	Page 18 of 18									

TULELAKE JOINT UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

ITEM:

DATE: February 24, 2021

SUBJECT TITLE:

Second reading and Approval of Updated Board Policies and Administrative Regulations

REQUESTED ACTION:

Action: X Information: Discussion: Information/Discussion:

BACKGROUND INFORMATION:

Second Reading and Approval of Updated Board Policies and Administrative Regulations

PROPOSED PLAN/PROGRAM REPORT:

Second Reading and Approval – Dec. 2020 Policies

Administrative Regulation 0430 - Comprehensive Local Plan for Special Education
Board Policy 1312.3 - Uniform Complaint Procedures
Administrative Regulation 1312.3 - Uniform Complaint Procedures
Board Policy 4119.25/4219.25/4319.25 - Political Activities of Employees
Administrative Regulation 4119.25/4219.25/4319.25 - Political Activities of Employees
Board Policy 4140/4240/4340 - Bargaining Units
Board Policy 5113.2 - Work Permits
Administrative Regulation 5113.2 - Work Permits
Board Policy 5126 - Awards for Achievement
Administrative Regulation 5126 - Awards for Achievement
Board Policy 5141.31 - Immunizations
Administrative Regulation 5141.31 - Immunizations
Board Policy 5148.3 - Preschool/Early Childhood Education
Administrative Regulation 5148.3 - Preschool/Early Childhood Education
Board Policy 6146.1 - High School Graduation Requirements
Board Policy 6146.2 - Certificate of Proficiency/High School Equivalency
Administrative Regulation 6146.2 - Certificate of Proficiency/High School Equivalency
NEW - Exhibit 6146.2 - Certificate of Proficiency/High School Equivalency
Board Policy 6170.1 - Transitional Kindergarten
Board Bylaw 9012 - Board Member Electronic Communications
Board Bylaw 9320 - Meetings and Notices

SPECIFIC FINANCIAL IMPACT OF ACTION PROPOSED/TAKEN:

N/A

RECOMMENDATION:

Second Reading and Approval of Updated Board Policies and Administrative Regulations

ORIGINATOR:

Teresa Healy, Superintendent

APPROVED FOR SUBMISSION TO THE BOARD BY:

Teresa Healy, Superintendent

CSBA POLICY GUIDE SHEET

December 2020

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Administrative Regulation 0430 - Comprehensive Local Plan for Special Education

Regulation updated to reflect **NEW LAW (SB 98, 2020)** which extends, from July 1, 2021 to July 1, 2023, the date by which the Special Education Local Plan Area (SELPA) must include in its local plan an annual assurances support plan demonstrating how the SELPA and its participating agencies are coordinating to assure effective outcomes for students with disabilities.

Board Policy 1312.3 - Uniform Complaint Procedures

Policy updated to reflect the relationship between the state uniform complaint procedures (UCP) and **NEW FEDERAL REGULATIONS (85 Fed. Reg. 30026)** regarding Title IX complaints of sexual harassment. Policy also reflects **NEW STATE REGULATIONS (Register 2020, No. 21)** which limit the applicability of the UCP for complaints regarding special education and child nutrition programs, add procedures for addressing complaints regarding health and safety deficiencies in license-exempt California State Preschool Programs (CSPP), and delete the referral of complaints of fraud to the California Department of Education (CDE). The list of programs subject to the UCP revised and reorganized to more directly reflect CDE's 2020-21 Federal Program Monitoring (FPM) instrument.

Administrative Regulation 1312.3 - Uniform Complaint Procedures

Regulation updated to provide optional language stating that the compliance officer for purposes of the UCP will be the same person designated to serve as the Title IX Coordinator for addressing complaints of sexual harassment. Section on "Notifications" reflects CDE's 2020-21 FPM instrument which requires additional content for the annual notification to students, parents/guardians, employees, and others. Regulation also updated to reflect **NEW STATE REGULATIONS (Register 2020, No. 21)** which (1) clarify that for complaints related to the local control and accountability plan (LCAP) the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP, (2) designate the final written decision as the "investigation report" and specifies required components for that report, (3) change the timeline for filing an appeal to CDE from 15 calendar days to 30 calendar days, (4) expand the basis upon which an appeal may be filed, (5) require the district to submit specified documents to CDE within 10 days after the district has been notified that an appeal has been filed, (6) require the district to investigate and address any allegations that CDE determines were not addressed in the district's investigation, (7) require CDE to issue a written decision regarding an appeal within 60 days of CDE's receipt of the appeal unless extended by written agreement or documentation by CDE of exceptional circumstances, and (8) authorize either party to request reconsideration by the Superintendent of Public Instruction or designee within 30 days of the appeal decision. Section on "Health and Safety Complaints for License-Exempt Preschool Programs" reflects a requirement of new state regulations to include in the annual UCP notification a list of which district programs are licensed or exempt from licensing.

Board Policy 4119.25/4219.25/4319.25 - Political Activities of Employees

Policy updated to recognize the importance of employee political activity, voting, and civic engagement, and reflect Pickering v. Board of Education Township High School District regarding the prohibition against dismissing or demoting an employee due to engagement in constitutionally protected political activity.

Administrative Regulation 4119.25/4219.25/4319.25 - Political Activities of Employees

Regulation updated to reflect law which makes it a misdemeanor to use any reproduction of the district's seal in any campaign literature or mass mailing with the intent to deceive voters, the prohibition against posting or distributing political campaign materials in classrooms or through distance learning platforms, and the court's decision in San Leandro Teachers Association v. Governing Board of San Leandro Unified School District regarding the district's ability to refuse to permit the use of school mailboxes for union

communications involving candidate endorsements. Regulation also updated to delete material regarding employee organization communications which do not constitute political activity, now addressed in 4140/4240/4340 - Bargaining Units, and to delete material regarding employee activities during a concerted action or work stoppage.

Board Policy 4140/4240/4340 - Bargaining Units

Policy updated to reflect Public Employment Relations Board decisions regarding the wearing of union buttons, clarify material regarding employees in management, senior management, and confidential positions, divide material regarding "Access to Employee Orientations" and "Access to Employee Contact Information," and add section on "Communications with Employees" with material formerly in AR 4119.25/4219.25/4319.25 - Political Activities of Employees.

Board Policy 5113.2 - Work Permits

Policy updated to reflect **NEW LAW (AB 908, 2020)** which prohibits consideration of grades, grade point average, or school attendance in the event of an extended campus closure due to a natural disaster, pandemic, or other emergency.

Administrative Regulation 5113.2 - Work Permits

Regulation updated to reflect **NEW LAW (AB 908, 2020)** which prohibits consideration of grades, grade point average, or school attendance in the event of an extended campus closure due to a natural disaster, pandemic, or other emergency and provides flexibility in the work permit application process during such a closure. Regulation also updated to clarify that (1) students who have graduated early from high school or have received a certificate of proficiency need a "certificate of age" rather than a work permit to be employed; (2) a work permit is not required for students who are serving with written parent/guardian permission as unpaid trainees, volunteers, or in an in-school placement, nor for students who are employed in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian; (3) a student applying for a full-time work permit needs to appear in person with the student's parent/guardian except during an extended school closure; (4) a work permit shall not be denied based on a student's grades, grade point average, or school attendance when a student will be participating in a government-administered employment and training program that will occur during a school vacation or recess; (5) work permits are required to be issued on forms provided by or authorized by CDE; and (6) impairment of a student's health can be the basis for revocation of a work permit.

Board Policy 5126 - Awards for Achievement

Policy updated to add optional language for the presentation of biliteracy awards to students who are English learners upon their reclassification as fluent English proficient. New optional section on "State Seal of Civic Engagement" addresses awards for students who have demonstrated excellence in civics education and participation and an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. Policy also clarifies that a district committee established by the board to administer a scholarship and loan fund is subject to the open meeting requirements of the Brown Act.

Administrative Regulation 5126 - Awards for Achievement

Regulation updated to add eligibility criteria for the Golden State Seal Merit Diploma which had been removed while the criteria were in flux. Regulation also adds eligibility criteria for the State Seal of Biliteracy and reflects **NEW LAW (SB 98, 2020)** which authorizes the Superintendent of Public Instruction to provide alternative criteria for students on track to graduate in 2020 or 2021 who were not able to take the English Language Proficiency Assessments for California or who did not receive a letter grade in English language arts due to COVID-19, and waives the requirement to take the California Assessment of Student Performance and Progress for students who were not able to take the exam. New section on "State Seal of Civic Engagement" includes eligibility criteria, clarifies that the state criteria establish a framework for the development of qualifications based on local contexts, and adds material regarding the provision of insignias.

Board Policy 5141.31 - Immunizations

Policy updated to reflect **NEW LAWS (SB 276, 2019 and SB 714, 2019)** which specify conditions under which a medical exemption is effective. Policy also deletes outdated date regarding immunization requirements for enrollment or advancement to grade 7.

Administrative Regulation 5141.31 - Immunizations

Regulation updated to delete outdated material regarding immunization requirements for enrollment or advancement to grade 7, and to add material regarding immunization records and the California Immunization Registry (CAIR). Regulation also updated to reflect **NEW LAWS (SB 276, 2019 and SB 714, 2019)** addressing medical exemptions, including provisions that (1) medical exemption requests must be made by a licensed physician or surgeon on an electronic, standardized, statewide form developed by the California Department of Public Health (CDPH) and transmitted using CAIR; (2) a student who has a medical exemption issued prior to January 1, 2020 must be allowed to continue enrollment until the next grade span, except that after July 1, 2021 a student may not be admitted or advanced to grade 7 unless the student has been immunized as required or a medical exemption form has been filed; (3) temporary exemptions cannot exceed one year and all medical exemptions cannot extend beyond the grade span; (4) medical exemptions may be revoked by CDPH if it is determined that the exemption does not meet applicable criteria; (5) a parent/guardian may appeal the revocation of a student's medical exemption to the Secretary of California Health and Human Services; and (6) districts must annually file the written report on the immunization status of new students to CDPH and the local department of public health.

Board Policy 5148.3 - Preschool/Early Childhood Education

Policy updated to reflect **NEW STATE REGULATIONS (Register 2020, No. 21)** which establish modifications to the UCP for investigating and resolving complaints alleging violation of applicable health or safety requirements for license-exempt programs operating under the CSPP.

Administrative Regulation 5148.3 - Preschool/Early Childhood Education

Regulation updated to clarify that families need to meet at least one of two specified criteria to be eligible for subsidized services. Regulation also reflects **NEW LAW (SB 75, 2019)** which authorizes eligibility for a full-day CSPP without meeting the requirements related to the need for child care services if all families meeting those requirements have been enrolled and establishes enrollment priorities for schools where at least 80 percent of students are eligible for free or reduced-price meals.

Board Policy 6146.1 - High School Graduation Requirements

Policy updated to change "foreign language" to "world language" to reflect current terminology in law, add material regarding the provision of credits towards community service hours for completion of a course in community emergency response training, and reflect **NEW LAW (AB 1350, 2020)** which authorizes districts to award a retroactive diploma to students who were in good standing and on track to graduate at the end of the 2019-20 school year but were unable to complete the statewide graduation requirements due to COVID-19.

Board Policy 6146.2 - Certificate of Proficiency/High School Equivalency

Policy updated to clarify the distinction between a certificate of proficiency and a high school equivalency certificate. Policy also reflects that there is a fee for these tests which is waived for homeless or foster youth under 25 years of age who meet all other registration requirements and submit certification of homeless or foster youth status.

Administrative Regulation 6146.2 - Certificate of Proficiency/High School Equivalency

Regulation updated to reflect **NEW LAW (SB 820, 2020)** which requires CDE to schedule testing dates at least once in the fall semester and once in the spring semester, add the requirement that districts develop a consent form that may be used by persons receiving a certificate of proficiency to be exempted from compulsory school attendance, and reflect the two tests currently approved by the State Board of Education for the purpose of attaining a California High School Equivalency Certificate (the General Educational Development test and the High School Equivalency Test).

NEW - Exhibit 6146.2 - Certificate of Proficiency/High School Equivalency

New exhibit presents a sample consent form to be used by students who receive a certificate of proficiency, and their parents/guardians if the student is under 18 years of age, for the purpose of requesting an exemption from compulsory school attendance for the student.

Board Policy 6170.1 - Transitional Kindergarten

Policy updated to clarify that it is only districts with an extended day kindergarten program that are authorized to maintain transitional kindergarten (TK) and kindergarten programs for different lengths of time either at the same or different school sites and reflect **NEW LAW (SB 98, 2020)** which extends, until August 1, 2021, the requirement for credentialed teachers who are first assigned to a TK class to meet additional qualifications.

Board Bylaw 9012 - Board Member Electronic Communications

Bylaw updated to clarify that electronic communications should not be used as a means to restrict access to a public forum, that meeting locations include teleconference locations, and that the prohibition against serial meetings includes a series of communications directly or through intermediaries. Bylaw reflects **NEW LAW (AB 992, 2020)** which authorizes board members to engage in separate conversations or communications on social media platforms that are open and accessible to the public as long as a majority of the board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the board, board members do not respond directly to any communication from other board members, and board members do not comment on or use digital icons to express reactions to communications made by other board members. Bylaw also references court decisions which clarify that a public official's social media account which includes discussion of public business may be considered a public forum from which the official cannot exclude access or comments by members of the public based on viewpoint.

Board Bylaw 9320 - Meetings and Notices

Bylaw updated to clarify that meeting locations include teleconference locations and reflect **NEW LAW (AB 992, 2020)** which authorizes board members to engage in separate conversations or communications on social media platforms that are open and accessible to the public as long as a majority of the board does not use the platform to discuss among themselves business within the subject matter jurisdiction of the board, board members do not respond directly to any communication from other board members, and board members do not comment on or use digital icons to express reactions to communications made by other board members. Bylaw also updated to clarify the vote requirements for holding a closed session during an emergency meeting and for adjourning or continuing a board meeting to a later time or location.

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION

Definitions

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

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

Elements of the Local Plan

The local plan developed by the Special Education Local Plan Area (SELPA) shall include, but not be limited to: (Education Code 56122, 56205, 56206)

1. Policies, procedures, and programs, that are consistent with state laws, regulations, and policies and 20 USC 1412(a), 20 USC 1413(a)(1), and 34 CFR 300.201 governing the following:
 - a. Free appropriate public education
 - b. Full educational opportunity
 - c. Child find and referral
 - d. Individualized education programs, including development, implementation, review, and revision
 - e. Least restrictive environment
 - f. Procedural safeguards
 - g. Annual and triennial assessments
 - h. Confidentiality

COMPREHENSIVE LOCAL PLAN FOR SPECIAL EDUCATION (continued)

- v. Prohibition of mandatory medication use pursuant to Education Code 56040.5 and 20 USC 1412(a)(25)
- 2. An annual budget plan, including descriptions of the SELPA's allocation plan in accordance with Education Code 56836-56845, all revenues by revenue source received by the SELPA specifically for the purpose of special education, a breakdown of the distribution of funds to each local educational agency (LEA) within the SELPA, projected total special education expenditures by each LEA, projected total expenditures by the SELPA and the LEAs within the SELPA, projected funding to be received specifically for regionalized operations, and a breakdown of projected SELPA operating expenditures
- 3. An annual service plan, describing the services to be provided by each LEA, regardless of whether the LEA participates in the local plan, including the nature of the services and the physical location at which the services will be provided. This description shall demonstrate that all individuals with exceptional needs shall have access to services and instruction appropriate to meet their needs as specified in their individualized education programs.
- 4. Beginning July 1, 2023, an annual assurances support plan to demonstrate how the SELPA and its participating agencies are coordinating for purposes of assuring effective outcomes for students with disabilities, including a description of:
 - a. How the governing board of the SELPA will support participating agencies in achieving the goals, actions, and services identified in their local control and accountability plans
 - b. How the governing board of the SELPA will connect participating agencies in need of technical assistance to the statewide system of support
 - c. The services, technical assistance, and support the governing board of the SELPA will provide to meet the required policies, procedures, and programs specified in Education Code 56205
- 5. A description of programs for early childhood special education from birth through five years of age
- 6. A description of the method by which members of the public, including parents/guardians of individuals with disabilities who are receiving services under the plan, may address questions or concerns pursuant to Education Code 56205

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

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

1. Accommodations for pregnant and parenting students (Education Code 46015)
(cf. 5146 - Married/Pregnant/Parenting Students)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
(cf. 6200 - Adult Education)
3. After School Education and Safety programs (Education Code 8482-8484.65)
(cf. 5148.2 - Before/After School Programs)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
6. Child care and development programs (Education Code 8200-8498)
(cf. 5148 - Child Care and Development)
7. Compensatory education (Education Code 54400)
(cf. 6171 - Title I Programs)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 6142.7 - Physical Education and Activity)

16. Student fees (Education Code 49010-49013)

(cf. 3260 - Fees and Charges)

17. Reasonable accommodations to a lactating student (Education Code 222)

18. Regional occupational centers and programs (Education Code 52300-52334.7)

(cf. 6178.2 - Regional Occupational Center/Program)

19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)

(cf. 0420 - School Plans/Site Councils)

20. School safety plans (Education Code 32280-32289)

(cf. 0450 - Comprehensive Safety Plan)

21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)

(cf. 0420 - School Plans/Site Councils)

22. State preschool programs (Education Code 8235-8239.1)

(cf. 5148.3 - Preschool/Early Childhood Education)

23. State preschool health and safety issues in license-exempt programs (Education Code 8235.5)

24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
4. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education, or a due process hearing order shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

5. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
6. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
7. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference: (continued)

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3200-3205 Special education compliance complaints

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

4690-4694 Complaints regarding health and safety issues in license-exempt preschool programs

900-4965 Nondiscrimination in elementary and secondary education programs

15580-15584 Child nutrition programs complaint procedures

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

11431-11435 McKinney-Vento Homeless Assistance Act

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.1-106.82 Nondiscrimination on the basis of sex in education programs, especially:

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources: (see next page)

UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment. The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.71 - Title IX Sexual Harassment Complaints Procedures)

(title or position)

(unit or office)

(address)

(telephone number)

(email)

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about

UNIFORM COMPLAINT PROCEDURES (continued)

The notice shall include:

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

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3260 - Fees and Charges)

7. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)
(cf. 6175 - Migrant Education Program)

UNIFORM COMPLAINT PROCEDURES (continued)

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
5. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
6. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the

UNIFORM COMPLAINT PROCEDURES (continued)

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

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

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

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Investigation Report**OPTION 1:**

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

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the investigation report at the same time it is provided to the complainant.

UNIFORM COMPLAINT PROCEDURES (continued)

4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

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

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

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the investigation report shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

(cf. 6164.5 - Student Success Teams)

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

(cf. 6145 - Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

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

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

6. Other relevant information requested by CDE

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

Health and Safety Complaints in License-Exempt Preschool Programs

Any complaint regarding health or safety issues in a license-exempt CSPP program shall be addressed through the procedures described in 5 CCR 4690-4694.

In each license-exempt CSPP classroom, a notice shall be posted notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. (Education Code 8235.5; 5 CCR 4690)

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

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint and shall contain a space to indicate whether the complainant desires a response to the complaint. If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. (Education Code 8235.5; 5 CCR 4690)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8235.5; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working

All Personnel

BP 4119.25(a)

4219.25

4319.25

POLITICAL ACTIVITIES OF EMPLOYEES

The Governing Board recognizes the importance of political activity, voting, and civic engagement, and respects the right of district employees to engage in political discussions and activities as individuals on their own time and at their own expense. When engaging in such activities, employees shall make it clear that they are acting on their own behalf and not as representatives of the district.

(cf. 1160 - Political Processes)

(cf. 6144 - Controversial Issues)

District employees, as members of the community, may use school facilities for meetings, including political activities, as permitted under the Civic Center Act and district policy.

(cf. 1330 - Use of School Facilities)

Employees shall refrain from prohibited political activities identified in law, Board policy, and administrative regulations. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

(cf. 1325 - Advertising and Promotion)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference: (see next page)

All Personnel

AR 4119.25(a)
4219.25
4319.25

POLITICAL ACTIVITIES OF EMPLOYEES

No employee shall be prohibited from soliciting or receiving political funds or contributions to promote the support or defeat of a ballot measure during nonworking time, including before and after school, the lunch period, or other scheduled work intermittency during the school day. (Education Code 7056)

District employees shall not:

1. Use district funds, services, supplies, equipment, work hours, or other public resources to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Governing Board (Education Code 7054, 7056; Government Code 8314)
2. Use the district's seal in any campaign literature or mass mailing with the intent to deceive voters, including, but not limited to, the use of a reproduction or facsimile of the seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by the Board, a Board member, or the district (Elections Code 18304)

(cf. 1160 - Political Processes)

3. During working hours, solicit or receive any political funds or contributions to promote the passage or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service or other working conditions (Education Code 7056)
4. During working hours, solicit or receive any political funds or contributions to promote the passage or defeat of other types of ballot measures
5. Use district equipment for the preparation or reproduction of political campaign materials

(cf. 3512 - Equipment)

6. Post or distribute political campaign materials in classrooms, through distance learning platforms, or on district property
7. Disseminate political campaign materials through the district's mail service, e-mail, or staff mailboxes

(cf. 4040 - Employee Use of Technology)

8. Use students to write, address, or distribute political campaign materials
9. Present viewpoints on particular candidates or ballot measures in the classroom without giving equal time to the presentation of all perspectives

All Personnel

BP 4140(a)

4240

4340

BARGAINING UNITS

The Governing Board recognizes the right of district employees to form a bargaining unit, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Employees shall not be prohibited from wearing union buttons or other items that favor or oppose the formation of a bargaining unit or any matter that is the subject of negotiations.

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4301 - Administrative Staff Organization)

(cf. 4312.1 - Contracts)

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

BARGAINING UNITS (continued)

district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication provided that, at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

Access to Employee Orientations

The district shall permit employee organizations access to new employee orientations where newly hired employees are advised, whether in person, online, or through other means or mediums, of their employment status, rights, benefits, duties, responsibilities, or any other employment-related matters. The district shall provide employee organizations at least 10 days' notice in advance of an orientation. However, in any specific instance where an unforeseeable, urgent need critical to the district's operation prevents the required 10 days' notice, a shorter notice may be provided. (Government Code 3555.5, 3556)

The structure, time, and manner of the access to new employee orientations shall be determined by mutual agreement of the district and the exclusive representative, following a request to negotiate by either party. If the district and exclusive representative fail to reach an agreement, matters related to the access to new employee orientation shall be subject to compulsory interest arbitration. The district and employee organization may mutually agree to submit any dispute to compulsory interest arbitration at any time. In addition, if any dispute arises during negotiations and is not resolved within 45 days after the first meeting or within 60 days after the initial request to negotiate, whichever is earlier, either party may make a demand for compulsory interest arbitration. When any such dispute arises during the summer when the district's administrative office is closed, the timeline shall commence on the first day the administrative office reopens. The decision of the arbitrator shall be final and binding on the parties. (Government Code 3556, 3557)

The date, time, and place of the orientation shall not be disclosed to anyone other than employees, the exclusive representative, or a vendor that is contracted to provide a service for purposes of the orientation. (Government Code 3556)

Access to Employee Contact Information

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same

BARGAINING UNITS (continued)

required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

When an employee organization which has declined to certify that it will handle and process employee written authorizations makes a request for payroll deductions, the district shall request a copy of the employee's written authorization before making the payroll deductions. (Education Code 45060, 45168)

A written authorization shall remain in effect until expressly revoked in writing by the employee and pursuant to the terms of the written authorization. Employee requests to cancel or change authorizations for payroll deductions for employee organizations shall be directed to the employee organization rather than the district. The employee organization shall be responsible for processing these requests. The district shall rely on the information provided by the employee organization regarding whether deductions for an employee organization were properly canceled or changed. The employee organization shall be required to indemnify the district for any claims made by an employee for deductions made by the district in reliance on information from the employee organization. (Education Code 45060, 45168)

Legal Reference: (see next page)

Students

BP 5113.2(a)

WORK PERMITS

The Governing Board recognizes that part-time employment can provide students with income, job experience, and valuable life skills and should be permitted to the extent that such employment does not interfere with a student's education. Before accepting any offer of employment, district students who are minors shall obtain work permits from the Superintendent or designee, regardless of whether the employment will occur when school is in session and/or not in session, unless otherwise exempted by law.

(cf. 6178 - Career Technical Education)

In determining whether to grant or continue a work permit, the Superintendent or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits shall be required to demonstrate and maintain a 2.0 grade point average and satisfactory school attendance, except during periods of extended school closure due to an emergency as described in Education Code 49200 and the accompanying administrative regulation. On a case-by-case basis, the Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

(cf. 5121 - Grades/Evaluation of Student Achievement)

Students with work permits may be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)

(cf. 5112.1 - Exemptions from Attendance)

Work permits shall be limited to part-time employment as defined by law, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full time when school is in session shall be enrolled in part-time continuation classes. A student age 14 or 15 who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code 49130, 49131, 49135)

(cf. 6178.1 - Work-Based Learning)

(cf. 6184 - Continuation Education)

Legal Reference: (see next page)

Students**WORK PERMITS**

Before accepting employment, a student under the age of 18 who is subject to the state's compulsory attendance law, including a student who has not yet graduated from high school or has not received a certificate of proficiency, shall obtain a work permit.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The district may issue a permit authorizing employment while school is in session, including employment connected with a work experience education program pursuant to Education Code 51760-51769.5, to a student 14-17 years of age. The district also may issue a permit to any student 12-17 years of age to be employed during a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance pursuant to Education Code 48231 because the student arrived from another state within 10 days before the end of the school term. (Education Code 49111, 49113, 49160)

(cf. 6178.1 - Work-Based Learning)

If a student has obtained an offer of employment in the entertainment industry, the student shall request a work permit from the California Department of Industrial Relations, Division of Labor Standards Enforcement, pursuant to Labor Code 1308.5 and 8 CCR 11752-11753.

A work permit shall not be required for a student who is not receiving pay or financial reimbursement for services rendered in volunteer services or educational purposes, is not in an employer-employee relationship in accordance with the Fair Labor Standards Act, is serving as an unpaid trainee or volunteer or in an in-school placement, and has submitted written parent/guardian permission. (5 CCR 10121)

In addition, a student shall not be required to obtain a work permit if the student is self-employed; is working at odd jobs such as yard work and babysitting in private homes where the student is not regularly employed; is a self-employed news carrier delivering newspapers to consumers on a regular route; is employed in agricultural, horticultural, viticultural, or domestic labor during non-school hours when the work is performed for or under the control of the parent/guardian and is performed upon or in connection with premises the parent/guardian owns, operates, or controls; or is otherwise exempted by law.

Persons Authorized to Issue Work Permits

The following individuals are authorized to issue a work permit to a student in the district: (Education Code 49110)

1. The Superintendent

WORK PERMITS (continued)

In determining whether to approve a work permit, the Superintendent or designee shall verify the student's date of birth, the type of work permit to be issued, and whether the student meets any other criteria established by the Governing Board. The Superintendent or designee may inspect the student's records and/or may confer with at least one of the student's teachers for evidence of satisfactory grades and school attendance and to determine whether the student possesses the motivation and maturity to maintain academic progress while working.

(cf. 5121 - Grades/Evaluation of Student Achievement)

However, a work permit shall not be denied based on a student's grades, grade point average, or school attendance under either of the following circumstances: (Education Code 49120, 49200)

1. The student's school has been physically closed for an extended time due to a natural disaster, pandemic, or other emergency.
2. The student is applying for a work permit in order to participate in a government-administered employment and training program that will occur during the regular summer recess or vacation of the student's school.

Students shall not be approved to work in environments declared hazardous or dangerous for young workers or otherwise prohibited by child labor laws. (Labor Code 1290-1298; 29 CFR 570.33, 570.50-570.72)

The Superintendent or designee shall ensure that the requested work hours do not exceed the maximum work hours specified in law based on the student's age and whether the employment will occur while school is in session and/or not in session. (Education Code 49111, 49112, 49116; Labor Code 1391-1391.1; 29 CFR 570.35)

Full-time employment may be authorized for students 14-17 years of age in accordance with Education Code 49130-49135.

(cf. 6184 - Continuation Education)

All work permits shall be issued on forms provided by or authorized by CDE. (Education Code 49117)

Each permit shall authorize work for a specific employer. Whenever a student changes employers, the student shall request a new permit.

The student may be issued more than one work permit if the student works concurrently for more than one employer, provided that the total number of hours worked does not exceed the total number of hours allowed by law and the district.

Students**AWARDS FOR ACHIEVEMENT**

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

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5127 - Graduation Ceremonies and Activities)
(cf. 6142.4 - Service Learning/Community Service Classes)

District/School Awards

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

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

Golden State Seal Merit Diploma

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

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

(cf. 6162.51 - State Academic Achievement Tests)

State Seal of Biliteracy

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

(cf. 6142.2 - World Language Instruction)
(cf. 6174 - Education for English Learners)

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

AWARDS FOR ACHIEVEMENT (continued)

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

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

*Legal Reference:*EDUCATION CODE

220 Nondiscrimination

35160 Authority of governing boards

35310-35319 Scholarship and loan funds

44015 Awards to employees and students

51243-51245 Credit for private school foreign language instruction

51450-51455 Golden State Seal Merit Diploma

51460-51464 State Seal of Biliteracy

51470-51474 State Seal of Civic Engagement

52164.1 Assessment of English language skills of English learners

GOVERNMENT CODE

54950-54963 Brown Act open meeting laws

CODE OF REGULATIONS, TITLE 5

876 Golden State Seal Merit Diploma

1632 Credit for private school foreign language instruction

11517.6-11519.5 English Language Proficiency Assessments for California

*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSSSCE Implementation GuidanceWEB SITESCSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>Californians Together: <http://www.californianstogether.org>

AWARDS FOR ACHIEVEMENT (continued)

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

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6162.51 - State Academic Achievement Tests)

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

(cf. 5125 - Student Records)

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

State Seal of Biliteracy

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

1. Completion of all English language arts requirements for graduation with an overall grade point average of at least 2.0 in those classes
2. Passage of the California Assessment of Student Performance and Progress for English language arts or any successor test administered in grade 11 at or above the "Standard Met" achievement level
3. Proficiency in one or more languages other than English, demonstrated through one of the following methods:

AWARDS FOR ACHIEVEMENT (continued)

2. Demonstrate a competent understanding of U.S. and California Constitutions, functions and governance of local governments, tribal government structures and organizations, the role of the citizen in a constitutional democracy, and democratic principles, concepts, and processes
3. Participate in one or more informed civic engagement project(s) that address real-world problems and require students to identify and inquire into civic needs or problems, consider varied responses, take action, and reflect on efforts
4. Demonstrate civic knowledge, skills, and dispositions through self-reflection
5. Exhibit character traits that reflect civic-mindedness and a commitment to positively impact the classroom, school, community and/or society

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

Scholarship and Loan Fund

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

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

(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

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

(cf. 0410 - Nondiscrimination in District Activities and Programs)

Notifications

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

Regulation
approved:

CSBA MANUAL MAINTENANCE SERVICE
December 2020

IMMUNIZATIONS (continued)

Legal Reference:

EDUCATION CODE

- 44871 *Qualifications of supervisor of health*
- 46010 *Total days of attendance*
- 48216 *Immunization and exclusion from attendance*
- 48853.5 *Immediate enrollment of foster youth*
- 48980 *Required notification of rights*
- 49403 *Cooperation in control of communicable disease and immunizations*
- 49426 *Duties of school nurses*
- 49701 *Flexibility in enrollment of children of military families*
- 51745-51749.6 *Independent study*

HEALTH AND SAFETY CODE

- 120325-120380 *Immunization against communicable disease, especially:*
- 120335 *Immunization requirement for admission*
- 120372 *Statewide medical exemption electronic standardized form*
- 120395 *Information about meningococcal disease, including recommendation for vaccination*
- 120440 *Disclosure of immunization information*

CODE OF REGULATIONS, TITLE 5

- 430 *Student records; definition*

CODE OF REGULATIONS, TITLE 17

- 6000-6075 *School attendance immunization requirements*

UNITED STATES CODE, TITLE 20

- 1232g *Family Educational Rights and Privacy Act*

UNITED STATES CODE, TITLE 42

- 11432 *Immediate enrollment of homeless children*

CODE OF FEDERAL REGULATIONS, TITLE 34

- 99.1-99.67 *Family Educational Rights and Privacy*

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

Exemptions FAQs

Guide to Immunization Requirements for Pre-kindergarten (Child Care)

Guide to Immunization Requirements for K-12th Grade

Parents' Guide to Immunizations Required for Pre-kindergarten (Child Care)

Parents' Guide to Immunizations Required for School Entry

Vaccinations and Medical Exemptions Questions and Answers

California Immunization Handbook for Pre-kindergarten (Child Care) Programs and Schools, 10th Edition, July 2019

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Family Educational Rights and Privacy Act (FERPA) and HIN1, October 2009

Management Resources continued: (see next page)

Students

AR 5141.31(a)

IMMUNIZATIONS

Required Immunizations

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

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

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6170.1 - Transitional Kindergarten)

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

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

(cf. 6159 - Individualized Education Program)

IMMUNIZATIONS (continued)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

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

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

(cf. 6158 - Independent Study)

Conditional Enrollment

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

(cf. 5145.6 - Parental Notifications)

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

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

IMMUNIZATIONS (continued)

Records

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

(cf. 5125 - Student Records)

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

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

Audits

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

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

(cf. 1330.1 - Joint Use Agreements)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)

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

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

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

(cf. 6011 - Academic Standards)
(cf. 6170.1 - Transitional Kindergarten)

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. The program shall be designed to facilitate children's development in essential skills in the areas of language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

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

(cf. 0415 - Equity)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)

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

(cf. 3550 - Food Services/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

- 8200-8499.10 *Child Care and Development Services Act, especially:*
- 8200-8209 *General provisions for child care and development services*
- 8230-8233 *Migrant child care and development program*
- 8235-8239.1 *California State Preschool Program*
- 8240-8244 *General child care and development programs*
- 8250-8252 *Programs for children with special needs*
- 8263 *Eligibility and priorities for subsidized child development services*
- 8263.3 *Disenrollment of families due to reduced funding levels*
- 8264.8 *Center-based child care programs, staffing ratios*
- 8273.1 *Family fees*
- 8360-8370 *Personnel qualifications*
- 8400-8409 *Contracts, administrative appeal procedure*
- 8493-8498 *Facilities, capital outlay*
- 8499.3-8499.7 *Local child care and development planning councils*
- 44065 *Interchange between certificated and classified positions*
- 44256 *Credential types*
- 48000 *Transitional kindergarten*
- 48985 *Notification, primary language other than English*

HEALTH AND SAFETY CODE

- 1596.70-1596.895 *California Child Day Care Act*
- 1596.90-1597.21 *Day care centers*

- 120325-120380 *Immunization requirements*

CODE OF REGULATIONS, TITLE 5

- 4600-4670 *Uniform complaint procedures*
- 4690-4694 *Health and safety complaints in license-exempt preschool programs*
- 18000-18434 *Child care and development programs, especially:*
- 18130-18136 *California State Preschool Program*
- 18295 *Waiver of qualifications for site supervisor*
- 80105-80125 *Permits authorizing service in child development programs*

Legal Reference: (see next page)

Students**PRESCHOOL/EARLY CHILDHOOD EDUCATION**

When approved by the California Department of Education (CDE) under the California State Preschool Program (CSPP), the district may operate one or more part-day preschool programs in accordance with law and the terms of its contract with CDE.

(cf. 5148 - Child Care and Development)

The district's preschool program shall include all required program components, as described in 5 CCR 18272-18281 and AR 5148 - Child Care and Development, for the educational program, the creation of a developmental profile for each child, staff development, parent involvement and education, community involvement, health and social services, nutrition, and program evaluation. (5 CCR 18271-28281)

Minimum Hours/Days of Operation

The district's part-day preschool program shall operate a minimum of three hours per day, excluding time for home-to-school transportation, and for a minimum of 175 days per year unless otherwise specified in the program's contract. (Education Code 8235; 5 CCR 18136)

Staffing

The preschool program shall maintain an adult-child ratio of at least one adult for every eight children and a teacher-child ratio of at least one teacher for every 24 children. If the district cannot recruit a sufficient number of parents/guardians or volunteers to meet the required adult-child ratio, teacher aides shall be hired as necessary. (5 CCR 18135, 18290)

(cf. 1240 - Volunteer Assistance)

(cf. 6020 - Parent Involvement)

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

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

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

Wraparound Child Care Services

In accordance with its contract with CDE, the district may offer full-day services to meet the needs of eligible families through a combination of part-day preschool and wraparound child care services that are offered for the remaining portion of the day or year following

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

- a. Development of a pedagogical knowledge, including, but not limited to, improved instructional and behavioral strategies
- b. Knowledge and application of developmentally appropriate assessments of the prereading skills of children in participating classrooms
- c. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities
- d. Providing targeted interventions for all young children to improve kindergarten readiness upon program completion

(cf. 4131 - Staff Development)

Eligibility

Children eligible for the district's CSPP program include those who will have their third or fourth birthday on or before December 1 of the fiscal year that they are being served. Children who have their third birthday on or after December 2 may be enrolled on or after their third birthday. (Education Code 8208, 8235, 8236)

To be eligible for subsidized services, families shall meet at least one requirement in each of the following areas: (Education Code 8235, 8239, 8263, 8263.1)

1. The family is a current aid recipient, income eligible, homeless, and/or one whose children are recipients of protective services or have been identified as being, or at risk of being, abused, neglected, or exploited.
2. The family needs child care services due to either of the following circumstances:
 - a. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless.

(cf. 6173 - Education for Homeless Children)

- b. The parents/guardians are engaged in vocational training leading directly to a recognized trade, paraprofession, or profession; are engaged in an educational program for English language learners or for the attainment of a high school diploma or general educational development certificate; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

The district may certify eligibility and enrollment up to 120 calendar days prior to the first day of the beginning of the preschool year. After establishing eligibility at the time of initial enrollment, a child shall remain eligible for the remainder of the program year. (Education Code 8237; 5 CCR 18082)

Notice of Action

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

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

(cf. 5145.6 - Parental Notifications)

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

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that the parent/guardian no longer wants the service
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

For each child enrolled in the district's preschool program, the Superintendent or designee shall maintain a family data file including, but not limited to, a completed and signed application for services, documentation of income eligibility, and a copy of all Notices of Action. For each child not receiving subsidized services, the family data file shall also

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

However, no fee shall be charged to an income-eligible family whose child is enrolled in a part-day preschool program or a family that is receiving CalWORKs cash aid. (Education Code 8273.1; 5 CCR 18110)

A family may be exempt from the fees for up to 12 months if the child qualifies for preschool on the basis of being the recipient of child protective services or as being, or at risk of being, abused or neglected. (Education Code 8273.1)

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers and/or whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8273.3)

Disenrollment Based on Reduced Funding

When necessary due to a reduction in state reimbursements, families shall be disenrolled in the following order: (Education Code 8236, 8263.3)

1. Children 3 years of age whose families have the highest income in relation to family size shall be disenrolled first, followed by children 4 years of age whose families have the highest income in relation to family size.

At each age level, if two or more families have the same income ranking, the child with disabilities shall be disenrolled last. If there are no families that have a child with disabilities, the child who has received services the longest shall be disenrolled first.

2. Families of children 3 or 4 years of age who are receiving child protective services or who have been documented to be at risk of being neglected or abused, regardless of income, shall be disenrolled last.

Expulsion/Unenrollment Based on Behavior

A district preschool program shall not expel or unenroll a child based on the child's behavior, unless the district first takes the following actions to address the child's behavior: (Education Code 8239.1)

1. Inform the parents/guardians of the child's persistent and serious challenging behaviors and consult with the parents/guardians and teacher in an effort to maintain the child's safe participation in the program

HIGH SCHOOL GRADUATION REQUIREMENTS

The Governing Board desires to prepare all students to successfully complete the high school course of study and obtain a diploma that represents their educational achievement and increases their opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Three courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6152.1 - Placement in Mathematics Courses)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

newcomer program, shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption and whether the student qualifies for it. (Education Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.6 - Parental Notifications)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

(cf. 6175 - Migrant Education Program)

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

In addition, the district may retroactively grant high school diplomas to former students who: (Education Code 48204.4, 51430, 51440)

1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Legal Reference:

EDUCATION CODE

- 47612 Enrollment in charter school
- 48200 Compulsory attendance
- 48204.4 Parents/guardians departing California against their will
- 48412 Certificate of proficiency
- 48430 Continuation education schools and classes
- 48645.5 Acceptance of coursework
- 48980 Required notification at beginning of term
- 49701 Interstate Compact on Educational Opportunity for Military Children
- 51224 Skills and knowledge required for adult life
- 51224.5 Algebra instruction
- 51225.1 Exemption from district graduation requirements
- 51225.2 Student in foster care defined; acceptance of coursework, credits, retaking of course
- 51225.3 High school graduation
- 51225.35 Mathematics course requirements; computer science
- 51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
- 51225.5 Honorary diplomas
- 51225.6 Compression-only cardiopulmonary resuscitation
- 51228 Graduation requirements
- 51230 Credit for community emergency response training
- 51240-51246 Exemptions from requirements
- 51250-51251 Assistance to military dependents
- 51410-51413 Diplomas
- 51420-51427 High school equivalency certificates
- 51430 Retroactive high school diplomas
- 51440 Retroactive high school diplomas
- 51450-51455 Golden State Seal Merit Diploma
- 51745 Independent study restrictions
- 56390-56392 Recognition for educational achievement, special education
- 66204 Certification of high school courses as meeting university admissions criteria
- 67386 Student safety; affirmative consent standard

CODE OF REGULATIONS, TITLE 5

- 1600-1651 Graduation of students from grade 12 and credit toward graduation
- 4600-4670 Uniform complaint procedures

COURT DECISIONS

- O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

- CSBA: <http://www.csba.org>
- California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>
- University of California, List of Approved a-g Courses:
<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)

Legal Reference:

EDUCATION CODE

48400-48403 *Persons subject to compulsory continuation education*

48410 *Persons exempt from continuation classes*

48412 *Certificate of proficiency; examination fees*

48413 *Enrollment in continuation classes*

48414 *Reenrollment in district*

51420-51427 *High school equivalency certificate*

52052 *Accountability; numerically significant student subgroups*

CODE OF REGULATIONS, TITLE 5

11520-11523 *Proficiency examination and certificate*

11530-11532 *High school equivalency certificate*

Management Resources:

WEB SITES

California Department of Education, California High School Proficiency Examination:
<http://www.cde.ca.gov/ta/tg/sp>

California Department of Education, High School Equivalency Tests: <http://www.cde.ca.gov/ta/tg/gd>

California High School Proficiency Examination: <https://www.chspe.net>

General Educational Development Test: <https://ged.com>

High School Equivalency Test: <https://hiset.ets.org>

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (continued)

4. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date

(cf. 5112.1 - Exemptions from Attendance)

If a student age 16 or 17 terminates enrollment after receiving the high school proficiency certificate, the student may re-enroll in the district. If the student subsequently terminates enrollment again, the student may be denied re-enrollment until the beginning of the following semester. (Education Code 48414)

(cf. 6184 - Continuation Education)

High School Equivalency Certificate

An eligible person may earn a high school equivalency certificate by passing a general educational development test designated by the State Board of Education pursuant to Education Code 51420, including the General Educational Development (GED) test or the High School Equivalency Test (HiSET).

Any person is eligible to take a test leading to a high school equivalency certificate if the person is a resident of California or a member of the armed forces assigned to duty in California and meets any one of the following criteria: (Education Code 51420; 5 CCR 11532)

1. Is 18 years of age or older, or is within 60 days of the person's 18th birthday, regardless of enrollment status
2. Is not currently enrolled in school and is within 60 days of when the person would have graduated from high school had the person remained in school and followed the usual course of study
3. Is 17 years of age, has been out of school for at least 60 consecutive days, and provides a letter of request for the test from the military, a postsecondary educational institution, or a prospective employer
4. Is 17 years of age, has accumulated fewer than 100 units of high school credit, is confined to a state or county hospital or to an institution maintained by a state or county correctional facility, and meets other criteria listed in 5 CCR 11532
5. Is 17 years of age, has accumulated fewer than 100 units of high school credit prior to enrollment in an academic program offered by a dropout recovery high school as defined in Education Code 52052, and has successfully completed the dropout

Instruction

E 6146.2(a)

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY

**NOTICE AND CONSENT TO DISCONTINUE SCHOOL ATTENDANCE
FOR STUDENTS WITH A CERTIFICATE OF PROFICIENCY**

Notice of Student Rights: Students who pass the California High School Proficiency Examination (CHSPE) and receive a Certificate of Proficiency issued by the State Board of Education may continue to attend school, but upon request will be exempted from compulsory school attendance pursuant to Education Code 48410. If the student is under 18 years of age, the student's parent/guardian must also provide approval in order for the student to discontinue school attendance.

If the student leaves school after receiving a Certificate of Proficiency and is under 18 years of age, the student may later decide to re-enroll in the district with no adverse consequences. In this case, the student may be required to meet new or additional requirements established since the student was previously enrolled. If the student re-enrolls and then leaves school again, the student may be denied re-admittance until the beginning of the following semester.

For further information about leaving school after obtaining the Certificate of Proficiency, contact the principal or school guidance counselor.

Student's name: _____

School: _____

Date on which the Certificate of Proficiency was issued: _____

To be completed by student: I understand the rights granted to students who are awarded the Certificate of Proficiency to disenroll from school, and to re-enroll if desired before the age of 18. I hereby notify the school district of my intent to disenroll from school.

Student's signature: _____ Date: _____

To be completed by parent/guardian: I hereby grant consent for my minor child to disenroll from school.

Parent/guardian's name (please print): _____

Signature: _____ Date: _____

To be completed by school administrator: I hereby verify the parent/guardian's signature and date recorded above.

Instruction

BP 6170.1(a)

TRANSITIONAL KINDERGARTEN

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

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

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

(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

Eligibility

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

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

(cf. 5111 - Admission)
(cf. 5111.1 - District Residency)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)

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

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

TRANSITIONAL KINDERGARTEN (continued)

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2021, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

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

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

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

(cf. 5123 - Promotion/Acceleration/Retention)

Assessment

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

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference: (see next page)

BOARD MEMBER ELECTRONIC COMMUNICATIONS

The Governing Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting, circumvent the public's right to access records regarding district business, or restrict access to a public forum.

(cf. 1100 - Communication with the Public)
(cf. 9000 - Role of the Board)
(cf. 9322 - Agenda/Meeting Materials)

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

(cf. 9320 - Meetings and Notices)

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

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

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

Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that the response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should

BOARD MEMBER ELECTRONIC COMMUNICATIONS (continued)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES

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

CSBA, GAMUT Meetings:

<https://www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy>

California Attorney General's Office: <https://oag.ca.gov>

MEETINGS AND NOTICES (continued)

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

(cf. 1340 - Access to District Records)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

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

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

Emergency Meetings

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

MEETINGS AND NOTICES (continued)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

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

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

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

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

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

(cf. 9130 - Board Committees)

MEETINGS AND NOTICES (continued)

9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

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

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

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

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

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

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference: (see next page)

MEETINGS AND NOTICES (continued)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2019

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2nd Ed., 2010

WEB SITES

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

CSBA, GAMUT Meetings:

<https://www.csba.org/ProductsAndServices/AllServices/GamutMeetingsPolicy>

California Attorney General's Office: <https://oag.ca.gov/home>

Institute for Local Government: <http://www.ca-ilg.org>

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

PUBLIC HEARING

PUBLIC DISCLOSURE OF SALARY AND BENEFIT NEGOTIATIONS TENTATIVE SETTLEMENT

TULELAKE BASIN JT UNIFIED SCHOOL DISTRICT

Bargaining Unit(s) / Employee Groups: CSEA - Tullake chapter

Fiscal Year: 2020/21

Period Covered by the Agreement: 2021/22-2022/23

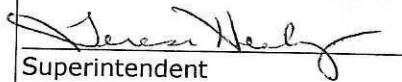
Date of Public Disclosure Board Meeting: February 24, 2021

	Settlement Year	Subsequent Year 1	Subsequent Year 2
Cost of 1% Raise (should tie to Criteria Standards Review)	\$5,787.40		
Negotiated Percentage Change	0%	0%	0%
Cost of Salary Increase	125,795.73	126,855.18	127,870.02
Cost of Statutory Benefit Increase (STRS, PERS, OASDI, Medicare, UI, W/C)	40,516.29	43,775.19	48,345.09
Cost of Health and Welfare Benefit Increase (Medical, Dental, Vision, Life, etc.)	75,600.00	75,600	75,600
Other Cost Impact			
Funding Sources <u>General Fund-Special Education funding</u>			
Total Cost	241,912.02	246,230.37	251,815.11

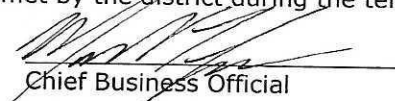
Other Explanations:

This contract adds a separate classification for Special Education Paraprofessional, with a separate pay schedule. This addition will pay an estimated 7 positions. The Paraprofessional pay schedule has also been adjusted to account for minimum wage increases. A new classification of Office Clerk is also added.

I certify that the costs incurred under this agreement can be met by the district during the term of the agreement:


Superintendent

2/17/21
Date


Chief Business Official

2/17/21
Date

After Approval by Governing Board at Public Disclosure Board Meeting:

Board President/Clerk

Date

1. **Purpose:** Compliance with Government Code Section 3547-3547.5. To inform the public "of the issues that are being negotiated upon and have full opportunity to express their views to the public school employer, and to know the positions of their elected representatives". After the public has had the opportunity to express itself, the public school employer shall, at a meeting that is open to the public, adopt its initial proposal. The disclosure must include the following components: salaries, benefits, other compensation, other non-compensation costs, the percent increase of the total compensation for the average employee, the approximate cost to the LEA, the proposed source(s) of funding and any other major provisions not directly affecting costs, such as binding arbitration, grievance, procedures, etc.

2. **Costs:** Include additional costs (difference between old salaries and new salaries for each year. Include longevity, overtime, differential, one-time only and extra duty increases.

3. **Who Must File:** Districts providing additional salary/benefit over and above step and column, even if formal bargaining units are not established.

4. **When to Make Available:**

Modoc County Superintendent of Schools: Minimum of 5 days (10 days if qualified or negative certification) prior to public disclosure meetings/board date. Include Superintendent and Chief Business Official (if any) certification.

Public: Prior to the day of the public meeting (per Management Advisory 92-01), the number of days is determined locally.

Modoc County Superintendent of School: Resubmit with board signatures after adoption.

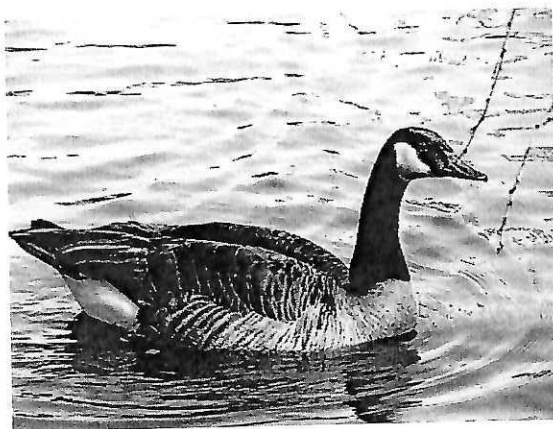
Tulelake Basin Joint Unified School District

2021/2022 CLASSIFIED WAGES/COMPENSATION SCHEDULE					
Class/Classifications	Step I	Step II	Step III	Step IV	Step V
Class -Food Service					
Assistant Cook	14.00	14.00	14.21	14.67	15.11
Head Cook	15.90	16.37	16.88	17.38	17.90
Class -Paraprofessional					
Paraprofessional	15.00	15.45	15.91	16.39	16.88
Special Education Paraprofessional	15.25	15.71	16.18	16.66	17.16
Bilingual Liaison	15.00	15.45	15.91	16.39	16.88
Class - Playground Aide					
Playground Aide	14.00	14.00	14.38	14.91	15.35
Class -Library					
Library Aide	14.00	14.00	14.52	14.99	15.44
Media Specialist	16.05	16.72	17.42	18.40	18.96
Class - Janitorial					
Custodian/Maint. Aide	15.71	16.23	16.71	17.21	17.73
Head Custodian	16.99	17.50	17.99	18.66	19.22
Class - Office					
Office Clerk	15.50	15.97	16.44	16.94	17.45
Secretary	15.66	16.16	16.61	17.10	17.62
Administrative Assistant	16.53	17.44	18.03	18.66	19.22
Secretary to the Principal	18.07	19.13	19.93	20.42	21.04
Class - Transportation					
Bus Driver on Stand By	14.00	14.00	14.00	14.00	14.00
Bus Driver	17.13	17.62	18.10	18.63	19.19
Head Bus Driver	18.08	18.69	19.46	19.96	20.56
Class - Maintenance					
Skilled Maintenance Worker	19.01	19.63	20.43	20.95	21.58
Head Maint/Building/Transportation	22.73	23.35	24.12	24.62	25.35
APPENDIX A.1					
Paraprofessional Unit Schedule					
Units/Step **	Step I	Step II	Step III	Step IV	Step V
0 Units	15.00	15.45	15.91	16.39	16.88
15 Units	15.45	15.91	16.39	16.88	17.39
30 Units	15.91	16.39	16.88	17.39	17.91
45 Units	16.39	16.88	17.39	17.91	18.45
AA Degree	17.21	17.73	18.26	18.81	19.37
Special Education Paraprofessional Unit Schedule					
Units/Step **	Step I	Step II	Step III	Step IV	Step V
0 Units	15.25	15.71	16.18	16.66	17.16
15 Units	15.71	16.18	16.66	17.16	17.68
30 Units	16.18	16.66	17.16	17.68	18.21
45 Units	16.66	17.16	17.68	18.21	18.76
AA Degree	17.50	18.02	18.56	19.12	19.69
** Verification of units to support salary placement must be on file with the District Office by October 1st annually. No payroll changes will be made after the October payroll is prepared.					
BA Degree	\$550.00 Yearly Stipend				
Monthly Health & Welfare Cap	1050.00				
Longevity Pay - Per Month					
8th and 9th year of service	52.66				
10th, 11th, 12th, 13th, & 14th year	65.50				
15th, 16th, 17th, 18th, 19th	73.33				
20th and more years of service	81.10				
					APPENDIX A

ACTION ITEMS

Tulelake Basin Joint Unified School District
Tulelake Elementary School

**COMPREHENSIVE
SAFE
SCHOOL
PLAN**



461 2nd Street
Tulelake, CA 96134
(530) 667-2294

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10.4 Cyber-Bullying

10.5 Restorative Justice

School: Tulelake Elementary School

Phone: 530-667-2292

Date: January 14, 2021

Emergency Phone: 530 667-2292

By: Liza Butler

Principal: Liza Butler

Address: 461 2nd Street, Tulelake, CA

No. of Students: 217

Fax: 530 667-2294 **No. of Teachers:** 11

Email: lbutler@tbjUSD.org

No. of Staff: 10

Web Site: <http://www.tulelake.k12.ca.us/>

No. of Classrooms: 13

EMERGENCY RESPONSE TEAM (ERT) MEMBERS

Chart of Responsibilities

ERT POSITION	NAME	RESPONSIBILITIES
Incident Commander	Liza Butler	Meet & coordinate with outside agencies, interfaces with the district office.
ERT Leader	*Tim Hoff	Direct Emergency Response Team, assist I.C.; rumor control, communications.
Facilities & Safety	Scott Thomas Lupe Salazar	Gas, electrical, water shut-off, building safety, and inspection, inform and direct emergency vehicles.
Search & Rescue	Dan Lindsay, John Knudsen	Search and rescue for trapped, missing or injured individuals.
Accountability	Sarah Robison Elsa Rascon	Maintains Student Emergency Cards and check out box, maintains list of missing and extra students/adults, oversee orderly checkout post, crowd control
Medical Aid/Triage Teachers Room	Teresa Perry	Maintain portable First Aid Kit. Set up First Aid Area; triage/treat as necessary, keep list of injured and those transported to medical facility.
Checkout Post Main Gate	Sarah Robison Elsa Rascon	Maintain Student Emergency Cards; daily sign out sheets; verify release and maintain Emergency Sign Out Logs.
Student Safe Library	Lisa Orr *Jolie Wood	Setup and maintain Student Safe Room; provide risk screening; facilitate student activities
Room	*Lee Albright	Maintain Staff Safe Room; observe staff for stress.
Parent Liaison	Maria Sandoval Elsa Rascon	Meet and direct parents, provide information; crowd control

Public Information Officer	Teresa Healy	Coordinate with I.C. to release incident information to the media in a timely manner.
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*MCOE Employees (Additional support when on campus)

2. School Site Data

All data in this section was taken from the California Department of Education Data Reporting Office or PowerSchool.

2.1 Assessment of Current Status of School Crime

2.1.1 Total Violations for SY 2019/2020 according to PowerSchool:

Code #	Name	Total
*1	Caused, Attempted, or	1
*F	Caused/attempted dam	0
*G	Stolen/attempted	2
*K	Disruptive/Defiant Behavior	279
*N	Sexual Harassment	0
*R	Bullying other students	17
	Bus citation	8
	Dangerous Behavior	2
	Cheating	3
	Profanity	11
	<u>Illicit Drug Related</u>	<u>0</u>
Total		143

2.1.2 Suspendable Violations Code SY 2017/2018 according to PowerSchool

Violation Code	Violation Description	Number suspended
*1	Caused, Attempted, or Threatened Physical Injury	1
*G	Stolen/attempted school/private property	2
*I	Committed obscene act/habitual profanity/vulgarity	11
*K	Disrupted school activities/Defiance	279
*R	Bullying inc. cyber toward pupil or school personnel	17

2.1.3 Suspensions and Expulsions

This table displays the rate of suspensions and expulsions (total number of incidents divided by the total enrollment) at the school and district levels for the most recent three-year period as obtained on the CDE data reporting office.

	School			District		
	2017-18	2018-2019	2019-2020	2017-18	2018-2019	2019-2020
Suspension	1.7%	1.7%	3.5%	6.7%	2.7%	4.8%
Expulsions	0%	0%	0%	0%	0%	0%

2.1.4 School Status Report

Tulelake Elementary School is located in Tulelake, CA and sits directly West of Highway 139. We have intermittent fencing surrounding the campus and 16 cameras strategically placed throughout the campus. Students use the entrances located on the East, West, and Northeast sides of campus. Staff and guests utilize the main entrance located directly East of the front of the elementary school. All entrance doors remain locked during the school day. All the outside classroom doors are locked at all times. Last year we did not suffer any vandalism or break-ins. The school relies on Tulelake Police and Modoc County Sheriff's offices. We have an established drill schedules that test the students and staff ability to respond to any emergency.

3.1 Child Abuse Reporting Procedures

Child abuse and neglect must be reported to a child protective agency immediately as required by the California Penal Code, Chapter 916, and Sections 11164-11174.3. Agencies authorized to accept mandated reports are police, sheriff, and Child Protective Services (CPS). Mandated reporters include healthcare practitioners, childcare custodian, school employees and employees of a child protective agency. This includes EMTs and paramedics.

Neglect is defined as the negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical/dental care, or supervision. Physical abuse is defined as a physical injury, including death, to a child which appears to have been inflicted by other than accidental means.

Sexual abuse is defined as sexual assault on, or the exploitation of a minor. Sexual assaults include rape, rape in concert (aiding or abetting or acting in concert with any person in the commission of a rape), incest, sodomy, oral copulation, penetration of genital or anal opening by a foreign object, and child molestation. It also includes lewd or lascivious conduct with a child under the age of fourteen years, which may apply to any lewd touching if done with the intention of arousing or gratifying the sexual desire of either the person involved or the child. Sexual

exploitation includes conduct or activities related to pornography depicting minors, and promoting prostitution by minors.

A child is any person under the age of eighteen.

The purpose of reporting suspected child abuse/neglect is to protect the child, prevent further abuse of the child and other children in the home, and begin treatment of the entire family. The inflection of injury, rather than the degree of that injury, is the determination for intervention by the CPS and law enforcement.

When a mandated reporter has knowledge of or has observed child abuse or neglect, that individual is required to report to the local law enforcement and/or to the CPS immediately or as soon as practically possible by telephone and shall complete the suspected child abuse report form within 36 hours. Those persons legally required to report suspected child abuse have immunity from criminal or civil liability for reporting as required. Reporting forms are available in the main office or from any administrator or EPS.

To make a verbal report to CPS, call the 24-hour Child Abuse Hotline at (530) 841-4200. Completed written reports are to be sent to:

Siskiyou County CPS
2060 Campus Drive
Yreka, CA 96097

Retain the yellow copy of the suspected Child Abuse Report Form SS 8572 for your records and submit top three copies (white, blue and green) to the CPS agency.

3.2 Disaster Procedures, Routine and Emergency, Including Students with Disabilities

In all emergencies, all electronic, radio frequency forms of communication must not be used for safety reasons. Except for emergency needs, school phones should not be used in order to keep all available lines open.

3.2.1 Evacuations

In the event an evacuation is necessary or called for, move students to the assigned designated site as identified on the evacuation map (Appendix A). Maps are posted in all classrooms and buildings. Take classroom any first aid supplies, and attendance book.

Take attendance at Evacuation site using the "Emergency Roll Call Form" and give the completed form to Person in charge of attendance. 1-1 Para's are to stay and assist their student(s) unless assigned a specific duty.

3.2.2 Lock Down Action

Alert is your first notification of danger.

ALERT is when you first become aware of a threat. The sooner you understand that you're in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.

Barricade the room. Prepare to EVACUATE or COUNTER if needed.

If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.

Communicate the location and direction of the violent intruder in real time.

The purpose of INFORM is to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions.

Information should always be clear, direct and in plain language, not using codes. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter.

Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting.

ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved. Counter is a strategy of last resort. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate.

When safe to do so, remove yourself from the danger zone.

3.2.3 Earthquake

The event itself is the notification. In the event of an earthquake, students and staff who are indoors are directed to duck and cover under a desk or piece of furniture to avoid injury from falling debris. When the shaking stops, evacuate buildings using caution and watch for falling objects. Bring roll book, first aid supplies, and Critical Incident Handbook.

3.2.4 Emergency Facility Use

In the event of an emergency in the community or surrounding area, Tulelake Elementary School has been designated as an emergency shelter location and will cooperate with the Red Cross as requested.

3.2.5 General Staff Emergency Duties and Responsibilities

Administrators: Manage the situation, direct staff, provide essential communications

Office Staff: Maintain attendance records, sign-out logs, emergency cards, student medications, student locator cards

Custodial Staff: Manage/turn off utilities as necessary, assist with security as directed.

Teachers: Supervision of assigned students and those under your supervision

4. Suspensions and Expulsion

4.1 Suspension

A student may be suspended for an infraction of school regulations, misdemeanors, and felonies for 1-5 days. The parents/guardians of a student who is suspended will be contacted and the student may be reinstated after a parent/guardian conference. Suspension may be either "on-site supervision" or "out of school" suspension. Should a student be suspended "out of school" for due cause, they are expected, by law, to remain in the custody of their parents/guardians during or after school hours. During a period of suspension (either "on-site" or "out-of-school"), a student is not permitted to participate in or attend any extra-curricular activities. A student who has been suspended out of school is not permitted to enter school grounds unless permission has been granted by the administration.

4.2 Expulsion

The education Code of California states that every child shall attend school, but this privilege is dependent on the continued attendance and compliance with all rules and regulations of both the state and district, having to do with pupil behavior. It should be clearly understood that any pupil by his/her own failure to comply with school regulations, may lose his/her right to free public education (see Board Policy 5144.1). On the twentieth (20) day of suspension, the student will automatically be sent before an expulsion panel. NOTE: Expulsion is the most serious penalty a school can impose and one that can have long-range negative consequences to a student.

When a student is expelled it is a criminal violation to return to the school grounds without express permission of administration. Students allowed to return on a stayed expulsion will forfeit all rights and privileges (Participation in athletics, dances, evening events, rallies and field trips not connected to course outline.)

5. Procedures to Notify Teachers of Dangerous Pupils

The administration shall prepare and distribute to staff a list of students who have currently been suspended on a regular basis (daily, weekly, or monthly). Any information regarding new students who have a confirmed history of being dangerous pupils will be given to teachers.

6. Sexual Harassment Policy

Sexual harassment is against the law and prohibited by school district policy. No student, employee, officer, or contractor of the school district shall engage in sexual harassment. Additional information can be found in TBJUSD BP 4119.11

6.1 What is Sexual Harassment?

Sexual harassment can be divided into two (2) types of conduct.

1. Conduct which creates an intimidating, hostile, or offensive work or Educational environment.
2. Conduct, the submission to which, is an express or implied condition of receiving a grade, passing a class, or receiving some other benefit.

Sexual harassment means any of the following conduct which falls into either of the above two categories; unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by another student, a school employee, officer, or contractor.

6.2 Specific Examples of Sexual Harassment

1. Make embarrassing comments about or staring at another person's figure, or body parts.
2. Unwelcome physical touching with sexual overtones.
3. Continuing to express sexual interest after being informed that the interest is unwelcome
4. Making express or implied threats of reprisal following negative responses to unwelcome sexual conduct.
5. Offering favors or benefits in exchange for tolerating prohibited behavior.

6.3 What Should You Do if You Are Sexually Harassed?

If you are sexually harassed, you should immediately tell the person who is bothering you that their conduct is offensive and must stop. Also, you should immediately tell a teacher, EPS, site administrator, or superintendent so that they can help put a stop to the matter. You should also tell someone other than the person who is bothering you.

6.4 Formal Complaints

Whether you informally complain or not, you may file a written complaint with the administrator or the superintendent.

6.5 Investigation

As soon as the site administrator or superintendent receives the complaint, they will conduct an investigation. The investigation shall include interviewing the complaining student and the alleged person, interviewing any witnesses to the conduct and interviewing any other victims of the conduct that the investigator has reason to believe may exist.

6.6 Determination

The investigator (site administrator or superintendent) will produce a written, factual report setting forth the investigator's determination in writing. A copy of the report shall be given to the complaining student, and to the alleged person. Even where the investigation is inconclusive, a written report shall be filed indicating the allegation, and action taken.

6.7 What Corrective Action Will Be Taken

Sexual harassment will not be tolerated. Once the school district becomes aware of sexual harassment, appropriate action will be taken to stop the sexual harassment. If necessary, offending students will be suspended or expelled from school, and offending employees will be suspended or their employment terminated. Incidents of child abuse, assault, or battery will be reported to law enforcement for prosecution.

6.8 Appeal to the Board of Trustees

The decision of the investigator, (site administrator or superintendent) may be appealed by the complaining student to the Board of Trustees in writing. In such case, the board will hear the matter and reach a decision.

6.9 Retaliation is Prohibited

No retaliation will be allowed to take place against students filing sexual harassment complaints. Filing a sexual harassment complaint will not cause any reflection on the student filing the complaint, nor will it affect the student in the future in any way, (i.e. grades, promotion, awards).

Any student who willfully files a false sexual harassment complaint will be suspended or expelled from school.

7. Dress Code

The staff of Tulelake Elementary School takes pride in the appearance of our students. All students are expected to dress and groom themselves neatly, in clothes that are suitable for school attendance and activities, with due regard for modesty. THE SCHOOL RESERVES RIGHT TO DETERMINE WHAT IS APPROPRIATE ATTIRE FOR OUR EDUCATIONAL SETTING. Attire which goes beyond the bounds of acceptable standards will be dealt with on an individual basis. As fashions and trends change the school may amend the dress code as needed or address specific dress code issues as they arise. The discipline matrix lists consequences for dress code violations. In order to maintain a safe and positive educational environment, the following standards will be in effect at school and all school related activities.

1. Students must wear clothing including both a shirt with pants, or the equivalent, and shoes.
2. Clothing must cover the chest, torso, and to mid thigh.
3. Clothing must cover undergarments.
4. See-through clothing is prohibited.
5. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, shop classes, and other activities where unique hazards or specialized attire or safety gear is required.
6. Attire or grooming depicting or advocating violence, criminal activity, gang-related activity, use of alcohol or drugs, sexual references, or hate speech are prohibited.

A violation of the dress code will be addressed by having the student correct the violation, changing or removing the item. Parent contact may be made.

8. Procedures for Safe Ingress and Egress

Please refer to the evacuation map in the Disaster Response part of this Safe School Plan.

In addition, administrators and other staff are out on campus during both the arrival and departure times for our students in order to ensure student safety.

9. Safe and Orderly School

9.1 Creating and Maintaining a Safe and Orderly Environment

In order to create and maintain a safe and orderly environment, Tulelake Elementary School annually publishes and distributes to student and parents our behavioral expectations and the consequences for violating them. Teachers review rules, safety, and school environment

expectations each year with their students via the Tullake Elementary School Student Handbook. Special emphasis is given by the school administrators to meet with classes and review expellable offenses related to weapons and drugs on campus.

Administrators, teachers and campus monitors are out on campus to monitor student behavior frequently and at all times when students are not required to be in class.

Finally, in cooperation with the City of Tullake Police Department, Tullake Elementary School has built a positive and supportive relationship with local law enforcement.

9.2 Hate Crime Reporting

Hate crimes committed on the Tullake Elementary School campus or during a school sponsored activity should be reported immediately to the principal or his/her designee. The victim and /or witness will be asked to write a formal statement of the incident for investigative purposes and law enforcement will be notified.

9.3 Ensuring a Safe, Respectful, Accepting and Emotionally Nurturing Environment

Improving the culture of Tullake Elementary School campus is one of the goals regularly included in the school's Single Plan for School Improvement. Adults on campus are asked to refer troubled students to the main office for assistance. The PBIS team and Behavior Specialist are continually working to improve school safety and environment.

10. Discipline

10.1 Tullake Basin Joint Unified School District-Wide Discipline Policy

Tullake Elementary School has implemented Year 1 of PBIS (Positive Behavior Intervention Systems) this year and will continue with Year 2 of the program this next year. Stop in to our office for more information.

One of the keys to learning is good discipline. Without proper discipline, the quality of education decreases. By us providing a safe and quality learning environment, a student will find more success and will also learn to be self-disciplined. The discipline at Tullake Elementary School has been formed to provide for maximum protection of individual rights and provide for safe conditions to reduce the chance of accidents, injuries, bullying, and classroom disruption.

All school rules/expectations are in place during school hours, on busses, at bus stops, traveling to and from school, school sponsored events, field trips, class trips, etc. School discipline remains in effect and consequences may be assigned if warranted.

We have simple, plain, and consistent behavior expectations and consequences for those who choose to deviate from these expectations. Every effort is taken to deal with each infraction and

every child is treated individually so the human element is not lost in determining the consequences.

Discipline begins with the teacher in the classroom. The students will be aware of the classroom rules that are employed by the teacher. The teacher will employ a variety of techniques to help a student overcome his/her difficulties. If the problem persists or is serious in nature, the Principal and parents will handle it.

Students are expected to be respectful and safe to each other and adults. Polite and orderly behavior is expected of all students. If the behavior is unacceptable, the student will receive some form of punishment from loss of recess time to after school detention to suspension or even in extreme cases, a recommendation for expulsion.

Our basic school rules are as follows:

1. Be Safe
2. Be Respectful
3. Be Responsible

From this basic set of school rules and expectations, teachers, staff, and administrators may draw up more specific rules in order to provide order and safety at school. Tulelake Elementary School follows a progressive discipline policy for common school infractions, bus citations and classroom/campus referrals. Progressive Discipline Steps are as follows:

- Step 1 – 1 day lunch detention
- Step 2 – 1-3 days lunch detention
- Step 3 – After school detention
- Step 4 – After school detention
- Step 5 – 1 day suspension or alternate discipline measure
- Step 6 – 2-5 day suspension or alternate discipline measure

Students who do not receive a formal discipline action, referral, or bus citation within 30 days of their last one, may move back up a step. We like to reward positive changes and choices in behavior by recognizing that discipline steps can be climbed upward or downward depending on the student's choice.

10.2 Expellable Offenses

NOTE: Offenses that are grounds for automatic recommendation for expulsion are as follows:

- Selling or Furnishing drugs, alcohol, or other controlled substances.
- Possession of a dangerous object at school. (Knife, gun, explosive etc.)
- 20 total days of suspension in one school year.
- Sexual Assault.

Tulelake Elementary also believes that in regards to having inappropriate items at school such as drugs, alcohol, controlled substances or possession of a dangerous object like a knife, gun, or explosive there are times where students bring these items accidentally, without knowledge, or not knowing the expectations. When this happens it is expected that the student turn in the item to a staff member or the office. In these situations, we appreciate the student making the school a safer place and we will hold onto the item and contact parents to pick it up. However, if a student attempts to hide the item or not make the school a safer place by turning it in on their own, the school will recommend the student for expulsion. Making good choices is appreciated and rewarded at TES

10.3 Hands Off Policy

Students are to keep their hands, feet, and objects to themselves at all times, unless permission is granted otherwise from a staff member. Example: Students ask yard duty if they may play "tag" and the yard duty gives them permission.

10.4 Cyber-Bullying

California Ed Code 48900(r) states "Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel." Violation of Ed Code 48900(r) is a suspendable offense.

In these current times the prevalence of social media (Facebook, Twitter, You-Tube, etc.) websites and the access available for student use brings with it the possibility of bullying via posts or texts that are harmful, hurtful, or threatening. This can include inappropriate, violent, gang-related, harmful, hurtful, and/or threatening videos, photographs, posts, texts, or other forms of electronic media. When this happens with students, the impact is negative for both students, families, and the school. Tulelake Elementary School recommends that parents be active in their children's online social media accounts and monitor for safety and appropriateness. When cyber-bullying comes to the attention of the school, the school will take action as per education code. THIS RULE APPLIES TO OFF-CAMPUS COMPUTER AND CELL PHONE USE THAT INTERFERES, INTERRUPTS, OR HARMS STUDENT AND/OR STUDENT LEARNING.

10.5 Restorative Justice

Restorative justice is a shift in school and community culture that uses the approach that students and staff will focus on the needs of the victims and the offenders, as well as the involved community, instead of simply punishing the offender. Victims take an active role in the process, while offenders are encouraged to take responsibility for their actions, to repair the harm they've done, in turn, learning from their mistakes and making the world around them whole again.

Restorative justice involves both victim and offender and focuses on their personal needs. In addition, it provides help for the offender in order to avoid future offences by engaging the community in a conversation aimed at **repairing the relationship** that was damaged by the negative behavior. Some Restorative examples may include: Formal-public apologies, returning stolen money, community service, relational counseling, campus beautification, and guided conflict mediated, etc. It is our goal at Tulelake Elementary School to keep students in school, and restorative justice practices are an ideal way to keep students in their classrooms learning.

Below is the **Discipline Matrix** that details specific discipline infractions and consequences related to them. The matrix is progressive in nature. For example, consequences for fighting the first time are different than consequences for fighting the second time, and so on.

The Tulelake Basin Joint Unified School District administration reserves the right to objectively determine the consequences based on the seriousness of a particular infraction.

OFFENSE	1 st OFFENSE	2 nd OFFENSE	3 rd OR MORE
Dress Code Violation	Student will correct violation or contact parent to bring appropriate school attire.	Student will correct violation or contact parent to bring appropriate school attire and lunch detention or after school detention.	Student will correct violation or contact parent to bring appropriate school attire and lunch detention or after school detention.
Electronic Devices, Including Cell Phones – not to be seen or heard at school	Cell phone and/or electronic device confiscated and returned to student at the end of the day.	Cell phone and/ or electronic device confiscated, parent pick-up.	Cell phone and/ or electronic device confiscated, parent pick-up after one week.
Inappropriate use of computer or the Internet; Violation of school technology contract.	Student suspended from technology use for 1 week, lunch detention or after school detention or 1 day suspension.	Student suspended from technology use for 2 weeks, lunch detention, or after school detention or 1-3 day suspension	Student suspended from technology use for remainder of trimester, 1-5 day suspension.
Leaving campus at any part of the day without office/parent permission	After school detention	After school detention/ or 1-3 day suspension.	After school detention, possible law enforcement contacted, Truant step/ and 1-3 day suspension
Non- Assaultive Health and Safety Violation; Ex: spitting, etc.	Lunch detention or after school detention.	After school detention or 1 day suspension	After school detention or 1-3 day suspension.

Possession of Nuisance Items – items that disrupt the campus or classroom and/or have no educational purpose or value at school. (An items value to school to be determined by staff.)	Item confiscated. Lunch detention or after school detention.	Item confiscated. Parent contacted. Lunch detention, after school detention, or 1 day suspension.	Item confiscated. Parent contacted. After school detention, 1-3 day suspension.
Profanity or vulgarity	Lunch detention or after school detention	After school detentions or 1 day suspension	1-3 day suspension
Personal Displays of Affection – kissing, hugging, groping, etc. that is deemed inappropriate for school.	Warning – Counsel or 1-3 day lunch detention	3 day lunch detention or after school detention	After school detention or 1-3 day suspension
Disrupting School Activities or Defiance to Staff.	Lunch detention, after school detention	Lunch detention, after school detention or 1-3 day suspension.	After school detention or 1-5 day suspension, and/or recommendation for expulsion.

Poor Behavior with a substitute teacher	After school detention	After school detention	1-3 day suspension
Cheating/Plagiarism	Parent contacted; “F” grade assigned or student makes up assignment. Lunch detention.	Parent contacted; “F” grade assigned or student makes up assignment. After school detention.	Parent contacted; “F” grade assigned or student makes up assignment. After school detention.
Forgery or falsification of notes, forms, passes, etc.	Lunch detention or after school detention.	Lunch detention or after school detention.	After school detention or 1-5 day suspension.
Profanity directed toward a staff member	After school detention or 1-3 day suspension	1-3 day suspension.	2-5 day suspension and/or recommendation for expulsion.
Attack upon school staff member*	5 day suspension, possible expulsion, law enforcement contact	5 day suspension, expulsion, law enforcement contact	_____
Committing an obscene act.	Lunch detention, after school detention or 1 day suspension.	Lunch detention, after school detention, or 1-3 day suspension.	After school detention, 1-5 day suspension and/or recommendation for expulsion.
Stealing, attempting to steal or in possession of stolen property.*	After school detention or 1-3 day suspension.	After school detention or 1-5 day suspension. Law enforcement contacted.	2-5 day suspension and/or recommendation for expulsion. Law enforcement contacted

Gambling	Lunch detention, after school detention, or 1 day suspension.	Lunch detention, after school detention, or 1-3 day suspension.	2-5 day suspension.
Fire Alarm Tampering	1-3 day suspension	3-5 day suspension; law enforcement contacted.	5 day suspension, law enforcement contacted, and/or recommendation for expulsion
Unlawfully in possession, used, or under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.*	5 day suspension; law enforcement contacted.	5 day suspension; law enforcement contacted; recommendation for expulsion.	5 day suspension; law enforcement contacted; recommendation for expulsion.
Unlawfully furnished or sold any controlled substance, alcoholic beverage, or intoxicant of any kind.*	5 day suspension; law enforcement contacted; recommendation for expulsion.	5 day suspension; law enforcement contacted; recommendation for expulsion.	5 day suspension; law enforcement contacted; recommendation for expulsion.
Possession, sale or manufacture of drug paraphernalia.*	5 day suspension; possible law enforcement contacted.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.

In possession or used tobacco products	1-3 day suspension.	2-5 day suspension; law enforcement contacted.	5 day suspension; law enforcement contacted and/or recommendation for expulsion.
Committing or attempting to commit robbery or extortion.	1-3 day suspension.	3-5 day suspension; law enforcement contacted.	5 day suspension; law enforcement contacted; recommendation for expulsion.
Caused or attempted to cause damage to school or personal property, including vandalism and graffiti.	Lunch detention, after school detention or 1-5 day suspension; Possible law enforcement contacted.	3-5 day suspension; law enforcement contacted and/or recommendation for expulsion.	5 day suspension, law enforcement contacted, and/or recommendation for expulsion
Vandalism	cleaning up mess, parents held accountable for fixing or paying for damages, possible suspension	cleaning up mess, parents held accountable for fixing or paying for damages, 1 day of suspension	cleaning up mess, parents held accountable for fixing or paying for damages, 3 days of suspension

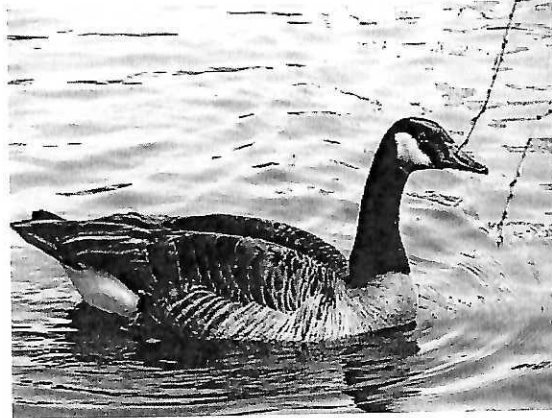
Possession of any gun, knife, explosive or dangerous objects.	5 day suspension; law enforcement contacted; recommendation for expulsion.	5 day suspension; law enforcement contacted; recommendation for expulsion.	5 day suspension; law enforcement contacted; recommendation for expulsion.
Sexual Harassment	Lunch detention, after school detention, or 1-3 day suspension.	After school detention or 1-3 day suspension. Possible law enforcement contacted.	1-5 day suspension; law enforcement contacted and/or recommendation for expulsion.
Committed or attempted to commit sexual assault.*	1-5 day suspension; possible law enforcement contacted, and/or recommendation for expulsion.	3-5 day suspension; possible law enforcement contacted, and/or recommendation for expulsion.	5 day suspension; law enforcement contacted, and recommendation for expulsion.
Harassment, threats or intimidation.	Lunch detention, after school detention, or 1-3 day suspension.	After school detention or 1-5 day suspension.	3-5 day suspension and or recommendation for expulsion.
Harassment, threat or intimidation towards a witness involved in a school disciplinary proceeding. Including calling a student "snitch, rat, narc, etc."	1-3 day suspension.	1-5 day suspension.	3-5 day suspension.
Cyber bullying - see Ed Code 48900(r) including inappropriate or threatening social website postings, e-mail, texting, etc.	After school detention, or 1-3 day suspension; possible law enforcement contacted.	1-5 day suspension; possible law enforcement contacted.	3-5 day suspension; law enforcement contacted and/or recommendation for expulsion.
Videotaping and/or other harmful media and/or posting such media on a website or text.	After school detention or 1-3 day suspension	2-5 day suspension	3-5 day suspension
Thoughtless or Careless Behavior that results in injury/harm to another	After school detention or 1-3 day suspension	After school detention or 1-3 day suspension	2-5 day suspension
Instigating and/or supporting an altercation.	Lunch or after school detention	After school detention or 1-3 day suspension.	2-5 day suspension
Causing, attempting to cause, or threatening to cause physical injury to another person. (Mutual combat or Fighting).	1-5 day suspension; possible law enforcement contacted.	2-5 day suspension; possible law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.

Assault (not fighting or mutual combat)	3-5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; and recommendation for expulsion.
Causing, attempting to cause, or threatening to cause physical injury to another person at/near a bus stop or on the bus. (Mutual combat or Fighting).	1-5 day suspension and/or bus suspension; possible law enforcement contacted.	2-5 day suspension and/or bus suspension; possible law enforcement contacted; and/or recommendation for expulsion.	5 day suspension and/or bus suspension; law enforcement contacted; and/or recommendation for expulsion.

Tulelake Basin Joint Unified School District
Tulelake High School

COMPREHENSIVE SAFE SCHOOL PLAN

2020 – 2021 School Year



850 Main Street
Tulelake, CA 96134
(530) 667-2292

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School: Tulelake High School

Phone: 530-667-2292

Emergency Phone: 530 667-2292

Information Updated

Date: February 3, 2021

By: Teresa Healy

Principal: Teresa Healy

Address: 850 Main Street

Tulelake, CA 96134

No. of Students: 195

Fax: 530 667-2290

No. of Teachers: 14

Email: thealy@tbjUSD.org

No. of Staff: 7

Web Site: <http://www.tulelakeschools.org>

No. of Classrooms: 18

EMERGENCY RESPONSE TEAM (ERT) MEMBERS

Chart of Responsibilities

ERT POSITION	NAME	RESPONSIBILITIES
Incident Commander	Teresa Healy	Meet & coordinate with outside agencies, interfaces with the district office.
ERT Leader	Tara Wright	Direct Emergency Response Team, assist I.C.; rumor control, communications.
Facilities & Safety	Marco Medina Marty Walden	Gas, electrical, water shut-off, building safety, and inspection, inform and direct emergency vehicles.
Search & Rescue	Kyle Schaad Tim Brown	Search and rescue for trapped, missing or injured individuals.
Accountability	Julia Pena Celeste Wedmore	Maintains Student Emergency Cards and check out box, maintains list of missing and extra students/adults, oversee orderly checkout post, crowd control
Medical Aid/Triage Teachers Room	Tricia Brown	Maintain portable First Aid Kit. Set up First Aid Area; triage/treat as necessary, keep a list of injured and those transported to medical facility.
Checkout Post Main Gate	Julia Pena Celeste Wedmore	Maintain Student Emergency Cards; daily sign out sheets; verify release and maintain Emergency Sign Out Logs.
Student Safe Library	Mitzi Van Acker	Setup and maintain Student Safe Room; provide risk screening; facilitate student activities
Room	Tara Wright	Maintain Staff Safe Room; observe staff for stress.
Parent Liaison	Shane Wood Julia Pena	Meet and direct parents, provide information; crowd control
Public Information Officer	Teresa Healy	Coordinate with I.C. to release incident information to the media in a timely manner.

2. School Site Data

All data in this section was taken from the California Department of Education Data Reporting Office or PowerSchool.

2.1 Assessment of Current Status of School Crime

2.1.1 Suspendable Violations Code SY 2019/2020

Violation Code	Violation Description	Number suspended
*1	Caused, Attempted, or Threatened Physical Injury	16
*I	Committed obscene act/habitual profanity/vulgarity	1

2.1.2 Suspensions and Expulsions

This table displays the rate of suspensions and expulsions (total number of incidents divided by the total enrollment) at the school and district levels for the most recent three-year period as obtained from the CDE data reporting office.

	School			District		
	2017/2018	2018/2019	2019/2020	2017/2018	2018/2019	2019/2020
Suspension	3.8%	4.1%	6.5%	6.7%	2.7%	4.8%
Expulsions	0%	0%	0%	0%	0%	0%

2.1.3 School Status Report

Tulelake High School is located in Tulelake, CA and sits directly West of Highway 139. We have intermittent fencing surrounding the campus and 12 cameras strategically placed throughout the campus. Students use the entrances located on the West, North and Northeast sides of campus. Staff and guests utilize the main entrance located directly North of the gym. All entrance doors remain locked during the school day. All other doors are locked at all times. Last year we did not suffer any vandalism or break-ins. The school relies on Tulelake Police and Modoc County Sheriff's offices. We have an established drill schedule that tests the students and staff ability to respond to any emergency.

2.1.4 Attendance

The below table is a breakdown of the 2019/2020 SY attendance. The school had an overall 94.85% attendance rate.

2019-2020 Attendance Summary						
	Enrollment	Enrolled Days	Excused Absences	Unexcused Absences	Tardy by Period	Class Cut by Period
7th	30	4612	204	64	134	5
8th	40	6698	291	63	311	30
9th	30	5129	155	85	140	51
10th	40	6400	175	50	187	10
11th	27	4158	171	37	171	15
12th	31	5153	252	41	149	22
TOTALS	198	32,150	1,248	340	1,092	133

3. Strategies and Programs

3.1 Child Abuse Reporting Procedures

Child abuse and neglect must be reported to a child protective agency immediately as required by the California Penal Code, Chapter 916, and Sections 11164-11174.3. Agencies authorized to accept mandated reports are police, sheriff, and Child Protective Services (CPS). Mandated reporters include healthcare practitioners, childcare custodian, school employees and employees of a child protective agency. This includes EMTs and paramedics.

Neglect is defined as the negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical/dental care, or supervision. Physical abuse is defined as a physical injury, including death, to a child which appears to have been inflicted by other than accidental means.

Sexual abuse is defined as sexual assault on, or the exploitation of a minor. Sexual assaults include rape, rape in concert (aiding or abetting or acting in concert with any person in the commission of a rape), incest, sodomy, oral copulation, penetration of genital or anal opening by a foreign object, and child molestation. It also includes lewd or lascivious conduct with a child under the age of fourteen years, which may apply to any lewd touching if done with the intention of arousing or gratifying the sexual desire of either the person involved or the child. Sexual

exploitation includes conduct or activities related to pornography depicting minors, and promoting prostitution by minors.

A child is any person under the age of eighteen.

The purpose of reporting suspected child abuse/neglect is to protect the child, prevent further abuse of the child and other children in the home, and begin treatment of the entire family. The inflection of injury, rather than the degree of that injury, is the determination for intervention by the CPS and law enforcement.

When a mandated reporter has knowledge of or has observed child abuse or neglect, that individual is required to report to the local law enforcement and/or to the CPS immediately or as soon as practically possible by telephone and shall complete the suspected child abuse report form within 36 hours. Those persons legally required to report suspected child abuse have immunity from criminal or civil liability for reporting as required. Reporting forms are available in the main office or from any administrator or EPS.

To make a verbal report to CPS, call the 24-hour Child Abuse Hotline at (530) 841-4200. Completed written reports are to be sent to:

Siskiyou County CPS
2060 Campus Drive
Yreka, CA 96097

Retain the yellow copy of the suspected Child Abuse Report Form SS8572 for your records and submit top three copies (white, blue and green) to the CPS agency.

3.2 Disaster Procedures, Routine and Emergency, Including Students with Disabilities

In all emergencies, all electronic, radio frequency forms of communication must not be used for safety reasons. Except for emergency needs, school phones should not be used in order to keep all available lines open.

3.2.1 Evacuations

In the event an evacuation is necessary or called for, move students to the assigned designated site as identified on the evacuation map (Appendix A). Maps are posted in all classrooms and buildings. Take from the classroom any first aid supplies, and roll book. Take roll at the Evacuation site using the "Emergency Roll Call Form" and give the completed form to the Person in charge of attendance. 1-1 Para's are to stay with and assist their students.

3.2.2 Lock Down Action

Alert is your first notification of danger.

ALERT is when you first become aware of a threat. The sooner you understand that you're in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.

Barricade the room. Prepare to EVACUATE or COUNTER if needed.

If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.

Communicate the violent intruder's location and direction in real time.

The purpose of INFORM is to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions. Information should always be clear, direct and in plain language, not using codes. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter.

Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting.

ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved. Counter is a strategy of last resort. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate.

When safe to do so, remove yourself from the danger zone.

3.2.3 Earthquake

The event itself is the notification. In the event of an earthquake, students and staff who are indoors are directed to duck and cover under a desk or piece of furniture to avoid injury from falling debris. When the shaking stops, evacuate buildings using caution and watch for falling objects. Bring roll book, first aid supplies, and Critical Incident Handbook.

3.2.4 Emergency Facility Use

In the event of an emergency in the community or surrounding area, Tulelake High School has been designated as an emergency shelter location and will cooperate with the Red Cross as requested.

3.2.5 General Staff Emergency Duties and Responsibilities

Administrators:	Manage the situation, direct staff, provide essential communications
Office Staff:	Maintain attendance records, sign-out logs, emergency cards, student medications, student locator cards
Custodial Staff:	Manage/turn off utilities as necessary, assist with security as directed.
Teachers:	Supervision of assigned students and those under your supervision

4. Suspensions and Expulsion

4.1 Suspension

A student may be suspended for an infraction of school regulations, misdemeanors, and felonies for 1-5 days. The parents/guardians of a student who is suspended will be contacted and the student may be reinstated after a parent/guardian conference. Suspension may be either “on-site supervision” or “out of school” suspension. Should a student be suspended “out of school” for due cause, they are expected, by law, to remain in the custody of their parents/guardians during or after school hours. During a period of suspension (either “on-site” or “out-of-school”), a student is not permitted to participate in or attend any extra-curricular activities. A student who has been suspended out of school is not permitted to enter school grounds unless permission has been granted by the administration.

4.2 Expulsion

The education Code of California states that every child shall attend school, but this privilege is dependent on the continued attendance and compliance with all rules and regulations of both the state and district, having to do with pupil behavior. It should be clearly understood that any pupil by his/her own failure to comply with school regulations, may lose his/her right to free public education (see Board Policy 5144.1). On the twentieth (20) day of suspension, the student will automatically be sent before an expulsion panel. NOTE: Expulsion is the most serious penalty a school can impose and one that can have long-range negative consequences to a student.

When a student is expelled it is a criminal violation to return to the school grounds without express permission of administration. Students allowed to return on a stayed expulsion will forfeit all rights and privileges (Participation in athletics, dances, evening events, rallies and field trips not connected to course outline.)

5. Procedures to Notify Teachers of Dangerous Pupils

The administration shall prepare and distribute to staff a list of students who have currently been suspended on a regular basis (daily, weekly, or monthly). Any information regarding new students who have a confirmed history of being dangerous pupils will be given to teachers.

6. Sexual Harassment Policy

Sexual harassment is against the law and prohibited by school district policy. No student, employee, officer, or contractor of the school district shall engage in sexual harassment. Additional information can be found in TBJUSD BP 4119.11

6.1 What is Sexual Harassment?

Sexual harassment can be divided into two (2) types of conduct.

1. Conduct which creates an intimidating, hostile, or offensive work or Educational environment.
2. Conduct, the submission to which, is an express or implied condition of receiving a grade, passing a class, or receiving some other benefit.

Sexual harassment means any of the following conduct which falls into either of the above two categories; unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by another student, a school employee, officer, or contractor.

6.2 Specific Examples of Sexual Harassment

1. Make embarrassing comments about or staring at another person's figure, or body parts.
2. Unwelcome physical touching with sexual overtones.
3. Continuing to express sexual interest after being informed that the interest is unwelcome
4. Making express or implied threats of reprisal following negative responses to unwelcome sexual conduct.
5. Offering favors or benefits in exchange for tolerating prohibited behavior.

6.3 What Should You Do if You Are Sexually Harassed?

If you are sexually harassed, you should immediately tell the person who is bothering you that their conduct is offensive and must stop. Also, you should immediately tell a teacher, site administrator, or superintendent so that they can help put a stop to the matter. You should also tell someone other than the person who is bothering you.

6.4 Formal Complaints

Whether you informally complain or not, you may file a written complaint with the administrator or the superintendent.

6.5 Investigation

As soon as the site administrator or superintendent receives the complaint, they will conduct an investigation. The investigation shall include interviewing the complaining student and the alleged person, interviewing any witnesses to the conduct and interviewing any other victims of the conduct that the investigator has reason to believe may exist.

6.6 Determination

The investigator (site administrator or superintendent) will produce a written, factual report setting forth the investigators determination in writing. A copy of the report shall be given to the

complaining student, and to the alleged person. Even where the investigation is inconclusive, a written report shall be filed indicating the allegation, and action taken.

6.7 What Corrective Action Will Be Taken

Sexual harassment will not be tolerated. Once the school district becomes aware of sexual harassment, appropriate action will be taken to stop the sexual harassment. If necessary, offending students will be suspended or expelled from school, and offending employees will be suspended or their employment terminated. Incidents of child abuse, assault, or battery will be reported to law enforcement for prosecution.

6.8 Appeal to the Board of Trustees

The decision of the investigator, (site administrator or superintendent) may be appealed by the complaining student to the Board of Trustees in writing. In such a case, the board will hear the matter and reach a decision.

6.9 Retaliation is Prohibited

No retaliation will be allowed to take place against students filing sexual harassment complaints. Filing a sexual harassment complaint will not cause any reflection on the student filing the complaint, nor will it affect the student in the future in any way, (i.e. grades, promotion, awards). Any student who willfully files a false sexual harassment complaint will be suspended or expelled from school.

7. Dress Code

The staff of Tulelake High School takes pride in the appearance of our students. All students are expected to dress and groom themselves neatly, in clothes that are suitable for school attendance and activities, with due regard for modesty. THE SCHOOL RESERVES RIGHT TO DETERMINE WHAT IS APPROPRIATE ATTIRE FOR OUR EDUCATIONAL SETTING. Attire which goes beyond the bounds of acceptable standards will be dealt with on an individual basis. As fashions and trends change the school may amend the dress code as needed or address specific dress code issues as they arise. The discipline matrix lists consequences for dress code violations. In order to maintain a safe and positive educational environment, the following standards will be in effect at school and all school related activities.

1. Students must wear clothing including both a shirt with pants, or the equivalent, and shoes.
2. Clothing must cover the chest and torso to the mid-thigh
3. Clothing must cover undergarments.
4. See-through clothing is prohibited.
5. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, shop classes, and other activities where unique hazards or specialized attire or safety gear is required.

6. Attire or grooming depicting or advocating violence, criminal activity, gang-related activity, use of alcohol or drugs, sexual references, or hate speech are prohibited.

A violation of the dress code will be addressed by having the student correct the violation, changing or removing the item. Parent contact may be made.

8. Procedures for Safe Ingress and Egress

Please refer to the evacuation map in the Disaster Response part of this Safe School Plan.

In addition, administrators and other staff are out on campus during both the arrival and departure times for our students in order to ensure student safety.

9. Safe and Orderly School

9.1 Creating and Maintaining a Safe and Orderly Environment

In order to create and maintain a safe and orderly environment, Tullake High School annually publishes and distributes to students and parents our behavioral expectations and the consequences for violating them. Teachers review rules, safety, and school environment expectations each year with their students via the Tullake High School Student Handbook. Special emphasis is given by the school administrators to meet with classes and review expellable offenses related to weapons and drugs on campus.

The Administrator, teachers and campus monitors are out on campus to monitor student behavior frequently and at all times when students are not required to be in class.

Finally, in cooperation with the City of Tullake Police Department, Tullake High School has built a positive and supportive relationship with local law enforcement.

9.2 Hate Crime Reporting

Hate crimes committed on the Tullake High School campus or during a school sponsored activity should be reported immediately to the principal or his/her designee. The victim and /or witness will be asked to write a formal statement of the incident for investigative purposes and law enforcement will be notified.

9.3 Ensuring a Safe, Respectful, Accepting and Emotionally Nurturing Environment

Improving the culture of Tullake High School campus is one of the goals regularly included in the school's Single Plan for School Improvement. Adults on campus are asked to refer troubled students to the main office for assistance. The PBIS team is continually working to improve school safety and environment.

10. Discipline

10.1 Tulelake School-Wide Discipline Policy

Tulelake High implemented Year 2 of PBIS (Positive Behavior Intervention Systems) this year and will continue with Year 3 of the program this next year.

One of the keys to learning is good discipline. Without proper discipline, the quality of education decreases. By providing a safe and quality learning environment, a student will find more success and will also learn to be self-disciplined. The discipline at Tulelake High School has been formed to provide for maximum protection of individual rights and provide for safe conditions to reduce the chance of accidents, injuries, bullying, and classroom disruption.

All school rules/expectations are in place during school hours, on busses, at bus stops, traveling to and from school, school sponsored events, field trips, class trips, etc. School discipline remains in effect and consequences may be assigned if warranted.

We have simple, plain, and consistent behavior expectations and consequences for those who choose to deviate from these expectations. Every effort is taken to deal with each infraction and every child is treated individually so the human element is not lost in determining the consequences.

Discipline begins with the teacher in the classroom. The students will be aware of the classroom rules that are employed by the teacher. The teacher will employ a variety of techniques to help a student overcome his/her difficulties. If the problem persists or is serious in nature, the Principal and parents will handle it.

Students are expected to be respectful and safe to each other and adults. Polite and orderly behavior is expected of all students. If the behavior is unacceptable, the student will receive some form of punishment from loss of recess time to after school detention to suspension or even in extreme cases, a recommendation for expulsion.

Our basic school rules are as follows:

1. Be Safe
2. Be Respectful
3. Be Responsible

From this basic set of school rules and expectations, teachers, staff, and administrators may draw up more specific rules in order to provide order and safety at school.

Tulelake High School follows a progressive discipline policy for common school infractions, bus citations and classroom/campus referrals. Progressive Discipline Steps are as follows:

- Step 1 – 1 day lunch detention
- Step 2 – 1-3 days lunch detention
- Step 3 – After school detention
- Step 4 – After school detention
- Step 5 – 1 day suspension or alternate discipline measure

Step 6 – 2-5 day suspension or alternate discipline measure

Students who do not receive a formal discipline action, referral, or bus citation within 30 days of their last one, may move back up a step. We like to reward positive changes and choices in behavior by recognizing that discipline steps can be climbed upward or downward depending on the student's choice.

10.2 Expellable Offenses

We will follow the applicable Education Codes.

NOTE: Offenses that are grounds for automatic recommendation for expulsion are as follows:

- Selling or Furnishing drugs, alcohol, or other controlled substances.
- Possession of a dangerous object at school. (Knife, gun, explosive etc.)
- 20 total days of suspension in one school year.
- Sexual Assault.

10.3 Hand Off Policy

Students are to keep their hands, feet, and objects to themselves at all times, unless permission is granted otherwise from a staff member.

10.4 Cyber-Bullying

California Ed Code 48900r states "Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel." Violation of Ed Code 48900r is a suspendable offense.

In these current times the prevalence of social media (Facebook, Twitter, You-Tube, etc.) websites and the access available for student use brings with it the possibility of bullying via posts or texts that are harmful, hurtful, or threatening. This can include inappropriate, violent, gang-related, harmful, hurtful, and/or threatening videos, photographs, posts, texts, or other forms of electronic media. When this happens with students, the impact is negative for both students, families, and the school. Tulelake High School recommends that parents be active in their children's online social media accounts and monitor for safety and appropriateness. When cyber-bullying comes to the attention of the school, the school will take action as per education code. THIS RULE APPLIES TO OFF-CAMPUS COMPUTER AND CELL PHONE USE THAT INTERFERES, INTERRUPTS, OR HARMS STUDENT AND/OR STUDENT LEARNING.

10.5 Restorative Justice

Restorative justice is a shift in school and community culture that uses the approach that students and staff will focus on the needs of the victims and the offenders, as well as the involved community, instead of simply punishing the offender. Victims take an active role in the process, while offenders are encouraged to take responsibility for their actions, to repair the harm they've done, in turn, learning from their mistakes and making the world around them whole again.

Restorative justice involves both victim and offender and focuses on their personal needs. In addition, it provides help for the offender in order to avoid future offences by engaging the community in a conversation aimed at **repairing the relationship** that was damaged by the negative behavior. Some Restorative examples may include: Formal-public apologies, returning stolen money, community service, relational counseling, campus beautification, and guided conflict mediated, etc. It is our goal at Tulelake to keep students in school, and restorative justice practices are an ideal way to keep students in their classrooms learning.

Below is the **Discipline Matrix** that details specific discipline infractions and consequences related to them. The matrix is progressive in nature. For example, consequences for fighting the first time are different from consequences for fighting the second time, and so on. *The TBJUSD School administration reserves the right to objectively determine the consequences based on the seriousness of a particular infraction.*

OFFENSE	1 st OFFENSE	2 nd OFFENSE	3 rd OR MORE
Dress Code Violation	Student will correct violation or contact parent to bring appropriate school attire.	Student will correct violation or contact parent to bring appropriate school attire and lunch detention or after school detention.	Student will correct violation or contact parent to bring appropriate school attire and lunch detention or after school detention.
Electronic Devices, Including Cell Phones – not to be seen or heard at school	Cell phone and/or electronic device confiscated and returned to the student at the end of the day.	Cell phone and/ or electronic device confiscated, parent pick-up.	Cell phone and/ or electronic device confiscated, parent pick up at end of school year.
Inappropriate use of computer or the Internet; Violation of school technology contract.	Student suspended from technology use for 1 week, lunch detention or after school detention or 1 day suspension.	Student suspended from technology use for 2 weeks, lunch detention, or after school detention or 1-3 day suspension	Student suspended from technology use for the remainder of trimester, 1-5 day suspension.
Leaving campus at any part of the day without office/parent permission	After school detention	After school detention/ or 1-3 day suspension.	After school detention, possible law enforcement contacted, Truant step/ and 1-3 day suspension

Non- Assaultive Health and Safety Violation; Ex: spitting, etc.	Lunch detention or after school detention.	After school detention or 1 day suspension	After school detention or 1-3 day suspension.
Possession of Nuisance Items – items that disrupt the campus or classroom and/or have no educational purpose or value at school. (An items value to school to be determined by staff.)	Item confiscated. Lunch detention or after school detention.	Item confiscated. Parent contacted. Lunch detention, after school detention, or 1 day suspension.	Item confiscated. Parent contacted. After school detention, 1-3 day suspension.
Profanity or vulgarity	Lunch detention or after school detention	After school detentions or 1 day suspension	1-3 day suspension
Personal Displays of Affection – kissing, hugging, groping, etc. that is deemed inappropriate for school.	Warning – Counsel or 1-3 day lunch detention	3 day lunch detention or after school detention	After school detention or 1-3 day suspension
Disrupting School Activities or Defiance to Staff.	Lunch detention, after school detention	Lunch detention, after school detention or 1-3 day suspension.	After school detention or 1-5 day suspension, and/or recommendation for expulsion.
Poor Behavior with a substitute teacher	After school detention	After school detention	1-3 day suspension
Cheating/Plagiarism	Parent contacted; “F” grade assigned or student makes up assignment. Lunch detention.	Parent contacted; “F” grade assigned or student makes up assignment. After school detention.	Parent contacted; “F” grade assigned or student makes up assignment. After school detention.
Forgery or falsification of notes, forms, passes, etc.	Lunch detention or after school detention.	Lunch detention or after school detention.	After school detention or 1-5 day suspension.
Profanity directed toward a staff member	After school detention or 1-3 day suspension	1-3 day suspension.	2-5 day suspension and/or recommendation for expulsion.
Attack upon school staff member*	5 day suspension, possible expulsion, law enforcement contact	5 day suspension, expulsion, law enforcement contact	
Committing an obscene act.	Lunch detention, after school detention or 1 day suspension.	Lunch detention, after school detention, or 1-3 day suspension.	After school detention, 1-5 day suspension and/or recommendation for expulsion.

Stealing, attempting to steal or in possession of stolen property.*	After school detention or 1-3 day suspension.	After school detention or 1-5 day suspension. Law enforcement contacted.	2-5 day suspension and/or recommendation for expulsion. Law enforcement contacted
Gambling	Lunch detention, after school detention, or 1 day suspension.	Lunch detention, after school detention, or 1-3 day suspension.	2-5 day suspension.
Fire Alarm Tampering	1-3 day suspension	3-5 day suspension; law enforcement contacted.	5 day suspension, law enforcement contacted, and/or recommendation for expulsion
Unlawfully in possession, used, or under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.*	5 day suspension; law enforcement contacted.	5 day suspension; law enforcement contacted; recommendation for expulsion.	5 day suspension; law enforcement contacted; recommendation for expulsion.
Unlawfully furnished or sold any controlled substance, alcoholic beverage, or intoxicant of any kind.*	5 day suspension; law enforcement contacted; recommendation for expulsion.	5 day suspension; law enforcement contacted; recommendation for expulsion.	5 day suspension; law enforcement contacted; recommendation for expulsion.
Possession, sale or manufacture of drug paraphernalia.*	5 day suspension; possible law enforcement contacted.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.
In possession or used tobacco products	1-3 day suspension.	2-5 day suspension; law enforcement contacted.	5 day suspension; law enforcement contacted and/or recommendation for expulsion.
Committing or attempting to commit robbery or extortion.	1-3 day suspension.	3-5 day suspension; law enforcement contacted.	5 day suspension; law enforcement contacted; recommendation for expulsion.
Caused or attempted to cause damage to school or personal property, including vandalism and graffiti.	Lunch detention, after school detention or 1-5 day suspension; Possible law enforcement contacted.	3-5 day suspension; law enforcement contacted and/or recommendation for expulsion.	5 day suspension, law enforcement contacted, and/or recommendation for expulsion
Vandalism	cleaning up mess, parents held	cleaning up mess, parents held	cleaning up mess, parents held accountable

	accountable for fixing or paying for damages, possible suspension	accountable for fixing or paying for damages, 1 day of suspension	for fixing or paying for damages, 3 days of suspension
Possession of any gun, knife, explosive or dangerous objects.	5 day suspension; law enforcement contacted; recommendation for expulsion.	5 day suspension; law enforcement contacted; recommendation for expulsion.	5 day suspension; law enforcement contacted; recommendation for expulsion.
Sexual Harassment	Lunch detention, after school detention, or 1-3 day suspension.	After school detention or 1-3 day suspension. Possible law enforcement contacted.	1-5 day suspension; law enforcement contacted and/or recommendation for expulsion.
Committed or attempted to commit sexual assault.*	1-5 day suspension; possible law enforcement contacted, and/or recommendation for expulsion.	3-5 day suspension; possible law enforcement contacted, and/or recommendation for expulsion.	5 day suspension; law enforcement contacted, and recommendation for expulsion.
Harassment, threats or intimidation.	Lunch detention, after school detention, or 1-3 day suspension.	After school detention or 1-5 day suspension.	3-5 day suspension and or recommendation for expulsion.
Harassment, threat or intimidation towards a witness involved in a school disciplinary proceeding. Including calling a student "snitch, rat, narc, etc."	1-3 day suspension.	1-5 day suspension.	3-5 day suspension.
Cyber bullying (see Ed Code 48900r) including inappropriate or threatening social website postings, e-mails, texting, etc.	After school detention, or 1-3 day suspension; possible law enforcement contacted.	1-5 day suspension; possible law enforcement contacted.	3-5 day suspension; law enforcement contacted and/or recommendation for expulsion.
Videotaping and/or other harmful media and/or posting such media on a website or text.	After school detention or 1-3 day suspension	2-5 day suspension	3-5 day suspension
Thoughtless or Careless Behavior that	After school detention or 1-3 day suspension	After school detention or 1-3 day suspension	2-5 day suspension

results in injury/harm to another			
Instigating and/or supporting an altercation.	Lunch or after school detention	After school detention or 1-3 day suspension.	2-5 day suspension
Causing, attempting to cause, or threatening to cause physical injury to another person. (Mutual combat or Fighting).	1-5 day suspension; possible law enforcement contacted.	2-5 day suspension; possible law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.
Assault (not fighting or mutual combat)	3-5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	5 day suspension; law enforcement contacted; and recommendation for expulsion.
Causing, attempting to cause, or threatening to cause physical injury to another person at/near a bus stop or on the bus. (Mutual combat or Fighting).	1-5 day suspension and/or bus suspension; possible law enforcement contacted.	2-5 day suspension and/or bus suspension; possible law enforcement contacted; and/or recommendation for expulsion.	5 day suspension and/or bus suspension; law enforcement contacted; and/or recommendation for expulsion.

**TENTATIVE AGREEMENT Between the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TULELAKE
CHAPTER NO. 671 and the TULELAKE BASIN JOINT UNIFIED SCHOOL
DISTRICT**

The parties have met and agree to the following for the 2021-2022 school year.

Article XII Compensation:

The district has updated the Salary Schedule to include the origination of Office Clerk and Special Education Paraprofessional positions as well as an adjustment to the Paraprofessional Salary Schedule. In addition job descriptions have been developed for these positions.

This is a tentative agreement, agreed to by duly appointed representatives on February 17, 2021. The tentative agreement is subject to ratification by the CSEA membership and approval of the Board.

Dated: 2/17/21

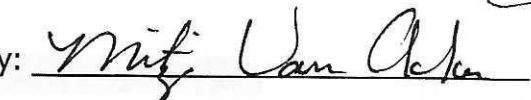
By: 

For District

Dated: 2/17/21

By: 

Dated: 2/17/21

By: 

For California School Employees

Association

Tulelake Basin Joint Unified School District | 2021-2022 CALENDAR

4th Independence Day
5th Independence Day Holiday

JULY 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Christmas Break
1st New Year's Day
3rd New Year's Holiday
14th Minimum Day End of Q2/S1
17th M.L. King Day Holiday

19 teaching days/ 95 total

17th Optional Inservice Day
18th-20th Inservice Day
23rd First Day of School

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

14th Lincoln's Birthday Holiday
18th TES Progress Reports
21st Presidents' Day Holiday
25th 2nd Trimester Ends

18 teaching days/ 113 total

6th Labor Day Holiday
9th Minimum Day Students
10th Admissions Day Holiday
13th Day After Fair No School

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9th Minimum Day Conferences
11th Minimum Day in lieu of Conf
25th Minimum Day End of Q3
28th-April 1st Spring Break

19 teaching days/ 132 total

1st TES Progress Reports
29th Minimum Day End of Q1
29th Trimester Ends

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

17th Easter
18th Possible Snow Day Make Up/Holiday Travel Day

19 teaching days/ 151 total

11th Veterans Day Holiday
17th Minimum Day Conferences
19th Minimum Day in lieu of Conf
22nd-26th Thanksgiving Break
25th Thanksgiving Day Holiday
26th Thanksgiving Holiday

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6th Progress Reports
30th Memorial Day Holiday

21 teaching days/ 172 total

10th TES Progress Reports
17th Minimum Day All Staff
20th - January 3rd Christmas Break
23rd Christmas Eve Holiday
24th Christmas Day Holiday
31st New Year Eve

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

8th grade Promotion
10th Last Day of School Min Day
10th End of Q4/S2 & 3rd Trimester
11th Graduation
13th Optional Inservice Day

8 teaching days/ 180 total

13 teaching days/ 76 total

2020–21 Title I, Part A LEA Allocation and Reservations

To report LEA required and authorized reservations before distributing funds to schools.

CDE Program Contact:Sylvia Hanna, Title I Policy, Program, and Support Office, SHanna@cde.ca.gov, 916-319-0948
Rina DeRose, Title I Policy, Program, and Support Office, RDerose@cde.ca.gov, 916-323-0472

2020–21 Title I, Part A LEA allocation (+)	\$201,864
Transferred-in amount (+)	\$0
Nonprofit private school equitable services proportional share amount (-)	\$0
2020–21 Title I, Part A LEA available allocation	\$201,864

Required Reservations

Parent and family engagement (If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)	\$0
School parent and family engagement	\$0
LEA parent and family engagement	\$0
* Local neglected institutions Does the LEA have local institutions for neglected children?	No
Local neglected institutions reservation	
* Local delinquent institutions Does the LEA have local institutions for delinquent children?	No
Local delinquent institutions reservation	
Direct or indirect services to homeless children, regardless of their school of attendance	\$100

Authorized Reservations

Public school Choice transportation	
Other authorized activities	
2020–21 Approved indirect cost rate	7.00%
Indirect cost reservation	\$13,206
Administrative reservation	\$17,074

Reservation Summary

Total LEA required and authorized reservations	\$30,380
School parent and family engagement reservation	\$0
Amount available for Title I, Part A school allocations	\$171,484

*****Warning*****

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2020-21 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title II, Part A Supporting Effective Instruction.

CDE Program Contact:

Arianna Bobadilla (Fiscal), Division Support Office, ABobadilla@cde.ca.gov, 916-319-0208
Lisa Fassett (Program), Standards Implementation Support Office, LFassett@cde.ca.gov, 916-323-4963

2020-21 Title II, Part A allocation	\$25,236
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
Allocation after transfers	\$25,236
Repayment of funds	
2020-21 Total allocation	\$25,236
Administrative and indirect costs	\$1,766
Equitable services for nonprofit private schools	
2020-21 Title II, Part A adjusted allocation	\$23,470

*****Warning*****

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2020-21 Title III English Learner LEA Allocations and Reservations

The purpose of this data collection is to show the total allocation amount available to the local educational agency (LEA) for Title III English Learner (EL) student program, and to report required reservations.

CDE Program Contact:

Caroline Takahashi, Language Policy and Leadership Office, CTakahashi@cde.ca.gov, 916-323-5739
Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Total Allocation

2020-21 Title III EL student program allocation	\$24,710
Transferred-in amount	\$0
Repayment of funds	
2020-21 Total allocation	\$24,710

Allocation Reservations

Professional development activities	\$0
Program and other authorized activities	\$0
English proficiency and academic achievement	\$24,216
Parent, family, and community engagement	\$0
Direct administrative costs (amount cannot exceed 2% of the student program allocation plus transferred-in amount)	\$494
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total allocation reservations	\$24,710

*****Warning*****

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2020-21 Title III English Learner YTD Expenditure Report, 6 Months

A report of year-to-date (YTD) expenditures by activity. Activity period covered is July 1, 2020 through December 31, 2020.

CDE Program Contact:

Caroline Takahashi, Language Policy and Leadership Office, CTakahashi@cde.ca.gov, 916-323-5739
Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Required and authorized Title III English Learner (EL) student program activities

An eligible entity receiving funds under the Every Student Succeeds Act section 3115 (c)-(d) shall use the funds for the supplementary services as part of the language instruction program for EL students.

Refer to the Program Information link above for required and authorized EL student program activities.

Refer to the Data Entry Instructions link above for Expenditure Report Instructions.

2020-21 Title III EL student program allocation	\$24,710
Transferred-in amount	\$0
2020-21 Total allocation	\$24,710
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$10,264
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$3,084
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$0
Direct administrative costs (amount cannot exceed 2% of the student program allocation plus transferred-in amount)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total year-to-date expenditures	\$13,348
2020-21 Unspent funds	\$11,362

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2020-21 Title IV, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title IV, Part A and to report reservations.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , KDonnelly@cde.ca.gov, 916-319-0942

2020-21 Title IV, Part A LEA allocation	\$12,031
Transferred-in amount	\$0
Total funds transferred out of Title IV, Part A	\$0
2020-21 Title IV, Part A LEA available allocation	\$12,031
Indirect cost reservation	\$842
Administrative reservation	\$0
Equitable services for nonprofit private schools	\$0
2020-21 Title IV, Part A LEA adjusted allocation	\$11,189

*****Warning*****

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2020-21 Consolidation of Administrative Funds

A request by the local educational agency (LEA) to consolidate administrative funds for specific programs.

CDE Program Contact:

Jonathan Feagle, Fiscal Oversight and Support Office, JFeagle@cde.ca.gov, 916-323-8515

Title I, Part A Basic SACS Code 3010	No
Title I, Part C Migrant Education SACS Code 3060	No
Title I, Part D Delinquent SACS Code 3025	No
Title II, Part A Supporting Effective Instruction SACS Code 4035	No
Title III English Learner Students - 2% maximum SACS Code 4203	No
Title III Immigrant Students SACS Code 4201	No
Title IV, Part A Student Support - 2% maximum SACS Code 4127	No
Title IV, Part B 21st Century Community Learning Centers SACS Code 4124	No

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2020-21 Title I, Part A School Student Counts

This data collection contains school-level student data. The information in this data collection will be used by the local educational agency (LEA) to calculate eligibility and ranking for Title I, Part A school allocations.

DE Program Contact:

ina DeRose, Title I Policy, Program, and Support Office, RDeroser@cde.ca.gov, 916-323-0472

School ranking options

Within each grade span group

Select the highest to lowest school ranking method

Select a low income measure

FRPM

Explanation of Pre-populated Student Counts

The data fields in this form, containing total student enrollment counts and eligible low income students ages 5-17 counts, were pre-populated with PRIOR year (Fiscal Year 2019-2020) certified data from CALPADS Fall 1 data submission.

Note: The LEA may use prior year data or current year data to calculate eligibility and ranking for Title I, Part A school allocations. The LEA may choose to manually enter current year data in place of prior year data.

School Name	School Code	Low Grade Offered	High Grade Offered	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17
Lakeland Basin Elementary	6025894	K	6	1	217	192
Lakeland Continuation High	2530087	7	12	3	0	0
Lakeland High	4737250	7	12	3	191	160

Warning
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2020-21 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

DE Program Contact:
 Ana Zhou, Title I Policy, Program, and Support Office, LZhou@cde.ca.gov, 916-319-0956
 Tina DeRose, Title I Policy, Program, and Support Office, RDerose@cde.ca.gov, 916-323-0472

LEA meets small LEA criteria.

An LEA is defined as a small LEA if, based on the school list and the data entered in School Student Counts, the LEA meets one or both of the following:
 is a single school LEA
 has enrollment total for all schools less than 1,000
 if applicable, enter a Discretion Code. Use lower case only.

Allowable Discretion Codes

- 1 - Below LEA average and at or above 35% student low income
- 1 - Waiver for a desegregation plan on file
- 3 - Grandfather provision
- Feeder pattern
- low income measure

FRPM

Within each grade span group

86.27%

\$171,484

\$0

Ranking Schools Highest to Lowest

EA-wide low income %

Available Title I, Part A school allocations

Available parent and family engagement reservation

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2019-20 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Tulare Basin Elementary	6025894	1	217	192	88.48	*	*	1	487.17	93536.64			93536.64	
Tulare High	4737250	3	191	160	83.77	*	*	1	487.17	77947.20			77947.20	

Warning

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2020-21 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2019-20 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Ulelake Continuation High	2530087	3	0	0	0.00	*	*	2	0.00	0.00			0.00	

Warning

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2020-21 Title I, Part A Notification of Authorization of Schoolwide Program

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as a schoolwide program.

DE Program Contact:

ana Zhou, Title I Policy, Program, and Support Office, LZhou@cde.ca.gov, 916-319-0956
ina DeRose, Title I Policy, Program, and Support Office, RDerose@cde.ca.gov, 916-323-0472

School Name	School Code	Authorized SWP	Low Income %	Local Board Approval Date SWP Plan (MM/DD/YYYY)	Local Board Approval Date SWP Waiver (MM/DD/YYYY)	SIG Approval Date (MM/DD/YYYY)
ulelake Basin Elementary	6025894	Y	86%	06/12/1997		
ulelake Continuation High	2530087	N				
ulelake High	4737250	Y	86%	02/25/2010		

Warning

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2019-20 Title I, Part A LEA Carryover

Report only expenditures and obligations for fiscal year (FY) 2019-20 allocation to determine funds to be carried over.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeros@cdede.ca.gov, 916-323-0472

Carryover Calculation

2019-20 Title I, Part A LEA allocation	\$160,535
Transferred-in amount	\$0
2019-20 Title I, Part A LEA available allocation	\$160,535
Expenditures and obligations through September 30, 2020	\$160,535
Carryover as of September 30, 2020	\$0
Carryover percent as of September 30, 2020	0.00%

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2019-20 Title III English Learner YTD Expenditure Report, 18 Months

A report of year-to-date (YTD) expenditures by activity. Activity period covered is July 1, 2019 through December 31, 2020.

CDE Program Contact:

Caroline Takahashi, Language Policy and Leadership Office, CTakahashi@cde.ca.gov, 916-323-5739
Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Required and authorized Title III English Learner (EL) student program activities

An eligible entity receiving funds under the Every Student Succeeds Act section 3115 (c)-(d) shall use the funds for the supplementary services as part of the language instruction program for EL students.

Refer to the Program Information link above for required and authorized EL student program activities.

Refer to the Data Entry Instructions link above for Expenditure Report Instructions.

2019-20 Title III EL student program allocation	\$25,359
Transferred-in amount	\$0
2019-20 Total allocation	\$25,359
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$17,162
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$5,160
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$0
Direct administrative costs (amount cannot exceed 2% of the student program allocation plus transferred-in amount)	\$469
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total year-to-date expenditures	\$22,791
2019-20 Unspent funds	\$2,568

*****Warning*****

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2018-19 Title III English Learner YTD Expenditure Report, 27 Months

A report of year-to-date (YTD) expenditures by activity. Activity period covered is July 1, 2018 through September 30, 2020.

Note: The period of availability of 2018-19 funds has been extended until September 30, 2021.

CDE Program Contact:

Caroline Takahashi, Language Policy and Leadership Office, CTakahashi@cde.ca.gov, 916-323-5739
Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Required and authorized Title III English Learner (EL) student program activities

An eligible entity receiving funds under the Every Student Succeeds Act section 3115 (c)-(d) shall use the funds for the supplementary services as part of the language instruction program for EL students.

Refer to the Program Information link above for required and authorized EL student program activities.

Refer to the Data Entry Instructions link above for Expenditure Report Instructions.

2018-19 Title III EL student program allocation	\$24,355
Transferred-in amount	\$0
2018-19 Total allocation	\$24,355
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$19,109
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$4,790
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$0
Direct administrative costs (amount cannot exceed 2% of the student program allocation plus transferred-in amount)	\$456
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total year-to-date expenditures	\$24,355
2018-19 Unspent funds	\$0
Note: LEAs have until September 30, 2021 to spend 2018-19 funds and to file a closeout report thereafter.	

*****Warning*****

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California School Boards Association

REQUIRES BOARD ACTION

Due: Mon. March 15—return ballot in enclosed envelope

January 29, 2021

MEMORANDUM

To: All Board Presidents and Superintendents — CSBA Member Boards
From: Suzanne Kitchens, CSBA President
Re: 2021 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Mon. March 15**

Enclosed is the ballot material for election to CSBA's Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper), the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA. It must be postmarked by the U.S. Post Office on or before Monday, March 15, 2021.**

Your Board may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot).

If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2021 – March 31, 2023. Following the election, an updated list of all Delegates will be available on CSBA's website no later than April 1, 2021. The next meeting of the Delegate Assembly takes place on Saturday, May 15 and Sunday, May 16, 2021. Please do not hesitate to contact Jamille Peters at jpeters@csba.org should you have any questions.

Encs: Ballot on red paper and watermarked "copy" of ballot on white paper
List of all current Delegates on reverse side of ballot
Candidate(s)' required Biographical Sketch Forms and optional resumes
CSBA-addressed envelope to send back ballots

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **MONDAY, MARCH 15, 2021**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2021 DELEGATE ASSEMBLY BALLOT
SUBREGION 2-A
(Modoc, Siskiyou, Trinity Counties)

Number of vacancies: 1 (Vote for no more than 1 candidate)

Delegates will serve two-year terms beginning April 1, 2021 - March 31, 2023

**denotes incumbent*



Gregg Gunkel (Siskiyou Union HSD)*

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District Name

Date of Board Action

See reverse side for list of all current Delegates in your Region.

REGION 2 – 4 Delegates (4 elected)

Director: Sherry Crawford (Siskiyou COE)

Below is a list of all elected or appointed Delegates from this Region.

Subregion 2-A (Modoc, Siskiyou, Trinity)

Gregg Gunkel (Siskiyou Union HSD), term expires 2021

Subregion 2-B (Shasta)

Vacant, term expires 2021

Subregion 2-C (Lassen, Plumas)

Vacant, term expires 2022

County Delegate:

Brenda Duchi (Siskiyou COE), term expires 2022

Counties

Modoc, Siskiyou, Trinity (Subregion A)

Shasta (Subregion B)

Lassen, Plumas (Subregion C)

Delegate Assembly Biographical Sketch Form for 2021 Election



Deadline: Thursday, January 7, 2021 | No late submissions accepted

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to nominations@csba.org no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.
Signature: Gregg Gunkel Date: December 6, 2020

Name: Gregg Gunkel CSBA Region & subregion #: 2
District or COE: Siskiyou Union High School District Years on board: 8
Profession: Retired Educator Contact Number (☒ Cell ☐ Home ☐ Bus.): 831-239-3470
Primary E-mail: ggunkel@gmail.com
Are you an incumbent Delegate? ☒ Yes ☐ No If yes, year you became Delegate: 2013

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

- 1) Preserving and strengthening public education through improvement of quality of instruction and student performance;
- 2) Sustaining and improving small school districts as they face the uncertain future due to declining enrollment and declining funding; and
- 3) Improving the public regard towards school districts through clear recognition by the school boards towards being sensitive to all constituents and clear and transparent communications and board actions.

I believe these three goals are consistent with the values and goals of CSBA, and I believe my presence as a Delegate will be beneficial towards working to achieve these goals.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I have just completed my 2nd term as Board President and will pass the gavel to a recently elected board member. My experience serving as CSBA Delegate has been rich, but I have much more to accomplish. I have been an active participant in Legislative Action Days. I have worked to represent the needs of our small rural school districts and clearly communicate their needs to our regional legislators. I have collected the identified needs of our local districts and pushed our local legislators to be sensitive to these needs. I have reported back through local channels and via email to local board members to bring recognition of legislative actions as they have been communicated to me from CSBA. In my community, I have worked to clearly reflect the values and concerns of our constituents to the Board and to CSBA.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The recent events of a global pandemic and its impact upon education has been the most challenging experience in my educational career. The pandemic has crushed student achievement, challenged the district's statewide and nationwide to deliver high quality distance learning. State and Federal entities have fallen incredibly short of funding public education to an adequate level, much less compensate for the increased needs to address educational delivery in a pandemic.

With over 33 years of public education experience including teaching, coaching, and administrative duties and responsibilities, I feel I provide an educator's perception of public education values and needs. I have the knowledge and understanding to decode educational terminology and express educational needs to the parents and lay-people of the community. My experiences in serving as a Delegate for these six years has enriched my skills in collecting information, coming to understandable analyses, and serving as a liaison between CSBA, and my board, district, and community. It is my purpose to see the State provide Full and Fair Funding, in any ways that CSBA might be able to achieve.



TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT

SPECIAL EDUCATION PARAPROFESSIONAL

Summary of Duties: Assists students in specialized educational programs, or intervention programs, who have a variety of physical handicaps, learning disabilities, emotional or behavioral problems on a one-to-one or group basis reinforcing lesson plans; independently adjusts methods/approach/pace of instructional material; maintains student discipline in group activities; performs classroom support activities; maintains a variety of records; and performs other related duties as required. Positions in the specialized language classes require incumbents to work with non- and limited English speaking students in their primary language.

Essential Job Functions:

- Adapts classroom work/homework under the direction of the teacher to provide a method to support and/or reinforce classroom objectives
- Adapts to the unique behavioral and health needs of high-risk special education students
- Administers tests, homework, make-up work, etc. to assist teachers in evaluating students' progress and/or recognize the individual needs of the student
- Assists student(s) with administration of medication, toileting, diapering, clothing manipulation, food preparation, feeding, gastrostomy feeding tube, tracheotomy care, including cleaning and surface suctioning, skin integrity check, colostomy cleaning or care, and intermittent catheterization
- Assists in implementing educational programs to meet the individual needs of students (media, computer programs, note-taking, direct learning activities, and physical education activities) in a variety of educational settings
- Assists students with participation in physical therapy, occupational therapy and speech therapy
- Confers with teachers and other district personnel to assist in the evaluation of students' progress and/or the implementation of students' IEP goals
- Monitors students in the classroom, on campus, and on the bus to ensure a safe and positive environment
- Operates basic medical, exercise, therapeutic, instructional, and office equipment
- Operates communication devices and adapts to computers, as assigned
- Participates in various meetings for the purpose of sharing information and/or improving one's skills/knowledge
- Performs record-keeping and basic clerical functions (scheduling, copying, journaling, data collection, etc.) to support the teacher in maintaining student files and providing classroom materials
- Responds to emergency situations (e.g. injured students, fights, etc.) to resolve immediate safety concerns

Other Job Functions:

Assists other personnel, as needed, to support them in the completion of their work activities

Attends workshops, trainings, and in-services, as appropriate

Attends District training provided by a registered nurse on specialized healthcare procedures prior to assisting with specialized health procedures (catheterization, use of Hoyer lift, gastrostomy tube, tracheotomy care), receiving a certificate of training completion and District training on behavioral intervention strategies

Provides first aid, using universal precautions, for instances such as seizures or cardio-respiratory arrest

Job Requirements - Qualifications

Knowledge is required to perform basic math, including fractions, percents, and ratios (algebra and geometry at the secondary level); to read a variety of manuals; to write and speak distinctly; to type correspondence, memos, etc., usually in prescribed formats; to prepare reports; to speak before groups; and to apply common sense understanding of detailed multi-step instructions

Skills are required to perform multiple basic non-technical tasks. Specific skills include applying pertinent codes, policies, regulations and/or laws; communicating with persons of varied cultural and educational backgrounds; operating standard office equipment; preparing and maintaining accurate records; utilizing pertinent software applications; and demonstrating keyboard/computer literacy.

Abilities are required to deal with a level of complexity of tasks that require significant coordinating of others' schedules and/or activities; to practice discretion, independent action, and/or judgment when working with people and a diversity of equipment; and to interact with persons and/or agendas that frequently change. Specific abilities include adhering to safety practices; being attentive to detail; implementing established curriculum; meeting deadlines and schedules; lifting a minimum of 50 lbs.; working under time constraints; and motivating and working with students (at-risk populations).

Responsibility includes leading and guiding. The resources required (people, equipment, facilities) to perform job functions are of a moderate scope, and moderate opportunity exists for significant impact (positive or negative) on the organization's mission.

Working Environment: The job functions are performed in an indoor or outdoor environment, requiring the following significant physical abilities: lifting, reaching, handling, fingering and/or feeling; sensory speaking, hearing and visual. Employees in this position may be required to use equipment such as wheelchairs, walkers, or similar equipment in the care of students, and must be able to lift a minimum of 50 lbs.

Educational Requirements: A high school diploma or equivalent is required.

The No Child Left Behind Act of 2001 requires all paraprofessionals who provide instructional assistance to possess a high school diploma or equivalent along with one of the following:

1. A minimum of 48 semester or 72 quarter units of college coursework.
2. An Associate or higher degree from an accredited college or university.
3. Pass an assessment that demonstrates knowledge of the ability to assist in teaching, reading, writing and mathematics.

To be hired with the understanding that an Associate degree will be obtained within four years of the date of hire.

Certification or the ability to become certified and proficient in District adopted CPI- Crisis Prevention Institute

Experience Requirements: A minimum of one year of job-related experience, or any combination of experience and education within the specialized field, is required.

Licensing, Certification, Testing Requirements: Fingerprint/criminal justice clearance; Tuberculosis clearance; and CPR and First Aid certificates (certificates from an internet course are NOT acceptable) are required.



TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT

OFFICE CLERK

Summary of Duties: Under the direction of an administrator, performs clerical duties such as typing, filing, duplicating and answering phones; serves as receptionist and/or switchboard operator and assists students, parents, employees or community members; prepares and processes a variety of paperwork; maintains records and files; registers students; administers first aid; requisitions supplies and materials; operates a computer; generates reports; and performs other related duties as required.

Essential Job Functions:

- Assists other site personnel (i.e. attendance, registrar, ASB office, Principal, Vice Principal, nurse, etc. as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meeting, training classes, seminars, etc. for the purpose of receiving and/or conveying information.
- Maintains various files (i.e. inventory, lunch applications, purchase orders, student files, testing results, textbook, etc.) For the purpose of documenting and/or providing reliable information.
- Performs record keeping and basic clerical functions, scheduling, copying, faxing, etc. for the purpose of supporting assigned administrator and/or site with necessary materials.
- Prepares typewritten materials (e.g. reports, memos, letters, newsletters, etc) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. bank deposits, textbooks, identification cards, health services, lunch program, etc) for the purpose of assisting staff in the completion of their activities and/or functions.
- Responds to inquiries of staff, district office, outside agencies, the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- Supports assigned administrator/supervisor for the purpose of assisting them in the completion of their activities and/or functions.

Other Job Functions:

- Compiles student records (ie birth certificates, transfers, immunization, etc) for the purpose of meeting state, federal and/or district requirements.
- Requisition, receive, store and distribute supplies; maintain an adequate inventory of office and instructional supplies
- Assist in district meal charging and monthly invoice processing
- Collect and distribute mail among district sites

Job Requirements - Qualifications:

Knowledge, Skills and Abilities:

Knowledge to perform basic math. Keyboard literate.

Skills to perform multiple basic non-technical tasks. Specific skills to apply pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and educational backgrounds; operate standard office equipment; perform standard clerical procedures; prepare and maintain accurate records; and utilize pertinent software applications.

Abilities to deal with a level or variety of clerical tasks with a moderate level of judgment with regards to working with people. Type 30 wpm. Specific abilities to be attentive to detail; meet deadlines and schedules; and work under time constraints.

Responsibility. The resources required (people, equipment, facilities, and/or funding) necessary to perform job functions are of a minimal scope and minimal opportunity exists for significant impact (positive or negative) on the organizations' mission.

Working Environment: The job functions are generally performed in an indoor environment requiring the following significant physical abilities; reaching, handling, fingering and/or feeling; sensory speaking, hearing and visual.

Educational Requirements: High school diploma or equivalent.

Licenses/Language/Testing Requirements: A valid Class C, California driver's license, a good driving record and use of a private automobile may be required, and if so, must be maintained during employment. The ability to speak, read and write in Spanish, in addition to English, is desirable. Fingerprint/criminal justice clearance (Dept. of Justice clearance, paid for by the successful candidate); Tuberculosis clearance.

CORRESPONDENCE



**Accrediting Commission for Schools
Western Association of Schools and Colleges**

January 29, 2021

Teresa Healy, Superintendent/HS Principal
Tulelake Jr/Sr High School
P. O. Box 640
Tulelake, California 96134

Dear Teresa Healy:

Based on the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) mid-cycle review, it has been determined that Tulelake Jr/Sr High School (7-12) meets the ACS WASC criteria for accreditation. This accreditation status is based on all of the information provided by the school, including the school's progress report, and the satisfactory completion of the mid-cycle accreditation visit.

Tulelake Jr/Sr High School's accreditation is now reaffirmed through the end of the current accreditation cycle ending on June 30, 2023.

Accreditation status is conditioned upon Tulelake Jr/Sr High School's continued adherence with the ACS WASC policies, procedures, and criteria for accreditation. This includes a requirement that an accredited school annually contribute members to participate on visiting committees. Failure to maintain compliance with said policies, procedures, and standards is grounds for modification and/or withdrawal of the accreditation.

The Commission looks forward to Tulelake Jr/Sr High School's anticipated success and continuing improvement in keeping with ACS WASC's pursuit of excellence in elementary, secondary, and adult education.

Sincerely,

Barry R. Groves, Ed.D.
President

Enclosure(s): Visiting Committee Report

