

**REGULAR BOARD MEETING**  
**BOARD OF TRUSTEES**  
**WHEATLAND UNION HIGH SCHOOL DISTRICT**  
1010 Wheatland Road, Wheatland, CA 95692

**Wednesday, May 25, 2022**

**5:00 PM Media Center**

## **Unadopted Minutes**

A regular meeting of the Wheatland Union High School District Board of Trustees was held on Wednesday, May 25, 2022.

Trustees in attendance included Mr. Tony Lopez, Mrs. Shawndel Meder, Mrs. Patricia Agles, Mr. Greg Forest, Mr. Brendan McHugh, and Mr. Matthew Brockhoff

Also Present: Nicole Newman, Kerri Hubbard, Schandia Edwards, Ashley Freeman, Mona Hood, several students, parents, staff, and community members.

**1. CALL MEETING TO ORDER**

Member Meder called the meeting to order at 5:00 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

Member Meder led the pledge of allegiance.

**3. ESTABLISHMENT OF A QUORUM**

Mr. Tony Lopez, President

A (arrived during closed session)

Mrs. Shawndel Meder, Clerk

P

Mrs. Patricia Agles, Member

P

Mr. Greg Forest, Member

P

Mr. Brendan McHugh, Member

P

Mr. Matthew Brockhoff, Student Board Rep

Absent (arrived at 6:00 p.m. for open session)

**4. CONFIRMATION OF THE AGENDA**

Superintendent Newman removed **19.1 P-2 Attendance Report** from the agenda.

**5. RECOGNITION OF PERSONS HAVING BUSINESS WITH THE BOARD**

No one present addressed the board.

**6. CLOSED SESSION 5:01 p.m.**

*Pursuant to Government Code §54957.6, the board will meet in closed session on the following matters.*

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION – SUPERINTENDENT**

*Pursuant to Government Code sec. 54957, the Board will meet in Closed Session for Discussion regarding Superintendent's evaluation.*

- **PUBLIC EMPLOYEE / PERSONNEL**

- *Title: Certificated, Classified, Administration, and Unrepresented Employees*

**7. RECONVENED TO OPEN SESSION AT 6:00 p.m.**

**8. ACTION ON CLOSED SESSION ITEMS IF ANY**

President Lopez reported no action was taken during Closed Session.

**9. RECOGNITION OF PERSONS HAVING BUSINESS WITH THE BOARD**

No one present addressed the Board.

**10. STUDENT AND STAFF RECOGNITIONS – Ms. Edwards and Ms. Link**

- **WUHS Student of the Month** (presentation attached)  
This month's recognition focused on being courteous.
  - o Rustin Hungate– 10<sup>th</sup> grade
  - o Logan Johnson – 12<sup>th</sup> grade
- **Honoring the Code - Assisted in a medical emergency on the school bus and offered to help the student moving forward**
  - o Brock Christensen – 9<sup>th</sup> grade
  - o Joshua Burkeen – 10<sup>th</sup> grade
  - o Brandon Fulks – 10<sup>th</sup> grade
  - o Nathaniel Fulks – 10<sup>th</sup> grade
- **National Math and Science Initiative STEM Star Award Winners - \$500.00**
  - o Lois Chang
  - o Madilyn Garcia
  - o Holly MacLeod
  - o Christian Welch
- **Staff of the Month**
  - o Michele Gonzalez (Certificated)
  - o Spencer Brown (Certificated)
  - o Kailia Mize (Classified)
  - o Lacey Piazza (Classified)

**11. OPPORTUNITY FOR SCHOOL AFFILIATED ORGANIZATIONS TO ADDRESS THE BOARD**

- BAFB Liaison – No one present
- Booster President / Representative – No one present

**12. SUPERINTENDENT'S REPORT**

Ms. Nicole Newman reported on the following items:

- Lois Chang will be the Student Board representative for the 2022-23 school year. She will be sworn in during the June 28<sup>th</sup> board meeting.
- We are working with Beale AFB to revamp the facility emergency plan.
- Officer Campos will be on campus five days a week during the 2022-23 school year.

- Dual Enrollment Articulation – nearly 100 students have registered for summer class at Yuba College.
- There have been numerous issues with CalPADS. This is a statewide problem. Ms. Edwards is trying diligent to meet the 95% completion rate for state testing, but the issues with CalPADS is making it nearly impossible for our district and districts statewide.
- Graduation Parking – The maintenance department is considering leveling the temporary lease-leaseback property and using it as parking during graduation.
- The district will be applying for the following grants:
  - Yuba Water Agency
  - Learning Communities for Schools
  - COPS
- JROTC cancelled meeting and should be rescheduled for August or September.
- Possible dates for the 2+2+2 meeting: Week of June 7<sup>th</sup>
- Learning by Heart – Issue 10 (*attachment*)

**13. DIRECTOR OF CAPITAL PROJECTS, MOT – Mr. Terry Biladeau**  
(*Presentation attached*)

**14. CHIEF BUSINESS OFFICER'S REPORT – Ms. Kerri Hubbard**

- Developer Fee Report (*attachment*)

**15. STUDENT BOARD REPRESENTATIVE REPORT**

Matthew Brockhoff reported that the students liked the mock interviews held earlier in the month, the Parade of Graduates, and the Sports Banquet. Mr. Brockhoff enjoyed the Groundbreaking Ceremony.

Softball loss the Section Championship but was able to move on to the Regional Tournament to be played on May 31<sup>st</sup>.

**16. PRINCIPAL'S REPORT**

- **Wheatland Union High School**
  - State testing continues. CalPADS and TOMS are challenging, but we are working towards the needed 95% completion rate.
  - Advanced Placement (AP) testing has completed.
  - ELPAC testing is currently being conducted by Ms. Link.
  - Senior Awards Night was well received with many students receiving awards and recognitions.
  - The Senior Walk-Out Rally was held today followed by the Parade of Graduates at the feeder schools.
  - Graduation is next week. Gates will open at 8 a.m. for ticket holders. There will be no reserving seats. Refreshments will be served after the ceremony. Graduation times are as follows:
    - 10:30 a.m. Wheatland Union High School
    - 2:00 p.m. Edward P. Duplex Continuation High School
  - The Finals Bell Schedule has been communicated with parents.

- There will be a BBQ on Thursday before the seniors go to graduation practice. Chili dogs and soda will be served.
- **Wheatland Community Day School** – nothing to report
- **Edward P. Duplex Continuation High School**
  - Students enjoyed the Sacramento Zoo trip arranged by Ms. Sullivan.

**17. CONSENT AGENDA**

**ACTION NO. 21.115**

**Notice to the Public**

Wheatland Union High School District Governing Board utilizes a consent calendar for items that require the approval of the board but are of routine nature. They act upon these items in one vote. Any member may remove an item for additional questions. Board members receive their agendas and back up materials four days in advance of our meetings. They have the opportunity to ask questions and to do research prior to our meeting. It is their intent to handle the routine items expeditiously, so they have time to address more serious issues.

- A. Approve minutes of the April 20, 2022, Special Board Meeting
- B. Approve minutes of the April 26, 2022, Special Board Meeting
- C. Approve minutes of the April 27, 2022, Regular Board Meeting
- D. Approve bills and warrants for April 2022 in the amount of \$947,203.74
- E. Approve Resolution No. 52022: Authorizing Continued Use of Remote Teleconferencing Provisions Pursuant to AB 361 and Government Code Section 54953
- F. Approve Tri-County Induction Program (TCIP) Contract for Services
- G. Approve Temporary Access Lease between Dale Investments, LLC and Wheatland Union High School District
- H. Approve Surplus Equipment/Books (*list attached*)
- I. Approve job description for Community School Coordinator
- J. Approve salary schedule for Community School Coordinator
- K. Ratify fully-executed Lease-Leaseback Contract with Frank Webb Construction, Incorporated executed pursuant to Resolution No. 21.108.
- L. March 2022 Board Policy Updates
  - A. Second Reading BP 4030 Nondiscrimination in Employment
  - B. Second Reading E(1) 4112.9 Employee Notification
  - C. Second Reading E(1) 4212.9 Employee Notification
  - D. Second Reading E(1) 4312.9 Employee Notification
  - E. Second Reading BP 4141.6 Concerted Action/Work Stoppage
  - F. Second Reading BP 4241.6 Concerted Action/Work Stoppage
  - G. Second Reading AR 4141.6 Concerted Action/Work Stoppage
  - H. Second Reading AR 4241.6 Concerted Action/Work Stoppage
  - I. Second Reading BP 5111 Admission
  - J. Second Reading AR 5113 Absences and Excuses
  - K. Second Reading AR 5142 Safety
  - L. Second Reading E(1) 5145.6 Parental Notifications
  - M. Second Reading BP 6173 Education for Homeless Children
  - N. Second Reading AR 6173 Education for Homeless Children
  - O. Second Reading E(1) 6173 Education for Homeless Children
  - P. Second Reading E(2) 6173 Education for Homeless Children



Q. Second Reading BB 9322 Agenda/Meeting Materials

**MOTION** by Shawndel Meder, seconded by Patricia Agles, to approve the consent agenda.

Agles - Aye	Lopez - Aye
Brockhoff - Aye	McHugh - Aye
Forest - Aye	Meder - Aye

Vote: (6 Ayes, 0 Absent) Motion carries.

**18. DEFERRED CONSENT ITEMS**

There were no deferred consent items.

**19. INFORMATION**

**19.1 P-2 Attendance Report** *(removed during confirmation of agenda)*

**20. ACTION ITEMS**

**20.1 APPROVE SUBMISSION OF THE CARL PERKINS APPLICATION**

**ACTION NO. 21.116**

**MOTION** by Shawndel Meder, seconded by Brendan McHugh, to approve submission of the Carl Perkins application.

Agles - Aye	Lopez - Aye
Brockhoff - Aye	McHugh - Aye
Forest - Aye	Meder - Aye

Vote: (6 Ayes, 0 Absent) Motion carries.

**20.2 APPROVE RESOLUTION NO. 21.117 TIE VOTES OF THE ELECTORATE FOR TRUSTEE POSITION**

**ACTION NO. 21.117**

**MOTION** by Shawndel Meder, seconded Brendan McHugh, to Resolution No. 21.117 Tie Votes of the Electorate for Trustee position.

Agles - Aye	Lopez - Aye
Brockhoff - Aye	McHugh - Aye
Forest - Aye	Meder - Aye

Vote: (6 Ayes, 0 Absent) Motion carries.

**20.3 APPROVE RESOLUTION NO. 21.118 ADOPTION OF SECTION 125 FLEXIBLE FRINGE BENEFITS PLAN FOR EMPLOYEES OF WHEATLAND UNION HIGH SCHOOL DISTRICT**

**ACTION NO. 21.118**

**MOTION** by Brendan McHugh, seconded Greg Forest, to approve Resolution No. 21.118, adoption of Section 125 Flexible Fringe Benefits Plan for employees of Wheatland Union High School District

Agles - Aye	Lopez - Aye
Brockhoff - Aye	McHugh - Aye
Forest - Aye	Meder - Aye

Vote: (6 Ayes, 0 Absent) Motion carries.

**20.4 APPROVE RESOLUTION NO. 21.119 DECLARING THE PURPOSE AND NEED FOR A RURAL EXEMPTION FROM THE ORGANIC WASTE COLLECTION REQUIREMENTS SPECIFIED IN THE SB 1383 REGULATIONS**

**ACTION NO. 21.119**

**MOTION** by Patricia Agles, seconded Brendan McHugh, to approve Resolution No. 21.119 declaring the purpose and need for a rural exemption from the organic waste collection requirements specified in the SB 1383 regulations.

Agles - Aye	Lopez - Aye
Brockhoff - Aye	McHugh - Aye
Forest - Aye	Meder - Aye

Vote: (6 Ayes, 0 Absent) Motion carries.

**20.5 APPROVE SPECIFICATIONS OF THE ELECTION ORDER AND RULES AND REGULATIONS REGARDING CANDIDATES' STATEMENTS FOR THE NOVEMBER 8, 2022 ELECTION**

**ACTION NO. 21.120**

**MOTION** by Greg Forest, to table Action No. 21.119 to revise the resolution form format and wording and bring back during June. Motion died due to lack of second.

**MOTION** by Shawndel Meder, seconded Patricia Agles, to approve the Specifications of Election Order and Rules and Regulations regarding candidates' statements for the November 8, 2022 election and review the resolution form format and wording for future elections.

Agles - Aye	Lopez - Aye
Brockhoff - Aye	McHugh - Aye
Forest - No	Meder - Aye

Vote: (5 Ayes, 1 No, 0 Absent) Motion carries.

**21. BOARD MEMBER REPORTS / COMMENTS**

➤ **Matthew Brockhoff** – nothing to report.

- **Brendan McHugh** – disappointed that the JROTC meeting was delayed.
- **Greg Forest** – attended the CSBA Delegate Assembly and summarized information from the meeting.
- **Patricia Agles** – nothing to report.
- **Shawndel Meder** – enjoyed the Groundbreaking Ceremony and reported on her daughters (WUHS graduates) accomplishments, one receiving another scholarship and the other making the Sacramento State Cheer Team.
- **Tony Lopez** – The meeting with the Hard Rock Tribal Council was cancelled with the next meeting scheduled for next week.

**22. ITEMS TO BE AGENDIZED FOR THE NEXT REGULAR MEETING**

- LCAP and Budget
- Resolution to open another clearing bank account with Sierra Central Credit Union.
- Resolution for fund transfer between funds.

**23. ADJOURNMENT**

**ACTION NO. 21.121**

**MOTION** by Shawndel Meder, seconded by Patricia Agles, to adjourn at 7:37 p.m.  
6 yeas, 0 Absent. Motion carries.

Respectfully Submitted:

\_\_\_\_\_  
Nicole Newman, Superintendent

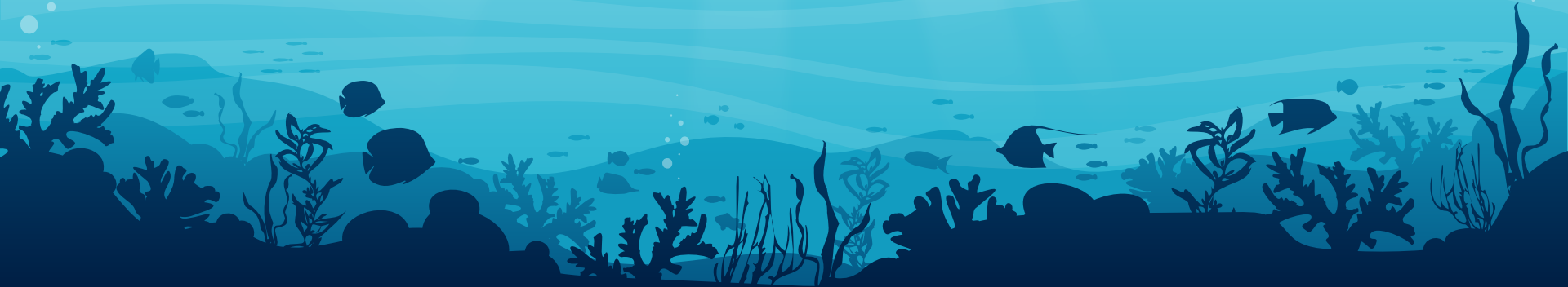
\_\_\_\_\_  
Shawndel Meder, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# WUHSD Student and Staff Recognition

May 2022



The background of the slide is a light blue gradient with sun rays emanating from the top center. At the bottom, there is a dark blue silhouette of an underwater scene featuring various types of coral, seaweed, and several small fish swimming. Bubbles are also visible on the left and right sides of the underwater scene.

# WUHS Student Recognition

May 2022

# Tyler Frazier

## 9th Grade COURTEOUS

Tyler is inquisitive, helpful, and has a desire to succeed. He is also very respectful and caring.  
-Mrs. Taylor

Tyler is kind, caring, shares well, creative, good sense of humor, respectful and I love how he never has a negative thing to say about anyone. -Mr. Jeremy Smith

Kind and caring person. He is always willing to lend a helping hand. If I need some help with creating some activity, he is on it! Tyler loves to check in on me and see how I'm doing as well as show the latest thing he is interested in. Sweetest kid I know.  
-Mrs. Grote

Tyler is, simply put, the best! He is compassionate, hardworking, and funny. He asks high level questions to better his understanding and helps those around him. Tyler is the example all students should follow. Way to go Tyler! -Mrs. Landers





# Logan Johnson & Rustin Hungate

12th Grade

10th Grade

**HONORING  
the  
CODE**



**Broke up an  
altercation  
between two  
students in PE,  
keeping  
everyone safe  
until a teacher  
could intervene.**

**Brandon Fulks (10th), Nathaniel Fulks (10th),  
Brock Christensen (9th), & Joshua Burkeen (10th)**

**HONORING  
the  
CODE**



**Assisted in a  
medical emergency  
on the bus, and  
offered to help the  
student moving  
forward.**



# NMSI STEM STAR AWARD WINNERS

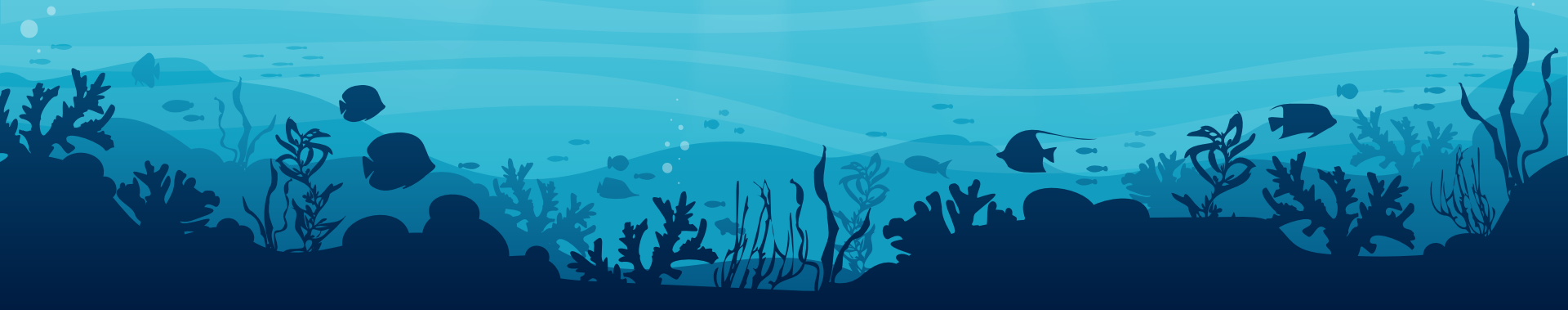
## \$500

Lois Chang  
Madilyn Garcia  
Holly MacLeod  
Christian Welch



# Classified Staff of the Month

May 2022



# Kailia Mize & Lacey Piazza

Kailia keeps us all sane on the craziest of days! She is always kind to anyone who walks through our doors, greeting them with a non-judgmental attitude and a smile.

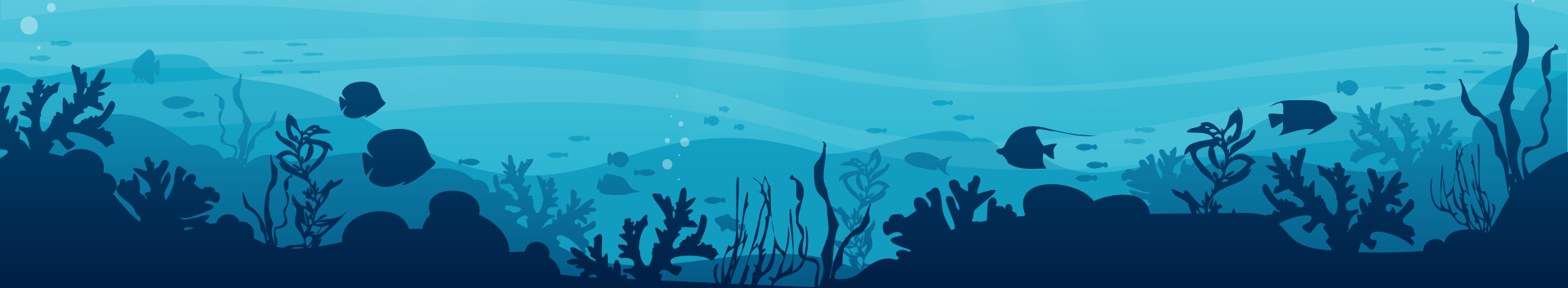


Lacey has been an excellent addition to our staff, with her kind and welcoming demeanor. We are lucky to have her!



# Certificated Staff of the Month

May 2022





# Michele Gonzalez & Spencer Brown

Ms. Gonzalez supports anyone in need. It doesn't matter if they're rude to her or not even in her class. She has tried to make a safe place for anyone in her classroom. Even during hard times, Ms. Gonzalez has pulled through and made her classroom a joyful place.  
-Lily Tice



Mr Brown is a great teacher who always knows how to make you laugh. I always look forward to his class.  
-Brenna Crowley

He likes Tom Brady.  
-Hayden



Wheatland Union High School District  
Nicole Newman, Superintendent



# Learning by Heart

Issue No.10



May 2022



The WUHS Governing Board (Brendan McHugh, Greg Forest, Patricia Agles, Superintendent Nicole Newman, Tony Lopez, Shawndel Meder, and Matthew Brockhoff) marked the beginning of construction on the Agriculture Science building with a ceremonial groundbreaking. The projected completion of the building is January 2023.

## Music Program Hits All the Right Notes

Congratulations to both band and choir for their performances at the "Music in the Parks" festival. Choir won first place in our division with a superior rating. Band won third place in our division with an excellent rating. WUHS also earned the "Esprit de Corps" award, which was given to only one school at the entire competition. Our students won based on overall spirit, supportiveness, and kindness towards their peers, other schools, judges and volunteers working the festival. That's what honoring the code is all about. Way to go!





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# Crossing the Finish Line

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## Focused on the future

**college and career ready**

Students in Pirate Focus classes were given the opportunity to participate in mock interviews, giving them some valuable real-world experience. Special thanks go out to our community leaders for spending their valuable time investing in our students' success.



## FFA Changing of the Guard

**These are tomorrow's leaders.**

At the annual FFA Awards Banquet, the incoming officers were inducted with all the fanfare.

Congratulations!

Pandora Edwards, Historian

Kelsie Gardner, Sentinel

Nathan Brockhoff, Reporter

Cody Frerichs, Treasurer

Kiana Walton, Secretary

Abbi Oliver, Vice President

Makenzie Gardner, President

## On the Ball

**Relationships are often built outside the classroom.**



Lunch B Staff takes the W with a 56-44 victory in a nail-biting game versus the students.

## Monkeying Around

**EPD seeks education outside the classroom.**



For many EPD students, this was their first visit to a zoo. The favorite exhibits were definitely the big cats and the okapi.

## Taking Care of Business

**district and teachers' union on the same page**

The WUHSD and WHEAT settled contract negotiations in May with the district adding a teacher work day for professional development, and the teachers gaining 7% on the salary schedule over the next three years. From the beginning of the negotiations process, the union and district expressed similar priorities that would build student success. The WHEAT negotiating team had this to say. "The collaborative spirit at the bargaining table made the process efficient, and we were pleased to reach an agreement that benefits students and teachers."

# Board Update

Meeting Date; **May 25, 2022**

## Capital Project Updates:

### CTE Science Building:

- DSA# 02-119295
- DSA has approved the project.
- Webb Construction has been moving forward and making good progress on the CTE science building project.
- We did the building groundbreaking May 16<sup>th</sup>. It was well attended.
- We have soil stabilization recommendations from Youngdahl Consulting Group and Webb Construction is developing a plan for soil treatment. This plan will generate a change order outlining added cost to the project (soil treatment was outside the scope of work in the project).
- The construction team has met every Tuesday. These meetings ensure that documentation, construction start requirements, and construction concerns are all met.
- We are working on the CTE equipment list purchases and will start shopping for the best price.
- Webb Construction has had the building site checked for underground utilities by 2M Locating.
- Next step will be excavation and soil treatment.

### Tennis Court replacement:

- Ground saturation has caused this project to be temporarily put on hold. To ensure continued progress on the project we are utilizing contractors on site to help the project move forward and help the district cut costs.
- We utilized Bud Walberg to do the asphalt, fence, and pole demolition while he was on site for the CTE Science Building. This change created a deductive change order of \$16,177.00 from A&B Asphalt and saved the district around \$2,500 on the project.
- We have done an underground utility check under court.
- We are moving the tennis court 10' to the west, this will allow area needed for construction and improve finish grades on the CTE building. This will also provide a pathway for infrastructure needed for future projects.
- We have temporary fencing that was installed 5-20-22 to help secure the construction site.
- We have some proposals for replacing the 12' fencing in now, with a few more due any day.
- **Next steps** will be leveling and lime treating the soil under the west court and moving irrigation 10' to the west on the grass areas.

### CTE Metal Shop Remodel:

- DSA# 02-119295
- DSA has approved the project.
- Welders, welding booths, and booth ventilation systems are all on order. Delivery date is set for the first week in July.
- Other equipment will be ordered as we get closer to the project finishing. We think there can be a savings by breaking the order up and shopping.



- A Conex box located at the NE corner of the E Wing will be used to store shop and Ag equipment that must be moved for construction. Totes are already bought, and we will start packing soon.
- We are working on the surplus equipment list to avoid storing items that should be sold. We are ready to start listing and selling some items.
- A meeting is scheduled for 2-24-22 that will get remodel subs in the shop after school to confirm that they will be ready to start.
- **Next steps include;** moving all equipment out, having MJB pick up all rented gas bottles for the summer, equipment surplus sales.

Install 1 Portable and a DO on North Tennis Court:

- Currently in planning with CASA.
- Electrical engineer will determine what can be supported off the existing electrical switch gear going to the snack bar.
- We are waiting on a cost estimate from the portable builder.

### **Maintenance Project Status:**

Projects we are working on:

- We are building our summer project list now. It will be a very busy summer.
- We are upgrading high school fire alarm system to make it compliant with new codes.  
**(Completed)** E-Wing shop area will be done as part of the CTE remodel. Weight room will be added at the same time they do the E-Wing.
- Scheduled to clean out DI's on North lawn. **Grounds**
- Install fencing and build pony walls in the boy's and girl's locker rooms for sports storage. (scheduled).
- Would like to abate asbestos on the stage area in the cafeteria.
- We are looking at replacing the flooring on the Cafeteria Stage.
- Repair gutters throughout the school.
- Working on lighting control repairs in F & D wings.
- Build two offices in the library.
- Build offices in P-2 & P-3.
- Install crossarm for traffic control during bus loading times. (Safety issue)

### **Grounds Improvements:**

- 4-25 aeration all fields.
- 4-26 overseeded and fertilized football field.
- 4-27 lime treated all fields.
- Sprinkler repairs and balance between wings.

**Transportation Update (Submitted by Anita Burns, Transportation Supervisor):**

- Our new bus was delivered, the cameras should be installed before the next board meeting.
- We delivered the old bus to Empire Steele for demolition.
- I have applied for a new bus grant; we have 2 buses to replace in the next couple of years.
- I will start the process for an electric bus and charging station. I am looking into replacing our special ed bus with a grant as well, possibly an electric one.
- We have 3 vans on order, 1 may be here the end of June.
- Bus Classes for our new hires, Seth and Xiana start June 13<sup>th</sup>-17<sup>th</sup>.  
The expected date of completion is before the 22/23 school year begins.

Wheatland Union High School District  
Developer Fee Report  
*Fiscal Year 2021-22*  
*Activity through April 31, 2022*

Category	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Beginning Balance	1,910,993	1,643,796	1,595,149	1,398,665	1,321,208	1,347,679	1,332,130	1,131,622	1,206,985	1,262,473		
Fees Collected	138,953	73,068	79,568	173,690	75,797	33,821	100,978	147,913	80,059	205,497		
Interest Earned				2,091			1,682					
Expenditures	108,408	121,715	143,629	253,338	49,326	49,370	32,114	12,130	24,570	17,422		
Debt Service	297,743		132,425				271,054	60,420				
Ending Balance	1,643,796	1,595,149	1,398,665	1,321,208	1,347,679	1,332,130	1,131,622	1,206,985	1,262,473	1,450,548		

Monthly Expense Detail	Apr-22
Dir of Capital Facility Projects	\$7,275
Debt Service	
Office Construction Project	\$4,719
CTE Building/Modern.	
Architect	
Consultants/Legal/Inspector	\$5,428
<b>Total</b>	<b>\$17,422</b>

Encumbered Balance	Apr-22
April Ending Fund Balance	\$1,450,548
Transfer to Fund 35 for Ag-science Building & Shop Modernization Project	(\$934,060)
<b>Ending Fund Balance</b>	<b>\$516,488</b>

**SPECIAL BOARD MEETING**  
**BOARD OF TRUSTEES**  
**WHEATLAND UNION HIGH SCHOOL DISTRICT**  
1010 Wheatland Road, Wheatland, CA 95692

**Wednesday, April 20, 2022**

**5:00 PM Media Center**

## **Unadopted Minutes**

A special meeting of the Wheatland Union High School District Board of Trustees was held on Wednesday, April 20, 2022

Trustees in attendance included Mr. Tony Lopez, Mrs. Patricia Agles, and Mr. Brendan McHugh

Also Present: Nicole Newman and Kerri Hubbard

**1. CALL MEETING TO ORDER**

President Lopez called the meeting to order at 5:00 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

President Lopez led the pledge of allegiance.

**3. ESTABLISHMENT OF A QUORUM**

Mr. Tony Lopez, President	Present
Mrs. Shawndel Meder, Clerk	Absent
Mrs. Patricia Agles, Member	Present
Mr. Greg Forest, Member	Absent
Mr. Brendan McHugh, Member	Present
Mr. Matthew Brockhoff, Student Board Rep	Absent

**4. CONFIRMATION OF THE AGENDA**

Superintendent Newman confirmed the agenda as presented.

**5. RECOGNITION OF PERSONS HAVING BUSINESS WITH THE BOARD**

No one present addressed the board.

**6. ACTION ITEMS**

**6.1 CONSIDERATION/APPROVAL OF RESOLUTION NO. 21.108 TO AWARD  
LEASE-LEASEBACK CONTRACT FOR AG SCIENCE BUILDING AND AG  
MECHANICS SHOP PROJECT**

**ACTION NO. 21.108**

**MOTION** by Patricia Agles, seconded by Brendan McHugh, to approve Resolution No. 21.108 to award lease-leaseback contract for Ag Science Building and Ag Mechanics Shop project.

Agles - Aye	Lopez - Aye
Brockhoff – Absent (Student Rep)	McHugh - Aye
Forest - Absent	Meder – Absent

Vote: (3 Ayes, 0 Abstained, 3 Absent) Motion carries.

**6.2 APPROVE RESOLUTION NO. 42022: AUTHORIZING CONTINUED USE OF REMOTE TELECONFERENCING PROVISIONS PURSUANT TO AB 361 AND GOVERNMENT CODES SECTION 54953**

**ACTION NO. 21.109**

**MOTION** by Brendan McHugh, seconded by Patricia Agles, to approve Resolution No. 42022 authorizing continued use of remote teleconferencing provisions pursuant to AB 361 and Government Codes Section 54953.

Agles - Aye	Lopez - Aye
Brockhoff – Absent (Student Rep)	McHugh - Aye
Forest - Absent	Meder – Absent

Vote: (3 Ayes, 0 Abstained, 3 Absent) Motion carries.

**7. CLOSED SESSION – 5:20 PM**

*Pursuant to Government Code §54957.6, the board will meet in closed session on the following matters.*

- **CONFERENCE WITH LABOR NEGOTIATOR**

*Pursuant to Government Code 54957.6, the Board will meet in Closed Session to give direction to District Negotiator: Ms. Nicole Newman, regarding negotiations with WHEAT, CSEA and Unrepresented employees.*

**8. RECONVENED TO OPEN SESSION AT 6:14 PM**

**9. ACTION ON CLOSED SESSION ITEMS IF ANY**

President Lopez reported that no action was taken during closed session.

**10. ADJOURNMENT – ACTION ITEM NO. 21.110**

**MOTION** by Patricia Agles, seconded by Brendan McHugh, to adjourn at 6:15 p.m.  
3 yeas, 3 Absent. Motion carries.

Respectfully Submitted:

\_\_\_\_\_  
Nicole Newman, Superintendent

\_\_\_\_\_  
Shawndel Meder, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SPECIAL BOARD MEETING**  
**BOARD OF TRUSTEES**  
**WHEATLAND UNION HIGH SCHOOL DISTRICT**  
1010 Wheatland Road, Wheatland, CA 95692

**Tuesday, April 26, 2022**

**5:00 PM Media Center**

## **Unadopted Minutes**

A special meeting of the Wheatland Union High School District Board of Trustees was held on Tuesday, April 26, 2022

Trustees in attendance included Mr. Tony Lopez, Mrs. Shawndel Meder, Mrs. Patricia Agles, Mr. Greg Forest, and Mr. Brendan McHugh

Also Present: Nicole Newman and Schandia Edwards

**1. CALL MEETING TO ORDER**

President Lopez called the meeting to order at 5:30 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

Member Meder led the pledge of allegiance.

**3. ESTABLISHMENT OF A QUORUM**

Mr. Tony Lopez, President	Present
Mrs. Shawndel Meder, Clerk	Present
Mrs. Patricia Agles, Member	Present
Mr. Greg Forest, Member	Present
Mr. Brendan McHugh, Member	Present
Mr. Matthew Brockhoff, Student Board Rep	Absent

**4. CONFIRMATION OF THE AGENDA**

Superintendent Newman confirmed the agenda as presented.

**5. RECOGNITION OF PERSONS HAVING BUSINESS WITH THE BOARD**

No one present addressed the board.

**6. CLOSED SESSION – 5:43 PM**

*Pursuant to Government Code §54957.6, the board will meet in closed session on the following matters.*

- **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918 EXPULSION HEARING FOR STUDENT #11372 (2021-22-08)**  
*Education Code Section 35146 and 48918*
- **STUDENT DISCIPLINE/EXPULSION PURSUANT TO E.C. 48918 EXPULSION HEARING FOR STUDENT #11892 (2021-22-09)**  
*Education Code Section 35146 and 48918*

**7. RECONVENED TO OPEN SESSION AT 7:56 PM**

**8. ACTION ON CLOSED SESSION ITEMS IF ANY**

President Lopez reported that no action was taken during closed session.

**ACTION NO. 21.108 (2021-22-08)**

**MOTION** by Shawndel Meder, seconded by Patricia Agles, to approve the expulsion of student #11372.

Agles - Aye	Lopez - Aye
Brockhoff – Absent (Student Rep)	McHugh - Aye
Forest - Aye	Meder – Aye

Vote: (5 Ayes, 0 Abstained, 1 Absent) Motion carries.

**ACTION NO. 21.109 (2021-22-09)**

**MOTION** by Shawndel Meder, seconded by Patricia Agles, to approve the expulsion of student #11892.

Agles - Aye	Lopez - Aye
Brockhoff – Absent (Student Rep)	McHugh - Aye
Forest - Aye	Meder – Aye

Vote: (5 Ayes, 0 Abstained, 1 Absent) Motion carries.

**9. ADJOURNMENT – ACTION ITEM NO. 21.110**

**MOTION** by Patricia Agles, seconded by Shawndel Meder, to adjourn at 8:00 p.m.  
5 yeas, 1 Absent. Motion carries.

Respectfully Submitted:

\_\_\_\_\_  
Nicole Newman, Superintendent

\_\_\_\_\_  
Shawndel Meder, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**REGULAR BOARD MEETING**  
**BOARD OF TRUSTEES**  
**WHEATLAND UNION HIGH SCHOOL DISTRICT**  
1010 Wheatland Road, Wheatland, CA 95692

**Wednesday, April 27, 2022**

**5:00 PM Media Center**

## **Unadopted Minutes**

A regular meeting of the Wheatland Union High School District Board of Trustees was held on Wednesday, April 27, 2022.

Trustees in attendance included Mr. Tony Lopez, Mrs. Shawndel Meder, Mrs. Patricia Agles, Mr. Greg Forest, Mr. Brendan McHugh, and Mr. Matthew Brockhoff

Also Present: Nicole Newman, Kerri Hubbard, Schandia Edwards, Brandon Moore, Lauren Link, Terry Biladeau, Jason Soderlund, Jamie Mora, Annette Goodley, Mona Hood, several students, parents, staff, and community members.

**1. CALL MEETING TO ORDER**

President Lopez called the meeting to order at 5:00 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

Member Meder led the pledge of allegiance.

**3. ESTABLISHMENT OF A QUORUM**

Mr. Tony Lopez, President

P

Mrs. Shawndel Meder, Clerk

P

Mrs. Patricia Agles, Member

P

Mr. Greg Forest, Member

P

Mr. Brendan McHugh, Member

P

Mr. Matthew Brockhoff, Student Board Rep

Absent (arrived at 6:00 p.m. for open session)

**4. CONFIRMATION OF THE AGENDA**

Superintendent Newman moved **6.2 Valedictorian and Salutatorian Celebration** to after the first Closed Session.

**5. RECOGNITION OF PERSONS HAVING BUSINESS WITH THE BOARD**

No one present addressed the board.

**6. TENURE CELEBRATION**

**6.1 Tenure Celebration for the following Certificated Staff:**

- **Stephanie Atkinson**
- **Jamie Mora**

**6.2 Valedictorian and Salutatorian Celebration *(moved to after Closed Session)***

- **Katelyn Petersen, Valedictorian**
- **Anne Marie Galvan, Salutatorian**
- **Lillian Saechao, Salutatorian**



**7. CLOSED SESSION 5:02 p.m.**

*Pursuant to Government Code §54957.6, the board will meet in closed session on the following matters.*

- **CONFERENCE WITH LABOR NEGOTIATOR**

*Pursuant to Government Code 54957.6, the Board will meet in Closed Session to give direction to District Negotiator: Ms. Nicole Newman, regarding negotiations with WHEAT, CSEA and Unrepresented employees.*

- **PUBLIC EMPLOYEE / PERSONNEL**

- *Title: Certificated, Classified, Administration, and Unrepresented Employees*

**8. RECONVENED TO OPEN SESSION AT 6:00 p.m.**

**9. ACTION ON CLOSED SESSION ITEMS IF ANY**

President Lopez reported no action was taken during Closed Session.

**10. RECOGNITION OF PERSONS HAVING BUSINESS WITH THE BOARD**

No one present addressed the Board.

**6.2 Valedictorian and Salutatorian Celebration**

*(moved during agenda confirmation)*

- **Katelyn Petersen, Valedictorian**
- **Anne Marie Galvan, Salutatorian**
- **Lillian Saechao, Salutatorian**

**11. STUDENT AND STAFF RECOGNITIONS – Ms. Edwards and Ms. Link**

- **WUHS Student of the Month** (presentation attached)  
This month's recognition focused on being empathetic.
  - o Paige Clements – 9<sup>th</sup> grade
  - o Jack Phillips– 10<sup>th</sup> grade
  - o Josh Best – 11<sup>th</sup> grade
  - o Trystan Rymer – 12<sup>th</sup> grade
- **Edward P. Duplex Student of the Quarter**
  - o Allison Perla-Mendez
  - o Daniel Vega
- **Staff of the Month**
  - o Jennifer Rosenthal (Certificated)
  - o Felicia Meza (Classified)

**12. OPPORTUNITY FOR SCHOOL AFFILIATED ORGANIZATIONS TO ADDRESS THE BOARD**

- **BAFB Liaison** – Mrs. Annette Goodley reported the following:
  - o April is the Month of the Military Child
  - o Life as a Military Child Essay judging was held today.
  - o The Teen Center on base would like to know how they can help our military students or friends of military students. Many activities are planned.

- Application has been made for a Military Family Life Counselor to be part of the WUHSD program. More information will be provided soon.

- Booster President / Representative – No one present

### **13. SUPERINTENDENT'S REPORT**

Ms. Nicole Newman reported on the following items:

- The district reached out to the Wheatland City Manager, Jim Goodwin, to schedule a 2x2x2 meeting. There is concern regarding traffic congestion/flow that will result from new construction. Available meeting dates will be forwarded to the Board members when they are received.
- Caliterra Ranch Land– Terry Biladeau will contact Rick to see if approval has been given for the district to use the property for parking.
- JROTC meeting is scheduled for May 27<sup>th</sup>. Invitations will be sent.
- Shoutout to Angie Conway for her hard work on Impact Aid. Nearly all forms have been returned.
- The District is working on suicide awareness and human trafficking training for parents during the Fall.
- Superintendent Newman met with Senator Nielsen over Easter break regarding SB 820 (ADA).
- Senior Awards Night is scheduled for May 19<sup>th</sup> at 6:00 p.m.
- A senior May date list will be distributed next week. All dates are posted on our Facebook page and website.

### **14. DIRECTOR OF CAPITAL PROJECTS, MOT – Mr. Terry Biladeau (Presentation attached)**

### **15. CHIEF BUSINESS OFFICER'S REPORT – Ms. Kerri Hubbard** - Developer Fee Report (attachment)

### **16. ATHLETIC DIRECTOR – Mr. Jason Soderlund (Presentation attached)**

### **17. STUDENT BOARD REPRESENTATIVE REPORT**

Matthew Brockhoff reported the following:

- Prom was “pretty awesome”. Everyone did a good job.
- The Career Fair was “super cool”.

### **18. PRINCIPAL'S REPORT**

- **Wheatland Union High School**
  - The College and Career Fair was great. Shout out to Ms. Keiser and her team. Consideration is being given to moving the event to the Fall next school year.
  - Prom was a great success.
  - This week is Military Student Week.

- Students are currently CAASPP testing. 9<sup>th</sup> and 10<sup>th</sup> grade students are taking NWEA tests.
- AP Testing begins next week on May 5<sup>th</sup>.
- May 13<sup>th</sup> – Drive Parade. Participants will meet at Bishop's Pumpkin Farm at 4:30 p.m. and leave at 5:00 p.m.
- May 19<sup>th</sup> – Senior Awards Nights, 6:00 p.m.
- May 26<sup>th</sup> – Walk Out Rally and Parade of Graduates
- **Wheatland Community Day School**
  - Six students are currently enrolled.
  - The recently purchased partitions are helping students to focus on their work.
- **Edward P. Duplex Continuation High School**
  - San Diego Zoo trip scheduled for next week.

19. **CONSENT AGENDA**

**ACTION NO. 21.111**

**Notice to the Public**

Wheatland Union High School District Governing Board utilizes a consent calendar for items that require the approval of the board but are of routine nature. They act upon these items in one vote. Any member may remove an item for additional questions. Board members receive their agendas and back up materials four days in advance of our meetings. They have the opportunity to ask questions and to do research prior to our meeting. It is their intent to handle the routine items expeditiously, so they have time to address more serious issues.

- A. Approve minutes of the March 16, 2022, Regular Board Meeting
- B. Approve minutes of the March 23, 2022, Special Board Meeting
- C. Approve minutes of the March 27, 2022, Special Board Meeting
- D. Approve bills and warrants for March 2022 in the amount of \$353,094.54
- E. Williams Uniform Complaint Report (January, February, March 2022)
- F. Surplus Equipment and Books (*list attached*)
- G. Approve Department of General Services/Office of Administrative Hearings Standard Agreement
- H. Approve the following job descriptions:
  - Administrative Support - Facilities
  - Life and Vocational Coordinator
- I. Approve the following salary schedules:
  - Administrative Support – Facilities
  - Life and Vocational Coordinator
- J. Approve the hiring of the following personnel:
  - Kevin Bass, Physical Education Teacher (2022-23 school year)
  - Xiana Benavidez, Van Driver
  - Wendy Boatright, Administrative Support (2022-23 school year)
  - Seth Boles, Custodian/Grounds/Maintenance
  - Irene Cervantes, Cook
  - Blythe Contreras, Administrative Secretary
  - Andrew Fatten, Life and Vocational Coordinator

- Jacob Fletcher, Science Teacher (2022-23 school year)
- Stephanie Grignon, English Teacher (2022-23 school year)
- Kimberly Jeffries, Special Education Teacher (2022-23 school year)
- Rocio Lopez, Spanish Teacher (2022-23 school year)
- Patric McInnis, CTE Teacher (2022-23 school year)
- Katelyn Simpson, English Teacher (2022-23 school year)
- Emilio Smith, Agriculture Teacher (2022-23 school year)
- Amanda Wellborn, Agriculture Teacher (2022-23 school year)

**MOTION** by Brendan McHugh, seconded by Patricia Agles, to approve the consent agenda.

Agles - Aye	Lopez - Aye
Brockhoff - Aye	McHugh - Aye
Forest - Aye	Meder - Aye

Vote: (6 Ayes, 0 Absent) Motion carries.

**20. DEFERRED CONSENT ITEMS**

There were no deferred consent items.

**21. INFORMATION**

**21.1 Bond Information Survey Results (*presentation attached*)**

**22. INFORMATION / DISCUSSION ITEMS**

**22.1 MARCH 2022 BOARD POLICY UPDATES**

- A. First Reading BP 4030 Nondiscrimination in Employment
- B. First Reading E(1) 4112.9 Employee Notification
- C. First Reading E(1) 4212.9 Employee Notification
- D. First Reading E(1) 4312.9 Employee Notification
- E. First Reading BP 4141.6 Concerted Action/Work Stoppage
- F. First Reading BP 4241.6 Concerted Action/Work Stoppage
- G. First Reading AR 4141.6 Concerted Action/Work Stoppage
- H. First Reading AR 4241.6 Concerted Action/Work Stoppage
- I. First Reading BP 5111 Admission
- J. First Reading AR 5113 Absences and Excuses
- K. First Reading AR 5142 Safety
- L. First Reading E(1) 5145.6 Parental Notifications
- M. First Reading BP 6173 Education for Homeless Children
- N. First Reading AR 6173 Education for Homeless Children
- O. First Reading E(1) 6173 Education for Homeless Children
- P. First Reading E(2) 6173 Education for Homeless Children
- Q. First Reading BB 9322 Agenda/Meeting Materials

Approval on second reading.

## 23. **ACTION ITEMS**

### 23.1 **SELECT AND APPROVE THE 2022 CSBA DELEGATE ASSEMBLY RUN-OFF ELECTION VOTE** – *Ms. Nicole Newman*

#### **ACTION NO. 21.112**

**MOTION** by Shawndel Meder, seconded by Brendan McHugh, to approve vote for Greg Forest as the 2022 CSBA Delegate Assembly run-off election vote.

Agles - Aye	Lopez - Aye
Brockhoff - Aye	McHugh - Aye
Forest - Aye	Meder - Aye

Vote: (6 Ayes, 0 Absent) Motion carries.

### 23.2 **APPROVE LIFE AND VOCATIONAL COORDINATOR CONTRACT FOR ANDREW FATTEN** – *Ms. Nicole Newman*

#### **ACTION NO. 21.113**

**MOTION** by Shawndel Meder, seconded Patricia Agles, to approve the Life and Vocational Coordinator contract for Andrew Fatten.

Agles - Aye	Lopez - Aye
Brockhoff - Aye	McHugh - Aye
Forest - Aye	Meder - Aye

Vote: (6 Ayes, 0 Absent) Motion carries.

## 24. **BOARD MEMBER REPORTS / COMMENTS**

- **Matthew Brockhoff** – nothing to report
- **Brendan McHugh** – expressed excitement about JROTC and the progress being made. Also reported that the district remains in a “holding pattern” regarding the kiosk.
- **Greg Forest** – Asked about the Taco Bell Foundation’s Round Up program and whether or not the district was receiving funds. Superintendent Newman will find out more information on this program and update the Board.

On May 21<sup>st</sup>, YCOE is having a car, motorcycle, and tractor show which will have a CTE focus. Many events are planned. Ms. Edwards will meet with Ms. Boggs tomorrow to find out more information. Representatives from the District will be attending the event.

Expressed interest in Special Education and SELPA. Superintendent Newman invited Mr. Forest to join in the monthly Special Education Zoom meetings.

- **Patricia Agles** – was impressed by the Career Fair.
- **Shawndel Meder** – nothing to report.

- **Tony Lopez** – The meeting with the Hard Rock Tribal Council was rescheduled again.

**25. ITEMS TO BE AGENDIZED FOR THE NEXT REGULAR MEETING**

- Budget Revisions
- Staffing Review
- LCAP Update
- Highly Qualified Teachers Resolution
- Extended Opportunity Grant Funding Overview

**26. CLOSED SESSION**

*Pursuant to Government Code §54957.6, the board will meet in closed session on the following matters.*

• **CONFERENCE WITH LABOR NEGOTIATOR**

*Pursuant to Government Code 54957.6, the Board will meet in Closed Session to give direction to District Negotiator: Ms. Nicole Newman, regarding negotiations with WHEAT, CSEA and Unrepresented employees.*

• **PUBLIC EMPLOYEE / PERSONNEL**

- *Title: Certificated, Classified, Administration, and Unrepresented Employees*

The Board did not need a second Closed Session as all business was completed during the Closed Session at the beginning of this meeting.

**27. RECONVENE TO OPEN SESSION (not needed)**

**28. ACTION ON CLOSED SESSION ITEMS IF ANY (not needed)**

**29. ADJOURNMENT**

**ACTION NO. 21.114**

**MOTION** by Shawndel Meder, seconded by Brendan McHugh, to adjourn at 8:06 p.m.  
6 yeas, 0 Absent. Motion carries.

Respectfully Submitted:

\_\_\_\_\_  
Nicole Newman, Superintendent

\_\_\_\_\_  
Shawndel Meder, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22185930	04/01/2022	247 Security Inc.	01-4300	Van Security Camera	18,050.64	
				Unpaid Tax	125.64-	17,925.00
22185931	04/01/2022	Air Cleaning Specialists, Inc	35-6400	CTE Welding Booths		45,657.10
22185932	04/01/2022	Animal Damage Management	01-5504	Animal Maint Control Svc		285.00
22185933	04/01/2022	Beck, Jessica	01-5200	3/1-3/15 Mileage		103.06
22185934	04/01/2022	Boggs, Celeste	01-5200	CTE conf	30.00	
				Mileage Riem	35.10	65.10
22185935	04/01/2022	BUSWEST	01-6500	School Bus		197,071.24
22185936	04/01/2022	Ca Dept Of Ed Cashier's Office	13-4700	Cafeteria Commodities		42.15
22185937	04/01/2022	California Association, FFA	01-5200	CA State FFA Conf		225.00
22185938	04/01/2022	CalTronics	01-4300	Toner Cartridges		6,010.30
22185939	04/01/2022	Child & Family Policy Insitute of CA	01-5200	Child/Family Policy Ins Regis		850.00
22185940	04/01/2022	Cota, Andrea	01-5200	Conf Parking		30.00
22185941	04/01/2022	Fletcher's Plumbing Contr Inc	01-5600	Plumbing Svcs		1,085.00
22185942	04/01/2022	Flora Fresh Inc	01-4300	Flora Class Supplies		353.21
22185943	04/01/2022	General Produce Co	01-4300	Culinary	507.10	
			13-4700	A La Carte Food	343.85	850.95
22185944	04/01/2022	Golden Rule Signs	40-6400	Marquee Sign		15,325.03
22185945	04/01/2022	Harvey And Songer Inc	01-4300	Tire Service		1,360.67
22185946	04/01/2022	Heartsmart/Allied 100	01-4300	HeartSmart Kits		580.77
22185947	04/01/2022	Horizon	01-4300	Operations Supplies		256.75
22185948	04/01/2022	Hysten Distribution	13-4700	Cafeteria Food		863.00
22185949	04/01/2022	Kingsley Bogard LLP	01-5801	Legal Fees	7,944.48	
			25-5801	Legal Fees	2,976.00	10,920.48
22185950	04/01/2022	KS Telecom Inc	01-5800	Cat6 Blue Riser cable		798.00
22185951	04/01/2022	Landa & Sons Glass Inc	01-4300	WR Mirror Replace		641.16
22185952	04/01/2022	Lund, Aleia	01-4300	Stu Support reim		241.74
22185953	04/01/2022	MacKaben, Kayla	01-4300	Field Day Lunch		8.21
22185954	04/01/2022	Meza, Felicia	01-5200	Conf Mileage	35.10	
				Conf Parking	16.00	51.10
22185955	04/01/2022	Moore, Brandon	01-4300	StayProject Reim		154.86
22185956	04/01/2022	National Healthcareer Assoc	01-4300	CPCT Prep/Exams		11,200.00
22185957	04/01/2022	NorCal Food Equipment Inc	13-5600	Freezer Repair		987.22
22185958	04/01/2022	Office Depot	01-4300	Library supplies	169.51	
				Office Supplies	58.03	
				Science Supplies	79.13	306.67
22185959	04/01/2022	Pace Supply Corp	01-4300	Maintenance Supplies	575.14	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22185959	04/01/2022	Pace Supply Corp		Supplies	1,782.89	2,358.03
22185960	04/01/2022	Pacific Gas & Electric	01-5501	Gas & Electric Svc		2,781.00
22185961	04/01/2022	Pacific Metal Building Inc	01-4400	Awning Building		17,498.60
22185962	04/01/2022	Pacific Shredding	01-5800	Document Shredding Svc		46.20
22185963	04/01/2022	ProCare Therapy	01-5800	SPED Behavior Svc		112.50
22185964	04/01/2022	Sacramento Party Jumps	01-4300	Depper		399.06
22185965	04/01/2022	Shadd Janitorial Supply	01-4300	Janitorial Supplies		971.16
22185966	04/01/2022	Synchrony Bank/Amazon	01-4300	CareerFair Supplies	143.71	
				Depper Audio Equip	1,058.58	1,202.29
22185967	04/01/2022	Sysco Food Svcs Of Sacramento	01-4300	Culinary Supplies	464.36	
			13-4300	Cafeteria Food & Supplies	340.06	
			13-4700	A La Carte Food	376.51	
				Cafeteria Food & Supplies	2,416.78	3,597.71
22185968	04/01/2022	US Bank Corporate	01-4300	Lift Station Plans	8.58	
				Stu Store Supplies	63.20	
			01-5900	Postage	18.93	90.71
22185969	04/01/2022	Walkers Office	01-4400	Furniture		9,863.72
22185970	04/01/2022	WUHS Student Body	01-5800	College Board Reim		123.61
22185971	04/01/2022	Yuba County Office of Ed	01-5800	ESCAPE Prog Billing		21,441.64
22186094	04/08/2022	123 Office Solutions	01-4300	Copy Paper		5,042.70
22186095	04/08/2022	A-Z Bus Sales	01-4300	Bus covers	161.20	
			01-5600	Road Call Svc	401.59	562.79
22186096	04/08/2022	Advanced Document	01-5800	Copier Maint. Agreement		1,093.93
22186097	04/08/2022	Alhambra	01-4300	Drinking Water Svc		113.82
22186098	04/08/2022	Bill's Backflow Serv	01-5800	Backflow Cert Test		85.00
22186099	04/08/2022	BSN Sports LLC	01-4300	Softball Jerseys		654.98
22186100	04/08/2022	California FBLA Business Finance Office	01-5800	CAFBLA-Lodging	2,232.00	
				FBLA Conf Reg	995.00	3,227.00
22186101	04/08/2022	California's Valued Trust	01-3402	Apr22 CVT Trustees	21.20	
			01-9514	Apr22 CVT Ins	148,719.81	
				Apr22 CVT Life	609.50	
				Apr22 CVT Pay17	8,231.74	157,582.25
22186102	04/08/2022	Capitol Custom Embroidery	01-4300	Career Fair apparel		157.21
22186103	04/08/2022	DKS Electric	25-6200	Receptical Classroom 7	1,048.80	
				Receptical D1, D2	1,920.50	
				RV Outlet	1,750.00	4,719.30
22186104	04/08/2022	Fallon Woods Woods Family Speech Therapy	01-5800	Speech Services		11,605.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22186105	04/08/2022	Frank Webb Construction Inc	01-5800	Awning Slab		12,250.00
22186106	04/08/2022	Freeman, Ashley	01-4300	PBIS Rewards		47.59
22186107	04/08/2022	Frontline Techno Group LLC	01-5800	Forecast 5 Analytics	199.02	
			01-9330	Forecast 5 Analytics	798.27	997.29
22186108	04/08/2022	Home Depot Gefc	01-4300	Maintenance Supplies		629.13
22186109	04/08/2022	Hust Bros. Inc	01-4300	Cylinder Rental		15.98
22186110	04/08/2022	Hysten Distribution	13-4700	Cafeteria Food		412.00
22186111	04/08/2022	Jack E Campbell	35-5800	AgScience/AgShop Inspector Svc		1,350.00
22186112	04/08/2022	Joshua Cruz Law Offices	01-5801	Legal Svc		8,645.00
22186113	04/08/2022	Landers, Ellie M	01-5200	FFA Conf Reim		69.45
22186114	04/08/2022	Link, Lauren	01-5200	Airline ticket Reim		244.50
22186115	04/08/2022	MacKaben, Kayla	01-5200	FFA Conf Reim		187.10
22186116	04/08/2022	Newman, Nicole	01-4300	SSDA Grant Supplies	318.40	
			01-5200	MTSS/DEI Airflights	7,158.43	7,476.83
22186117	04/08/2022	Office Depot	01-4300	Class supplies	34.10	
				Class/Office Supplies	11.03	
				Clocks/supplies	100.08	
				office supplies	10.08	155.29
22186118	04/08/2022	Pace Supply Corp	01-4300	Maint Supples	83.29	
				Maint Supplies	336.16	419.45
22186119	04/08/2022	Rideout Med Assoc/Occ Health Employment Svcs/Drug Testing	01-5800	Px-DOT AWARD	100.00	
				Px-DOT GSimpson	100.00	200.00
22186120	04/08/2022	Rovetto, Randi	01-4300	Class Supplies		76.93
22186121	04/08/2022	Shadd Janitorial Supply	01-4300	Janitorial Supplies		1,271.30
22186122	04/08/2022	Sherk, Heather	01-4300	Lab supplies reim		105.67
22186123	04/08/2022	Sunrise Environmental Scien	01-4300	Maint Supplies		146.15
22186124	04/08/2022	Sutter High School	01-5800	Turnament Entry Fee		450.00
22186125	04/08/2022	Synchrony Bank/Amazon	01-4300	Biology Textbooks	56.80	
				DryErase Pens	38.88	
				Health Aid Supplies	132.21	
				Personalized Pens	92.51	
				Printer Toner	297.68	
				SPED Books	336.01	
				We work supplies	80.11	1,034.20
22186126	04/08/2022	Sysco Food Svcs Of Sacramento	01-4300	Culinary	299.96	
			13-4700	A La Carte Food	367.61	667.57
22186127	04/08/2022	T-Mobile	01-5900	Communications		1,438.39

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22186128	04/08/2022	TCSIG	01-5400	1/1-6/30 Prop Ins		12,801.75
22186129	04/08/2022	TestOut	01-9330	TestOut Materials		1,650.00
22186130	04/08/2022	TIAA Commercial Finance, Inc	01-5600	Copier Lease		893.25
22186131	04/08/2022	US Bank Corporate	01-4300	60 Minute Timer	108.00	
				Business Cards-CN'Neal	62.93	
				C10 Equipment	1,310.98	
				CIF Soccer Patches	514.00	
				Coin Display Case	59.48	
				Easels	43.29	
				Electical Test Supplies	79.03	
				Maint Supplies	350.23	
				Metal Detector	443.77	
				Plan Printing	28.75	
				Staff Incentives	112.66	
				Thermal Printer	649.35	
				Wireless Keyboards	60.44	
			01-5200	2022 CA FBLA Conf-Flights	1,210.72	
				FFA State Conf-Lodging	2,166.81	
			01-5800	SurveyMonkey Svc	384.00	
			13-4700	Cafeteria Food	172.67	7,757.11
22186132	04/08/2022	Verizon Wireless	01-5900	Communication Svc		533.54
22186133	04/08/2022	Yuba County Office of Ed	01-7142	SELPA Excess 21-22		33,576.40
22186265	04/15/2022	Appeal-Democrat	01-5800	Legal Notice-Dev Fee		372.00
22186266	04/15/2022	Charlebois, Holly	01-4300	Drama Class reim		3.50
22186267	04/15/2022	City Of Wheatland	01-5505	Water & Sewer Svc		2,038.88
22186268	04/15/2022	Edwards, Schandia	01-4300	Testing Materials Reim		9.35
22186269	04/15/2022	Flora Fresh Inc	01-4300	Flora Class Supplies		488.83
22186270	04/15/2022	Floral Resources Sacramento	01-4300	Floral Class Supplies		231.64
22186271	04/15/2022	Freeman, Ashley	01-5200	4/4-5 Mileage Reim		28.08
22186272	04/15/2022	General Produce Co	13-4700	Cafeteria Food		1,103.05
22186273	04/15/2022	Home Depot Geof	01-4300	Maintenance Supplies		419.26
22186274	04/15/2022	Hubbard, Kerri	01-5200	CASBO Reim		193.27
22186275	04/15/2022	Hust Bros. Inc	13-4300	Walk-in Supplies		243.11
22186276	04/15/2022	Hysten Distribution	13-4700	Cafeteria Food		2,648.88
22186277	04/15/2022	John Coker Ag Repair	01-4300	Bus 11Transportation Services	14.81	
				Bus 12Transportation Services	39.45	
				Bus 14Transportation Services	30.19	

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## Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22186277	04/15/2022	John Coker Ag Repair		Bus 16Transportation Services	495.90	
				Bus 9Transportation Services	889.40	
			01-5600	Bus 10Transportation Services	110.00	
				Bus 11Transportation Services	110.00	
				Bus 12Transportation Services	110.00	
				Bus 14Transportation Services	100.00	
				Bus 15Transportation Services	110.00	
				Bus 16Transportation Services	110.00	
				Bus 1Transportation Services	100.00	
				Bus 2Transportation Services	110.00	
				Bus 9Transportation Services	100.00	
			01-5800	Bus 12Transportation Services	440.00	
				Bus 14Transportation Services	780.00	
				Bus 16Transportation Services	560.00	
				Bus 1Transportation Services	120.00	
				Bus 9Transportation Services	1,000.00	5,329.75
22186278	04/15/2022	JW Pepper & Son Inc	01-4300	Music		11.00
22186279	04/15/2022	Keiser, Carol	01-4300	FFA Conf Reim	63.63	
			01-5200	FFA Conf Reim	87.84	151.47
22186280	04/15/2022	Kingsley Bogard LLP	01-5801	Legal Fees	11,600.80	
			25-5801	Legal Fees	1,341.00	12,941.80
22186281	04/15/2022	Landers, Ellie M	01-4300	Staples Reim		146.51
22186282	04/15/2022	Luz Maria Avers	01-5800	Mar21-Apr8 Mileage Reim		3,000.00
22186283	04/15/2022	MJB Welding Supply Inc	01-4300	Welding	989.08	
			01-5600	Ag Cylinder Rental	384.40	1,373.48
22186284	04/15/2022	Newman, Nicole	01-4300	Feb-Apr expense Reim	2,320.77	
			01-5200	Feb-Apr expense Reim	2,529.96	4,850.73
22186285	04/15/2022	NorCal Food Equipment Inc	13-5600	WalkIn Freezer		688.08
22186286	04/15/2022	Odyssey Learning Center Inc	01-5800	SPED Service -MAvers		3,405.30
22186287	04/15/2022	Office Depot	01-4300	Business Envelops	377.02	
				Janitorial Supplies	61.03	438.05
22186288	04/15/2022	Pace Supply Corp	01-4300	Maint Supplies		41.48
22186289	04/15/2022	Pacific Gas & Electric	01-5501	Gas & Electric Svc		6,778.50
22186290	04/15/2022	Raj's Mini Mart	01-4300	Fuel		12,617.68
22186291	04/15/2022	Riverside Technologies Inc	01-4300	HP Monitors		2,258.88
22186292	04/15/2022	Rosie's Sno Biz	01-4300	Depper		2,292.00
22186293	04/15/2022	Sacramento Party Jumps	01-4300	Depper		1,314.86

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## Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22186294	04/15/2022	Shadd Janitorial Supply	01-4300	Janitorial Supplies		79.46
22186295	04/15/2022	Soter Technologies, LLC	01-5800	Vape Detection Support		750.00
22186296	04/15/2022	Stinemans Farm Supply	01-4300	AG Supplies	228.13	
				Maintenance Supplies	1,033.26	
				Operations Supplies	177.45	
				Shop Supplies	1,500.47	2,939.31
22186297	04/15/2022	Synchrony Bank/Amazon	01-4300	Class Supplies	4.16	
				CTEC Supplies	166.17	
				Docking Station	147.18	
				Health Office Supplies	1,460.32	
				May Family Night Supplies	194.63	
				Speaker/Charger	162.36	2,134.82
22186298	04/15/2022	Sysco Food Svcs Of Sacramento	13-4300	Cafeteria Food and Supplies	343.90	
			13-4700	Cafeteria Food and Supplies	5,422.92	5,766.82
22186299	04/15/2022	Teacher's Discovery	01-4300	Class Supplies		57.98
22186300	04/15/2022	US Bank Corporate	01-4300	Business Cards-Bishop	42.55	
				Calendar	106.09	
				Depper Food	2,054.47	
				Depper Supplies	1,137.56	
				Depper-Mugs	883.55	
				Depper-Yeti cups	646.50	
				Earbuds	487.11	
				FCCLA Supplies	276.92	
				FCCLA Uniforms	696.71	
				GFSF	102.62	
				GFSF Supplies	12.94	
				Graduation Supplies	364.56	
				Maint Supplies	31.53	
				Office supplies	45.45	
				partitions	1,343.00	
				Patient Care DinaMap	2,693.74	
				Patient Care Supplies	166.58	
				Patient Care-Books/Supplies	6,427.00	
				Patient Care-Manikins	3,417.50	
				Pirates@Sea	107.14	
				SPED Visual Supplies	170.95	
				Staff Mtg 3/15	96.05	

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## Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22186300	04/15/2022	US Bank Corporate		StickerMule	515.34	
				Superint Supplies	17.32	
				Supplies	541.35	
				Synthesia	60.00	
				Wireless mouse	11.75	
			01-5200	ACSA Spring Conf-Lodging	2,779.07	
				ACSA Spring Conf-Regis	2,583.00	
				Admin Retreat-Lodging	2,203.77	
				CASBO Conf Lodging	532.18	
				CCEA Conf-Airflight	491.92	
				CCEA Conf-Lodging	623.52	
				CCEA Conf-Registration	599.00	
				FCCLA Conf-Regis	2,023.00	
				Stu Learning Institute Conf-Regis	199.00	
			01-5800	Fastrak Fee	7.00	
				FBLA Conf-Vehicle Rental	219.47	
				FCCLA Conf-Lodging	2,247.57	
				FCCLA State Conf-Airflights	825.65	
				Kindle	19.98	
			13-4700	Culinary Food	29.22	
			35-4300	Classroom Remodel plans	57.92	
				Plan Printing Svc	6.43	
				Unpaid Tax	509.59-	37,394.39
22186377	04/22/2022	AT & T	01-5900	AT&T Billing		10,750.95
22186378	04/22/2022	AT&T	01-5900	Communication Svc	1,335.43	
				DP Feb-MarAcct082	10,905.48	
				Mar-Apr Acct 083	16.02	
				Mar-Apr Acct 743	132.82	12,389.75
22186379	04/22/2022	Hadley, Richelle	01-5900	Mailing Reim		21.50
22186380	04/22/2022	James Bowles	01-5800	LiveScan Reim		79.00
22186381	04/22/2022	Jeff Duggen	01-5800	LiveScan Reim		74.00
22186382	04/22/2022	King Consulting, Inc.	25-5800	Prof Consulting Svc		1,110.00
22186383	04/22/2022	MJB Welding Supply Inc	01-4300	Welding		75.84
22186384	04/22/2022	Office Depot	01-4300	Desk backorder		1,077.49
22186385	04/22/2022	ProCare Therapy	01-5800	SPED Behavior Svc		562.50
22186386	04/22/2022	Recology Yuba Sutter	01-5502	Waste & Garbage Disposal Svc		3,367.76
22186387	04/22/2022	Rochelle Laird	01-5800	Drivers Trg Due	1,093.25	

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## Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22186387	04/22/2022	Rochelle Laird		School Bus Instructor Svc	900.00	1,993.25
22186388	04/22/2022	Shadd Janitorial Supply	01-4300	Janitorial Supplies		120.93
22186389	04/22/2022	State Of Calif. Employment Dev elopment Department	01-9513	SUI Contribution Adj		3,552.84
22186390	04/22/2022	TCSIG	01-9515	20/21 W/C True up Pymt		5,397.00
22186391	04/22/2022	The Standard	01-9513	Deduction Adj		12.72
22186392	04/22/2022	US Bank Corporate	01-4300	Staff Lunch		157.46
22186393	04/22/2022	Wheatland Tire Co.	01-4300	Tire Services		25.00
22186569	04/29/2022	A-Z Bus Sales	01-5600	Bus Repairs/Supplies	363.74	
				Camera Installation	4,756.25	5,119.99
22186570	04/29/2022	American 3B Scientific, LP	01-4400	Patient Care Supplies		1,886.66
22186571	04/29/2022	Anatomege Inc	01-6400	Anatomege Table		88,175.38
22186572	04/29/2022	Anderson, James	01-5800	4/1-4/20 Expense Reim		68.39
22186573	04/29/2022	Atencio, Stacey	01-5800	FBLA Expense Reim		792.17
22186574	04/29/2022	Bear River Supply	01-4300	Spread Seed		1,974.00
22186575	04/29/2022	Bob's Lock & Key	01-4300	Locks & Keys	290.61	
			01-5600	Keys/Latches/Repairs	2,221.66	2,512.27
22186576	04/29/2022	BSN Sports LLC	01-4300	UA-Volleyball Jerseys		460.29
22186577	04/29/2022	Ca Dept Of Ed Cashier's Office	13-4700	Cafeteria Commodities		168.15
22186578	04/29/2022	Fletcher's Plumbing Contr Inc	01-5600	Plumbing Svcs		964.50
22186579	04/29/2022	Flora Fresh Inc	01-4300	Flora Class Supplies		100.05
22186580	04/29/2022	General Produce Co	13-4700	Cafeteria Food		312.30
22186581	04/29/2022	Gray Electric Co Inc	01-5600	Electrical Work		3,093.00
22186582	04/29/2022	Home Depot Gefc	01-4300	Maint Supplies		731.88
22186583	04/29/2022	James Sutherland	01-5800	3/28-4/22 Mileage Reim		441.38
22186584	04/29/2022	Joshua Cruz Law Offices	01-5800	Legal Svc Re-issuance		4,000.00
22186585	04/29/2022	Keiser, Carol	01-4300	Career Fair Reim		320.00
22186586	04/29/2022	King Pest Control	01-5504	Pest Control Svc		180.00
22186587	04/29/2022	Pacific Gas & Electric	01-5501	Gas & Electric Svc		6,385.40
22186588	04/29/2022	Purchase Power	01-5900	Postage		503.50
22186589	04/29/2022	Rogelio Martinez	01-4300	Seat Cover		875.00
22186590	04/29/2022	School Sport, Inc	01-5600	Safety Strap Installment		4,985.00
22186591	04/29/2022	Shadd Janitorial Supply	01-4300	Janitorial Supplies		228.17
22186592	04/29/2022	Signworx	01-4300	Parking Signs		159.47
22186593	04/29/2022	Synchrony Bank/Amazon	01-4300	CameraMount	38.92	
				Class Supplies	67.64	
				GFSFspeakerphone	408.05	
				Health Office Supplies	375.41	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22186593	04/29/2022	Synchrony Bank/Amazon		Office Supplies	89.81	
				Pirate Focus Supplies	449.02	
				Portable Charger	43.29	1,472.14
22186594	04/29/2022	Sysco Food Svcs Of Sacramento	01-4300	Culinary Supplies	313.75	
			13-4300	Cafeteria Food and Supplies	382.98	
			13-4700	Cafeteria Food and Supplies	2,865.76	3,562.49
22186595	04/29/2022	US Bank Corporate	01-4300	BalanceDue	64.54	
				Business Cards-AFatten	42.55	
				Career Fair	557.23	
				ER Drawstring bags	54.11	
				Music Festival Tkts	5,399.00	
				Name Plate	16.28	
				Pictrue Frame	24.35	
				Picture Frames	48.69	
				Synthesia	30.00	
				Telephone Cords	24.01	
				Unlimited Video Lic	29.00	
			01-5200	Nationa Community Schools Conf-Airflight	142.96	
			13-4700	Cafeteria Food	18.90	6,451.62
22186596	04/29/2022	Valley Pump & Motor Works Inc	01-5600	Kay pad		889.50
Total Number of Checks					163	947,203.74

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	147	854,747.09
13	Cafeteria Special Rev Fund	18	20,549.10
25	Capital Facilities Fund	4	10,146.30
35	County School Facilities Fund	3	47,071.45
40	Sp Reserve Fnd-Cap Outlay Pr	1	15,325.03
Total Number of Checks		163	947,838.97
Less Unpaid Tax Liability			635.23
Net (Check Amount)			947,203.74

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## **WHEATLAND UNION HIGH SCHOOL DISTRICT**

### **RESOLUTION NO. 52022**

#### **AUTHORIZING THE CONTINUED USE OF REMOTE TELECONFERENCING PROVISIONS (AB 361)**

**WHEREAS**, the Governing Board of the Wheatland Union High School District (“Governing Board”) is committed to open and transparent government, and full compliance with the Ralph M. Brown Act (“Brown Act”); and

**WHEREAS**, the Brown Act generally requires that a public agency take certain actions in order to use teleconferencing to attend a public meeting virtually; and

**WHEREAS**, the Governing Board recognizes that a local emergency persists due to the worldwide COVID-19 pandemic; and

**WHEREAS**, the California Legislature has recognized the ongoing state of emergency due to the COVID-19 pandemic and has responded by creating an additional means for public meetings to be held via teleconference (inclusive of internet-based virtual meetings); and

**WHEREAS**, on September 16, 2021, the California legislature passed Assembly Bill (“AB”) 361, which amends Government Code, section 54953 and permits a local agency to use teleconferencing to conduct its meetings in any of the following circumstances: (A) the legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; (B) the legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or (C) the legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

**WHEREAS**, Governor Gavin Newsom declared a state of emergency for the State of California due to the COVID-19 pandemic in his order entitled “Proclamation of a State of Emergency,” signed March 4, 2020; and

**WHEREAS**, the Governing Board previously adopted Resolution Number 42022 on April 20, 2022, and has since continued to find at least every thirty (30) days, that the requisite conditions exist to conduct remote teleconference meetings in accordance with Government Code section 54953(e); and

**WHEREAS**, the Governing Board is conducting its meetings through the use of telephonic and internet-based services so that members of the public may observe and participate in meetings and offer public comment; and

**WHEREAS**, as a condition of the continued use of the provisions found in Government Code section 54953(e), the Governing Board must reconsider the circumstances of the state of emergency and find that either it continues to directly impact the ability of the members to meet



safely in person, and/or state or local officials continue to impose or recommend measures to promote social distancing.

**NOW THEREFORE, BE IT RESOLVED**, that the recitals set forth above are true and correct and fully incorporated into this Resolution by reference.

**BE IT FURTHER RESOLVED** that the Governing Board has reconsidered the circumstances of the state of emergency and finds that the state of emergency continues to directly impact the ability of members to meet safely in person.

**BE IT FURTHER RESOLVED** that the actions taken by the Governing Board through this Resolution may be applied to all District committees governed by the Brown Act unless otherwise desired by that committee.

**BE IT FURTHER RESOLVED** the Governing Board authorizes the Superintendent or their designee(s) to take all actions necessary to continue to conduct Governing Board meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, using teleconferencing for a period of thirty (30) days from the adoption of this Resolution, after which the Governing Board will reconsider the circumstances of the state of emergency.

**PASSED AND ADOPTED** by the Wheatland Union High School District Governing Board on this 25<sup>th</sup> day of May 2022, by the following vote:

	<u><b>Ayes</b></u>	<u><b>Noes</b></u>	<u><b>Abstain</b></u>	<u><b>Absent</b></u>
Tony Lopez	_____	_____	_____	_____
Shawndel Meder	_____	_____	_____	_____
Patricia Agles	_____	_____	_____	_____
Greg Forest	_____	_____	_____	_____
Brendan McHugh	_____	_____	_____	_____
Matthew Brockhoff	_____	_____	_____	_____

ATTESTED TO:

\_\_\_\_\_  
Tony Lopez  
President of the Board of Education

\_\_\_\_\_  
Nicole Newman  
Superintendent

**Tri-County Induction Program  
Contract for Services  
Between  
Sutter County Superintendent of Schools as the Local Educational Agency  
For the Tri-County Induction Program,  
Participating County Offices of Education,  
And  
Participating Sutter County School Districts and Employing Agencies**

**A. General**

This Contract for Services (the "Agreement") is between the Sutter County Superintendent of Schools (SCSOS), serving as the Local Education Agency (LEA) for the Tri-County Induction Program (TCIP), and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively "District") signing below. The term of this Agreement commences on July 1, 2022, and terminates on June 30, 2023.

**B. Purpose**

The purpose of the Agreement is to establish an agreement for services between the parties in assisting Candidates with meeting California credentialing requirements. TCIP will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited Teacher Induction Credential Programs including Multiple Subject Clear, Single Subject Clear, Education Specialist Clear, and Career Technical Education (CTE). Throughout this document, new teachers from all of the credential areas are referred to as "Candidate" and veteran teachers are referred to as "Mentor."

**C. Eligibility**

Eligible Candidates are those hired within the TCIP Regional Consortium, which includes but is not limited to Sutter, Colusa, and Yuba Counties. The following credential programs are available to Candidates within the consortium: **Clear Credential Program:** Candidates holding preliminary Multiple Subject, Single Subject, or Education Specialist Credential, Out of State and Out of Country trained teachers in the process of applying for their preliminary California credential, and CTE Candidates.

**D. LEA Responsibilities**

1. Employ a Director whose primary duty is to oversee the TCIP program as well as employ support staff.
2. Provide sufficient and appropriate workspace for the Director, Coordinator, and Administrative Assistant.
3. Provide office support services for the consortium, including, but not limited to, mail service, phone, fax, internet services, technology support, and meeting space for TCIP activities.
4. Provide business and legal services required for TCIP implementation for the region.
5. Develop and establish procedures for TCIP evaluation through the California Commission on Teacher Credentialing (CCTC) Accreditation Cycle. Submit Preconditions, Common Standards, Program Review state reports, and required fees in a timely manner.
6. Provide a process for equitable distribution of mentoring, support, and credential services to Candidates and Mentors in all participating districts and COEs within the region.
7. Provide quarterly Advisory Board Meetings.
8. Share optional Professional Development opportunities for Candidates.
9. Provide required Mentor trainings throughout the year.
10. Assume overall fiscal responsibility for the administration of TCIP budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or CDE in relation to TCIP.

**E. District/COE Responsibilities**

1. Appoint a liaison to work with TCIP. The liaison should be a designee authorized by the County and/or District Superintendents to fulfill the roles and responsibilities assigned to him or her. The liaison supports TCIP by providing ongoing updates, communication, and information to county office and/or district personnel.

2. Identify, and enroll within the first year of employment, all Candidates who are eligible for TCIP as described by state guidelines. This shall be a pre-condition to participation in the Clear Credential Program in accordance with state guidelines.
3. Assign a qualified Mentor to each eligible Candidate, within 30 days of enrollment in TCIP, who meets the Commission's identified criteria of a valid corresponding clear credential.
4. Notify TCIP regarding the Mentor match within the first 30 days of the Candidate's enrollment in the program.
5. Provide Candidate and Mentor release times to participate in required observations (2 days per year for both Candidate and Mentor). Provide all requisite substitute teachers to accommodate the Candidate and Mentor release times at district's cost.
6. Provide meeting and conference rooms at no charge to TCIP.
7. Provide and/or participate in program evaluation with administrative surveys, and CTC Accreditation.
8. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, and interpersonal and communication skills, and:
  - a. Knowledge of the context and the content area of the Candidate's teaching assignment;
  - b. A demonstrated commitment to professional learning, collaboration, and demonstrated best practices in adult learning;
  - c. Possess a clear teaching credential with a minimum of three years of highly effective teaching experience with exemplary administrator evaluations;
  - d. The ability, willingness, and flexibility to meet Candidate needs for support;
  - e. The ability to provide "just in time" support for Candidates, in accordance with the ILP, along with longer-term guidance to promote enduring professional skills each week for a minimum of a one hour one-on-one meetings;
  - f. A demonstrated ability to facilitate Candidate growth and development through modeling, guided reflection on practice, and feedback on classroom instruction based on the CSTP;
  - g. The ability to connect Candidates with available resources to support their professional growth and accomplishment of the ILP;
  - h. The ability to weekly review the CSTP ILP goals and documentation of development/growth with Candidates and make adjustments as needed;
  - i. Are committed to attend all Mentor trainings;
  - j. Develop a sustained, thoughtful, and confidential collegial relationship with Candidates;
  - k. Display a willingness to work collaboratively with the TCIP staff and respond to survey requests by due dates;
  - l. The ability to use Mentoring instruments appropriately;
  - m. Demonstrate leadership skills, curriculum expertise, highly effective classroom management skills, and knowledge of site and district resources;
  - n. The ability to reflect on Mentoring practice and engage with mentoring peers in professional learning networks; and
  - o. serve as a role model for the teaching profession and Mentor for TCIP
9. Work with TCIP/LEA to ensure all Mentors are meeting the standards and expectations of performance as set forth above.

#### **F. Other Terms and Conditions**

1. As between the Parties hereto, it is understood and agreed that:
  - a. All products and materials developed by TCIP are the exclusive property of the LEA. District and COE employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products or materials without the expressed written permission of the LEA designee.
  - b. Candidate Employment Status: Candidates are and shall remain District employees for any and all purposes throughout the term of this agreement. Execution of this Agreement does not create, or expand, any employment relationship between TCIP/LEA and Candidate, nor create or expand any employer-employee obligations.

- c. Indemnification: District shall assume full responsibility for its employees. District agrees to hold and save LEA harmless from and against any claim, demand, action or cause of action that may be asserted by any District program participant or any of heirs, assigns, or agents, including but not limited to those actions arising out of the District's negligence, professional or non-professional, or arising out of injury or death suffered by any District employee program participants, including, but not limited to, third party actions for injury or death otherwise covered under applicable workers' compensation laws and regardless of the sole or concurring negligence of LEA. The District assumes all financial (litigation) responsibilities stemming from any legal action brought against Tri- County Induction Program from an employee of said District.
- d. Maintenance of Licenses and Credentialing: Both LEA and the District agree to maintain and keep in good standing, and ensure all applicable employees, including but not limited to Candidate and Mentors, maintain and keep in good standing, all licenses, credentials, and memberships that are required and/or necessary for their job responsibilities and functions.
- e. LEA and District shall ensure that all employees whom they are responsible for under the terms of this Agreement have had their background check completed and have completed their LiveScan.
- f. Maintenance of records: District agrees to keep and maintain adequate and current written records in accordance with TCIP requirements during the term of this Agreement. The records will be in any format that may be specified by the State of California. The records will be available to LEA at all times.
- g. Assignment: This agreement shall not be assigned by District. Any such assignment shall be null and void.
- h. Severability: The provisions of this Agreement are divisible; if any such provisions shall be deemed invalid or unenforceable, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this agreement shall continue in full force and effect without being impaired or invalidated in any way.
- i. Waiver: No delay or omission by either party in exercising any right under this agreement shall operate as a waiver of that or any other right. No waiver of any provision of this agreement, or consent to any departure by either party from any provision shall be effective in any event unless it is in writing, designated a waiver, and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose of which it is given.
- j. Constructions and Governing Law: The captions used in connection with this agreement are for reference purposes only and shall not be construed as part of this agreement. This agreement shall be governed by and construed in accordance with the laws of the State of California.
- k. Entire Agreement: This agreement supersedes all prior agreements, understandings, and communications between LEA and District, whether written or oral, express or implied, relating to the subject matter of this agreement and is intended as a complete and final expression of the terms of the agreement between LEA and District and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither they nor anyone on their behalf made any inducements, agreements, promises, or representations other than those set forth in this agreement.
- l. Third Parties: Except as otherwise explicitly provided herein, nothing in this agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this agreement on any other persons other than the parties and their respective successors and assigns, nor is anything in this agreement intended to relieve or discharge the obligation or liability of any third persons to any party, nor shall any provision give any third parties any right of subrogation or action over or against any of the parties hereto. This agreement is not intended to and does not create any third party beneficiary rights whatsoever.
- m. Relationship of the Parties: No joint venture, partnership, agency, or employment relationship is created by this agreement. No party shall act as an agent or partner of any other party or make any commitments for or create any obligations of any other party except as provided herein without such other party's prior written consent.

- n. Survival: The provisions of this agreement shall survive the expiration of the term and the termination of this agreement. Amendments and extensions to this MOU may be made only by written agreement signed by all parties.

**G. Program Participation Options \*\*NEED TO SELECT AN OPTION\*\***

The district will select one of the following options-check next to either Option 1 or Option 2. Both Options require full participation in the Tri-County Induction Program (TCIP) by all participants.

- ☒ **Option 1:** District pays SCSOS \$2,310 per Candidate to select, hire, match and provide continuous training to its Mentors using the criteria as outlined above. Billing will occur half in November and half in May with payments due in December and June. If the district is going to charge the Candidate, it is their responsibility to notify the Candidate upon hiring and collect all fees due. If the Candidate leaves the program during the year, the district will be responsible for reimbursing the cost to the Mentor on a prorated basis. **It is the responsibility of the district to notify TCIP ASAP when a Candidate or Mentor leaves the program on a leave or permanent basis.**
- ☐ **Option 2:** The district agrees to provide written verification of the above selection, hiring, and matching process to TCIP upon request by credential type, same grade level or subject matter as Candidate.

**H. Fiscal Responsibilities and Terms**

1. SCSOS, in its capacity as LEA, agrees to the overall fiscal responsibility for the funding of the administration of the program.
2. The DISTRICT will assume financial responsibility of all Credential PROGRAM FEES for each Candidate enrolled in the Program. **The Clear Credential Candidate Program Fee** from Districts includes enrollment of one Candidate in **one** of the following programs: Clear Multiple Subject Credential, Clear Single Subject Credential, Clear Education Specialist Credential, or Career Technical Education Preliminary/Clear Credential at the rate of \$1,500 per year.
3. If District has elected "Option 2" in section "G" above, the District shall distribute the funds to Mentors for compensation.

Authorized signatures below indicate understanding and acceptance of the terms of this Contract for Services.

Wheatland Union High School District

Name of District or County Office of Education

Nicole Newman, Superintendent

Printed Name/Title

Signature

5/10/22

Date

**District Liaison:**

Nicole Newman, Superintendent

Printed Name/Title

nnewman@wheatlandhigh.org

Liaison's Email Address

**Sutter County Superintendent of Schools as LEA:**

Tom Reusser/Superintendent

Printed Name/Title

Signature

Date received at SCSOS

## TEMPORARY ACCESS LEASE

This Temporary Access Lease ("Lease") is made and entered into by and between Dale Investments, LLC, a California limited liability company ("Landlord"), and Wheatland Union High School ("Tenant"), effective as of May 30, 2022.

### ARTICLE 1 - LAND

1.1 **Description of Property.** Landlord leases to Tenant, and Tenant leases from Landlord, on the terms and conditions set forth in this Lease, that certain real property in Yuba County, California, commonly known as a portion of Assessor's Parcel No. 015-180-074-000 indicated by an arrow on the map attached as Exhibit A (the "Property"). The Property contains approximately Six (6) acres, along with all improvements thereon, if any.

1.2 **Condition of Property.** Tenant accepts the Property in its present condition and agrees on the last day of the term or sooner termination of this Lease, to surrender the Property in the same condition as when received.

### ARTICLE 2 - TERM AND RELEASE

2.1 **Original Term.** The term of this Lease shall start on May 30, 2022 (the "Commencement Date"), and ending on June 4, 2022.

### ARTICLE 3- RENT

3.1 **Rent.** The rent payable by Tenant to Landlord for the use and occupation of the Property shall be One Dollar (\$1.00) per the term of the agreement, payable on May 30, 2022.

### ARTICLE 4 - USE OF PROPERTY

4.1 **Use.** Tenant shall have the temporary right to allow ingress and egress by the public from Tenant's adjacent Property. Tenant shall not use or permit to be used any part of the Property for any other purposes, including without limitation, that Tenant shall not plant, grow, irrigate or harvest any permanent crops on the Property.

4.2 **Care.** Tenant agrees to make diligent efforts to eradicate and prevent the spread of all noxious weeds on the Property during the term of this Lease, and to take reasonable measures to protect the Property from infestations of insects, snails and such other pests. Tenant shall make diligent efforts to prevent and/or correct infestations that may come onto or develop on the Property during the term of this Lease and produce disease in plants or animals or damage crops grown or animals maintained on the Property during or after the term hereof. Tenant shall keep all field ditches, roadsides, headlands and other such areas free of weeds, either by cultivation or through the application of appropriate herbicides, and keep such ditches in good working order.

#### 4.3 **Hazardous Materials and Environmental.**

##### 4.3.1 Tenant's Covenants Regarding Hazardous Materials.

(a) Compliance with Environmental Laws. Tenant shall at all times and in all respects comply with all federal, state and local laws, ordinances and regulations ("Hazardous Materials Laws") relating to environmental protection or the use, manufacture, storage, disposal or transportation of any oil or other petroleum product, flammable explosives, asbestos, or other hazardous, toxic, contaminated or polluting materials, substances or wastes (collectively, "Hazardous Materials").

(b) Hazardous Materials Handling. Tenant shall at its own expense procure, maintain in effect and comply with all conditions of any and all permits, licenses and other governmental and regulatory approvals required for Tenant's use of the Property, including, without limitation, those

relating to Hazardous Materials, discharge of materials or wastes into any source of drinking water or ground water, directly or indirectly. Tenant shall in all respects operate in total conformity, handle, treat, deal with, manage and dispose of any and all Hazardous Materials in, on, under or about the Property in total conformity with all applicable Hazardous Materials Laws and prudent industry practices regarding management of such Hazardous Materials. Tenant shall not allow oil or other petroleum products to be spilled on the Property during the course of normal maintenance procedures or otherwise. Tenant shall not take any remedial action in response to the presence of any Hazardous Materials in or about the Property, nor enter into any settlement agreement, consent decree or other compromise in respect to any claims relating to any Hazardous Materials in any way connected with the Property without first notifying Landlord of Tenant's intention to do so and affording Landlord ample opportunity to appear, intervene or otherwise appropriately assert and protect Landlord's interest with respect thereto.

(c) Notices. Tenant shall immediately notify Landlord in writing of (a) any enforcement, cleanup, removal or other action; and (b) any claim relating to damage, contribution, cost recovery compensation, loss or injury resulting from or claimed to result from any Hazardous Materials, whether the same are made, commenced or threatened by any governmental entity or other third party. Tenant shall send Landlord copies of any and all reports, applications and submittals made to any governmental entity arising out of or in connection with any Hazardous Materials in or removed from the Property, including any complaints, notices, inquiries, warnings or asserted violations in connection therewith. Tenant shall also supply to Landlord as promptly as possible, and in any event within five (5) business days of receipt, all claims, reports, complaints, notices, warnings, or asserted violations relating in any way to the Property or Tenant's use thereof.

4.3.2 Indemnification of Landlord. Tenant shall indemnify, defend by counsel reasonably acceptable to Landlord, protect and hold Landlord, and each of Landlord's partners, officers, directors, employees, agents, attorneys, successors and assigns, free and harmless from and against any and all claims, liabilities, penalties, forfeitures, losses or expenses (including attorney fees) or death or injury to any person or damage to any property whatsoever, arising from or related to in whole or in part, directly or indirectly, by (1) Tenant's use, storage, transportation, disposal, release, threatened release, discharge or generation of Hazardous Materials to, in, on, under, about or from the Property, or (2) Tenant's failure to comply with any Hazardous Materials Laws. Tenant's obligations hereunder shall include, without limitation, and whether foreseeable or unforeseeable, all costs of any required or necessary response, repair, cleanup, monitoring or detoxification or decontamination of the Property and the preparation and implementation of any closure, remedial action or other required plans in connection therewith, and shall survive the expiration or earlier termination of the term of this Lease. For purposes of the indemnity provisions hereof, any acts or omission of Tenant, or by employees, agents, assignees, contractors or subcontractors of Tenant or others acting for or on behalf of Tenant shall be strictly attributable to Tenant. The indemnity provisions of this Section 5.3.2 shall survive the expiration or earlier termination of this Lease.

4.4 **Alterations**. Without Landlord's prior written consent, which may be granted or withheld in Landlord's sole and absolute discretion, Tenant shall not make any alterations, improvements, additions or installations in, on or about the Property, including, without limitation, the planting of trees or permanent or perennial crops, or the erection of any structures (collectively "Alterations"), except for Alterations of a recurrent minor nature. All Alterations shall be completed in compliance with applicable law, shall become at once a part of the Property and shall belong to Landlord; provided, however, if Tenant pays for any Alteration, Tenant shall be entitled to the depreciation deduction for any such Alteration during the duration of this Lease. Tenant shall pay when due all claims for labor or materials furnished or alleged to have been furnished at or for Tenant at or for use in connection with Alterations or other work on the Property and shall, at all times, keep the Property free from any and all liens or claims of lien arising out of any work performed or materials furnished by or on behalf of Tenant. Tenant shall indemnify, defend by counsel reasonably acceptable to Landlord, protect and hold Landlord, and each of Landlord's partners, officers, directors, employees, agents, attorneys, successors and assigns, free and harmless from and against any and all claims, liabilities, penalties, forfeitures, losses or expenses (including attorney fees) arising from or related to in whole or in part, directly or indirectly, any

Alterations in, on or about the Property. The indemnity provisions of this Section 5.4 shall survive the expiration or earlier termination of this Lease. Tenant may install equipment and trade fixtures at its expense and, if Tenant is not in default hereof upon termination of this Lease, Tenant may remove such equipment and trade fixtures conditioned upon the repair of any damage to the Property caused by such removal.

**4.5 Compliance with Law.** Tenant shall comply with all present and future requirements of all governmental authorities affecting Tenant's use and occupation of the Property and the farming thereof, including all laws and regulations regarding worker's compensation, social security, unemployment insurance, hours of labor, wages, working conditions and related subjects, and all laws relating to allowing entry upon the Property by the public.

## **ARTICLE 5 - LIENS AND ENCUMBRANCES**

**5.1 Liens.** Except as described in Section 6.2, below, Tenant will not create or knowingly permit to be created or to remain, and promptly will discharge, any lien, encumbrance or charge that might be or become a lien, encumbrance or charge upon the Property or any part thereof, having any priority or preference over or ranking on a parity with the estate, rights and interest of Landlord in the Property or any part thereof, and Tenant will not knowingly suffer any other matter or thing whereby the estate, rights, interests of Landlord in the Property or any part thereof might be impaired.

## **ARTICLE 6- INSURANCE AND HAZARDS**

**6.1 Insurance Hazards.** Tenant shall not use the Property, or permit others to use it, or do or permit acts that will increase the existing rates of insurance on any improvements or any permanent crops ("Improvements") on the Property, or cause a cancellation of any insurance policy covering, in whole or in part, the same. Tenant shall comply with all requirements of any insurance policy covering the Property, the Improvements and the use thereof or covering liabilities to others.

**6.2 Nonliability of Landlord for Damages.** Tenant hereby assumes all risk of loss or damage to property or injury to person occurring in, upon or about the Property not caused by Landlord's willful misconduct or gross negligence and waives all claims in respect thereof against Landlord. Tenant shall further indemnify, defend by counsel reasonably acceptable to Landlord, protect and hold Landlord, and each of Landlord's partners, officers, directors, employees, agents, attorneys, successors and assigns, free and harmless from and against any and all claims, liabilities, penalties, forfeitures, losses or expenses (including attorney fees) or death or injury to any person or damage to any property whatsoever, arising from or related to in whole or in part, directly or indirectly: (a) Tenant's operations upon the Property, including any access thereto by members of the public; or (b) any breach of or default in the performance of any obligations on Tenant's part to be performed hereunder and from and against all costs, attorney fees, expenses and liabilities incurred in the defense of any such claim or any action or proceeding brought against Landlord by reason of any such claim. For purposes of the indemnity provisions hereof, any acts or omission of Tenant, or by employees, agents, assignees, contractors or subcontractors of Tenant or others acting for or on behalf of Tenant shall be strictly attributable to Tenant. The indemnity provisions of this Section 7.2 shall survive the expiration or earlier termination of this Lease.

**6.3 Liability Insurance.** Tenant agrees to take out, or cause to be taken out and keep in force during the term of this Lease, liability insurance for bodily injury and property damage with companies approved by Landlord for protection against liability to anyone arising incident to Tenant's use or occupancy of (including access by the public incident thereto), or resulting from any occurrence in or about the Property, with a single combined liability limit of not less the \$3,000,000 per occurrence. This policy shall insure the contingent liability of Landlord, Sundeeep S. Dale and Mohinder K. Dale personally and the performance by Tenant of the indemnity agreement under Section 4.3.2 hereof and shall be primary and noncontributing with any insurance carried by Landlord and by endorsement shall name Landlord, Sundeeep S. Dale and Mohinder K. Dale as additional insureds under such policy. Upon electronic, or written, request, Tenant shall promptly provide Landlord with a copy of the insurance policy and endorsement thereto.



6.4 **Workmen's Compensation.** Tenant hereby agrees to maintain all workmen's compensation insurance required by law. Upon Landlord written request, Tenant shall promptly provide Landlord with copies of the insurance policies or certificates of such policies.

## **ARTICLE 7 - CONDEMNATION**

7.1 **Entry by Landlord.** Landlord reserves the right to enter the Property at any reasonable time to itself, its agents, employees, assigns and invitees, for any lawful purpose, including, but not limited to, consultation with Tenant, inspection, performance of geological or other testing, any inspection, studies or work relating to the Landlord's proposed development of the Property after this Lease has terminated, showing the Property to prospective purchasers, inspection and posting notices thereon.

## **ARTICLE 8 - SURRENDER**

8.1 **Surrender.** Tenant shall quietly and peacefully vacate the Property and surrender possession thereof to Landlord immediately upon any involuntary termination of this Lease or at the date of natural termination of this Lease. Upon any termination of this Lease, Tenant shall promptly remove all of Tenant's property from the Property. All such personal property not removed within thirty (30) days after termination of this Lease shall become the property of Landlord.

8.2 **Surrender of Lease Not Merger.** The voluntary or other surrender by Tenant or mutual cancellation of this Lease shall not work a merger and shall terminate all or any existing subleases or subtenancies or may, at the option of Landlord, operate as an assignment to Landlord of any or all such subleases or subtenancies.

8.3 **Quitclaim.** At the expiration or earlier termination of this Lease, Tenant shall execute, acknowledge and deliver to Landlord, within ten (10) days after written demand from Landlord to Tenant, any quitclaim deed or other document required by any reputable title company to remove the cloud of this Lease from the title to the Property.

## **ARTICLE 9 - MISCELLANEOUS**

### **9.1 Notices.**

A. All notices, demands, approvals, consents and reports provided for in this Lease shall be in writing and shall be given to Landlord and Tenant at the following addresses.

If to Landlord: Dale Investments, LLC  
Attn: Sunny Dale  
P.O. Box 272  
Yuba City, California 95992  
Facsimile: (530) 674-7979

Or, for hand or overnight delivery:  
335 Teegarden Ave, Suite C  
Yuba City, CA 95991

If to Tenant: Wheatland Union High School  
Attn: Terry Biladeau  
1010 Wheatland Road  
Wheatland, CA 95692  
Facsimile: (530) 633-3109

B. Any such notices may be sent by (a) certified mail, return receipt requested, in which case notice shall be deemed delivered five (5) business days after deposit, postage prepaid in the U.S. mail, (b) a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit for next business day delivery with such courier, or (c) hand delivery,

provided that such delivery occurs during 8:00 a.m. and 5:00 p.m. Pacific Time on a business day, and the delivering party obtains a written acknowledgement of the delivery from the recipient or the delivery is made by a third party delivery service that keeps business records of the date and time of delivery, in which case such notice shall be deemed delivered upon receipt, or (d) facsimile transmission, in which case notice shall be deemed delivered upon electronic verification that transmission to the recipient was completed, provided that (i) such transmission occurs during 8:00 a.m. and 5:00 p.m. Pacific Time on a business day, and (ii) the sending party sends a hard copy of the original transmitted document(s) not later than the first (1st) business day following such transmission, by one of the methods described in subsections (a), (b) or (c). The above addresses and facsimile numbers may be changed by written notice to the other party; provided that no notice of a change of address or facsimile number shall be effective until actual receipt of such notice.

C. A copy of any notice, service of process or other documents in the nature thereof relating to the Property and received by either party from anyone other than the other party shall be delivered by the receiving party to the other party as soon as practicable at the address for notices set forth herein.

**9.2 General Provisions.** Time shall be of the essence as to all dates and time periods specified in this Lease. Unless otherwise expressly specified herein, any reference to "days" shall mean calendar days. To the extent the last day for any act falls on a Saturday, Sunday or "Holiday" (as defined in Section 6700 of the California Government Code), the last day for that act shall be extended to the next business day. This Lease has been negotiated at arms' length by Landlord and Tenant, and the parties mutually agree that, for the purpose of construing the terms of this Lease, neither party shall be deemed responsible for the authorship thereof. If any provision of this Lease (the deletion of which does not adversely affect the receipt of any material benefit by or in favor of any party hereunder or substantially increase the burden on any party hereto) shall be held invalid or unenforceable to any extent, the same shall not affect in any respect whatsoever the validity or enforceability of the remainder of this Lease. This Lease was entered into for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged. Landlord and Tenant shall each execute and deliver to the other all further documents or instruments reasonably requested by either of them to effect the transaction contemplated by this Lease. Nothing in this Lease, express or implied, is intended to confer any rights or remedies under or by reason of this Lease on any person other than the parties to it and their respective permitted successors and assigns, nor is anything in this Lease intended to relieve or discharge any obligation of any third person to any party hereto or give any third person any right or subrogation or action against any party to this Lease. Nothing in this Lease nor any acts of the parties shall be deemed to create a relationship of principal and agent, partnership, joint venture, or other association between Tenant and Landlord. If any party to this Lease shall take any action to enforce this Lease or bring any action or commence any arbitration or other proceeding for any relief against any other party, declaratory or otherwise, arising out of this Lease, the losing party shall pay to the prevailing party a reasonable sum for attorneys' and experts' fees and costs incurred, whether or not such action is prosecuted to judgment. Any judgment or order entered in such action shall contain a specific provision providing for the recovery of attorneys' and experts' fees and costs due hereunder. This Lease shall be governed by the laws of the State of California, and the venue for any action relating to this Lease shall be in Yuba County. This Lease contains the entire agreement between the parties and may not be changed, amended, supplemented, or waived, except by a signed written agreement between the parties. The provisions in this Lease shall inure to the benefit of and be binding upon the respective successors and assigns of the parties hereto. This Lease may be executed in counterparts, each of which shall be deemed an original (including copies sent to a party by facsimile transmission or in portable document format (pdf)) as against the party signing such counterpart, but which together shall constitute one and the same instrument. The provisions of this Section shall survive the Closing.

**9.3 Authority.** Each individual executing this Lease on behalf of an entity represents and warrants that he or she is duly authorized to execute and deliver this Lease on behalf of such entity in accordance with a duly adopted resolution by the partners, board of directors or trustees of such entity or in accordance with the bylaws or enabling provisions of such entity and that this Lease is binding on such entity in accordance with its terms.

IN WITNESS WHEREOF, the undersigned Landlord and Tenant hereto execute this Agricultural Lease effective as of the date first written above.

LANDLORD:

**DALE INVESTMENTS, LLC,**  
a California limited liability company

By: \_\_\_\_\_  
Sundeep Dale, its Member

TENANT:

**WHEATLAND UNION HIGH SCHOOL,**

By: Kerri Hubbard  
Kerri Hubbard, CBO

# EXHIBIT A DESCRIPTION OF PROPERTY

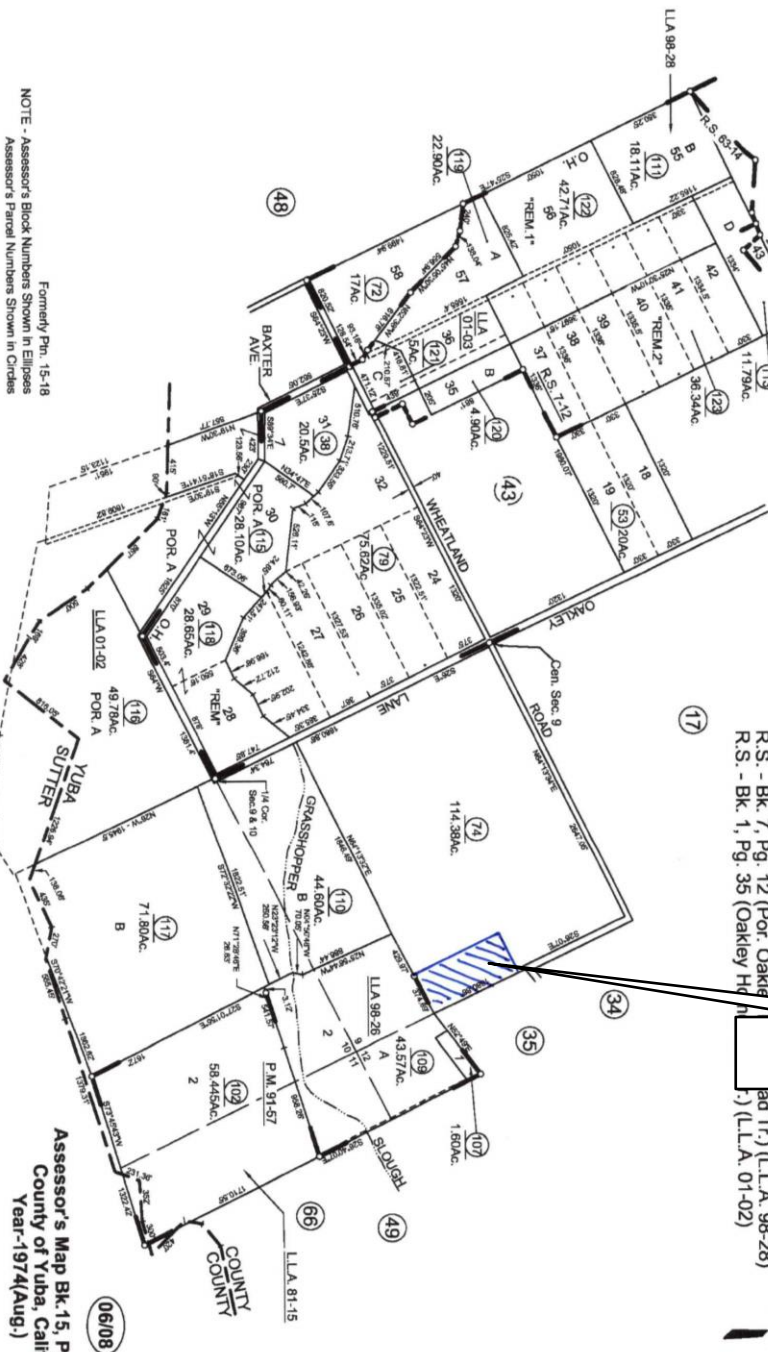
**POR. OAKLEY HOMESTEAD TRACT & SEC. 10 & POR. SEC. 4,5,8,9,11,12  
JOHNSON RANCHO**

R.S. - Bk. 63, Pg. 14 (R.O.S. 93)  
R.S. - Bk. 58, Pg. 40 (Parcel Map)  
R.S. - Bk. 35, Pg. 41 (L.L.A. 81-  
R.S. - Bk. 13, Pg. 30 (Parcel Map)  
R.S. - Bk. 7, Pg. 12 (Por. Oakley  
R.S. - Bk. 1, Pg. 35 (Oakley H)

Temporary Access Easement Area

Tax Area Code  
22-010  
22-012  
77-003  
77-018

**15-18**



NOTE: This map was prepared for assessment purposes only, and is not intended to illustrate legal building lines or establish precedence over local ordinances. Critical information concerning size or use of any parcel should be obtained from recorded documents and local governing agencies.

Formerly Pn. 15-18  
NOTE - Assessor's Block Numbers Shown in Ellipses  
Assessor's Parcel Numbers Shown in Circles

**Assessor's Map Bk. 15, Pg. 18  
County of Yuba, Calif.  
Year-1974(Aug.)**

# Wheatland Union High School District

## SURPLUS EQUIPMENT AND BOOKS

**Site Location: Wheatland Union High School**

**Date: May 25, 2022**

[illegible]

**Please send a signed copy to the Director of Fiscal Services**

**School Administrator's Signature**

**Wheatland Union High School District**  
**Job Description**  
**Community School Coordinator (260 Days)**

*CLASSIFIED CONFIDENTIAL*

**Position:**

This position is responsible for facilitating the process of transforming a school into a full service community school. The Community School Coordinator (CSC) works in partnership with the leadership team and governance, the community, families, and agencies to assess the school community's needs and assets, ensure efficient coordination of student and family support services, and support the creation of a learning environment that focuses on student achievement and wellness. The four pillars of community schools include: integrated support services, family and community engagement, collaborative leadership and practices, and expanded learning time and opportunities. Using the four pillars of the community school framework, the CSC works to create a high-performing community school wherein students and families are supported, community members are connected, and successful outcomes emerge.

**Duties:** (include but not limited to)

1. Provide leadership for school reform through coordinating the elements of a community school model including integration, deep and focused partnerships, access, and equity.
2. Work with the district leadership team, school administrators, teachers, social workers, therapists, counselors, community-based organizations, parents/guardians, and students to identify barriers to learning and attendance, available resources and gaps, and high-quality community-responsive programming.
3. Initiates, facilitates, coordinates programs and strategies that support the community school initiative.
4. Oversee and support integration of non-academic services and school priorities through participation in the school site council, school leadership team, coordination of services team, and student success team.
5. Evaluate and revise student support systems and build capacity of staff to follow systems that benefit students and families.
6. Assist with program evaluation (data collection, analysis, and reporting).
7. Maintain documentation to provide evidence of parental engagement activities.
8. Design, develop, and coordinate community school projects as identified by the leadership team.

**Wheatland Union High School District**  
**Job Description**  
**Community School Coordinator (260 Days)**

*CLASSIFIED CONFIDENTIAL*

9. Develop and manage a calendar of activities that contribute to a positive and safe school culture including integrating expanded learning and enrichment opportunities, health and mental health services, parent/family engagement, adult education, direct material assistance, and interventions and targets to chronically absent students.
10. Ensure timely and consistent communication of information to all stakeholders through small and large presentations to groups within the school's community.
11. Act as the point-of-contact for agencies and programs interested in partnering with the school/district and help broker new partnerships that are aligned with school goals and needs.
12. Establishes, maintains, and updates agreements and MOUs with partners and programs.
13. Work with leadership to develop and finalize Board Resolutions for approval of services and finalization of contracts for services, as appropriate.
14. Effectively and professionally answer routine questions and correspondence from parents, staff, students, and community not requiring the principal or supervisor's attention.
15. Organize and oversee a community resource and needs assessment process.
16. Establish and maintain a family resource center on campus for families that provides information about county, city, school, and community based organization resources and services, and assists with direct provision of goods and services.
17. Plan, schedule, and coordinate monthly family nights involving multiple organizations such as food banks, parent education, educational activities, child care, student volunteers, school support personnel, and community partners.
18. Seek input from teachers, school staff, parents/guardians, and students on a regular basis to determine ongoing needs of students and families.
19. Facilitate the engagement of all stakeholders (certificated and classified staff, parents/guardians, and community) in the development of expertise in community school strategies.
20. Communicate regularly with students, staff, families, and community members regarding resources, events, and services available.

**Wheatland Union High School District**  
**Job Description**  
**Community School Coordinator (260 Days)**

*CLASSIFIED CONFIDENTIAL*

21. Act as a resource and monitor the alignment to school vision and priorities and work with staff to realize:
- An effective referral process: facilitate/co-facilitate the coordination of services team, where members review, assign, and follow up on referrals, and troubleshoot student and systems issues.
  - Regular providers meetings (at least bi-monthly) as a forum to build strong relationships and communication and align services with school priorities and student learning goals.
  - Knowledge and communication around the curriculum and academic goals to share with partners and families.
  - Protocols to manage and maintain quality partnerships, including but not limited to: development of MOUs, facilitation of regular meetings, planning sessions, joint work plans, and conflict resolution processes.

**Minimum Qualifications:**

- Bachelor's degree in education, social work, public administration, mental health, or related field.
- Two years of experience in one or more major student /family support areas, e.g. academic support, mental health, afterschool, youth development, family support, community organizing, or leadership development.

**Desired Qualifications**

- Experience in coordination and/or management/ administration in an educational, non-profit, and/ or human services setting.
- Strong interpersonal and supervisory skills.
- A high degree of cultural awareness and competency in cross-cultural practice with children and families.
- Experience in collaboration, meeting facilitation, problem-solving, and team-building.
- Experience with school-based service delivery.
- Ability to multitask, interpersonal skills to be a team player and independent self-starter.
- Strong written and oral communication skills.



**Wheatland Union High School District**  
**Job Description**  
**Community School Coordinator (260 Days)**

*CLASSIFIED CONFIDENTIAL*

- Organizational, time, and project management skills.
- Solid knowledge of Microsoft and Google applications.
- Ability to work flexible hours (evenings and weekends).
- Master's degree in Education, Public Administration, Social Work, or related field.
- Bilingual (English/Spanish).

***Board Approval: Pending (05/25/2022)***

# Wheatland Union High School District

## Community School Coordinator

### Salary Schedule

8 Hours per Day, 260 Work Days

Step	Annual Salary
1	\$62,658.00
2	\$65,790.90
3	\$69,080.45
4	\$72,534.47
5	\$76,161.19
6	\$79,969.25
7	\$83,967.71

Master's Degree \$2,081.61

Doctorate \$3,122.39

Health Insurance Benefit Maximum Contribution Per Year \$13,588.56

Board Approved: *(PENDING 05/25/2022)*

**Policy 4030: Nondiscrimination In Employment**

**Status:** DRAFT

**Original Adopted Date:** 08/14/2019

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that the district is required to do so in order to comply with federal immigration law. (2 CCR 11028)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Hiring, compensation, terms, conditions, and other privileges of employment
2. Taking of adverse employment actions such as termination or denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities or that has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
  - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status
  - b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement
  - c. Requiring medical or psychological examination of a job applicant or making an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity
  - d. Failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who

requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign a release of the employee's claim or right to file a claim against the district or a nondisparagement agreement or other document that has the purpose or effect of preventing the employee from disclosing information about harassment, discrimination, or other unlawful acts in the workplace, including any conduct that the employee has reasonable cause to believe is unlawful. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other prohibited conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

The district shall maintain and preserve all applications, personnel, membership, or employment referral records and files for at least four years after the records are initially created or received or, for an applicant or a terminated employee, for four years after the date the employment action was taken. However, when the district is notified that a complaint has been filed with the California Department of Fair Employment and Housing, records related to the employee involved shall be maintained and preserved until the later of the first date after the time for filing a civil action has expired or the first date after the complaint has been fully and finally disposed of and all administrative proceedings, civil actions, appeals, or related proceedings have been terminated. (Government Code 12946)

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**Exhibit (PDF) 4112.9-E PDF(3): Employee Notifications**

**Status:** DRAFT

**Original Adopted Date:** Pending

*See PDF on the next page.*

**Exhibit**  
**Employee Notifications**

**Descriptor Code: 4112.9**

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. To All Employees</b>			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
When/Whom	Education or Other Legal	Board Policy/ Administrative	

to Notify	Code	Regulation #	Subject
I. To All Employees (continued)			
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol- free workplace; actions to be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2 4261.2 4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161.1 4361.1	Amount of sick leave available

AR 4261.1

Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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I. To All Employees (continued)

To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period,	Labor Code 6409.6	AR 4157 4257 4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against



the exclusive representative, and the employer of subcontracted employees as applicable			discrimination and retaliation; district's disinfection and safety plan
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses	Welfare and Institutions Code 827	AR 4158 4258 4358	Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157 4257 4357	The right and procedure to access the injury and illness prevention program
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees working with homeless families	42 USC 11432	AR 6173	Duties of district liaison for homeless students
To all employees	34 CFR 106.8	AR 4119.11 4219.11	Nondiscrimination on the basis of sex; contact

		4319.11	information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
Annually	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress

## II. To Certificated Employees

To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject

## II. To Certificated Employees (continued)

By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To probationary and temporary	Education Code	AR 4112.1	Employment status and salary

certificated employees upon employment, and every July thereafter	44916	AR 4121	
To probationary employee, by March 15	Education Code 44929.21, 44929.23, 44948.5	BP 4116	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject

## II. To Certificated Employees (continued)

By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year

During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated	Education Code 44955.5	BP 4117.3	Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion	Education Code 48201	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
III. To Classified Employees			
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15	Education Code 45117	AR 4217.3	Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination
During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds	Education Code 45117	AR 4217.3	District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program	Education Code 45117	AR 4217.3	Notice of layoff date, displacement and reemployment rights
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
When/Whom	Education or Other Legal	Board Policy/ Administrative	
to Notify	Code	Regulation #	Subject
III. To Classified Employees (continued)			
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	AR 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42 4212.42 4312.42	Post-accident information, procedures, and instructions
IV. To Administrative/Supervisory Personnel			
To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative	Education Code	AR 4313.2	Statement of the reasons for

or supervisory employee transferred to teaching position	44896		the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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V. To Individual Employees Under Special Circumstances (continued)

Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that discipline will be imposed
To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
When document identifying employee who is victim of domestic violence is disclosed	Labor Code 230	AR 4158 4258 4358	Accommodations and leave for victims of domestic violence
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment	Penal Code 11105,	AR 4112.5	Copy of DOJ notification

action is based on DOJ criminal history information or subsequent arrest notification	11105.2	4212.5 4312.5	
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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V. To Individual Employees Under Special Circumstances (continued)

To any employee assigned to a work area where hazardous chemicals are signs and chemicals present, upon initial assignment and upon new exposure symptoms of exposure, location of reference material	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, exposure situation
To any employee who may be exposed to hazardous area, location and availability of hazard communication when new hazard is material safety introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, substances in the work area, upon initial assignment and program, new data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's FMLA leave, 2 CCR 11049, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; AR 4161.8 4261.8 11091	AR 4161.8 FMLA or non-FMLA; if not 4361.8	Designation of leave as request for eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations



**Exhibit (PDF) 4212.9-E PDF(3): Employee Notifications**

**Status:** DRAFT

**Original Adopted Date:** Pending

*See PDF on the next page.*

**Exhibit**  
**Employee Notifications**

**Descriptor Code: 4212.9**

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. To All Employees</b>			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
When/Whom	Education or Other Legal	Board Policy/ Administrative	

to Notify	Code	Regulation #	Subject
I. To All Employees (continued)			
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol- free workplace; actions to be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2 4261.2 4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161.1 4361.1	Amount of sick leave available

AR 4261.1

Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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I. To All Employees (continued)

To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period,	Labor Code 6409.6	AR 4157 4257 4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against

the exclusive representative, and the employer of subcontracted employees as applicable			discrimination and retaliation; district's disinfection and safety plan
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses	Welfare and Institutions Code 827	AR 4158 4258 4358	Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157 4257 4357	The right and procedure to access the injury and illness prevention program
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees working with homeless families	42 USC 11432	AR 6173	Duties of district liaison for homeless students
To all employees	34 CFR 106.8	AR 4119.11 4219.11	Nondiscrimination on the basis of sex; contact

		4319.11	information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
Annually	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress

## II. To Certificated Employees

To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject

## II. To Certificated Employees (continued)

By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To probationary and temporary	Education Code	AR 4112.1	Employment status and salary

certificated employees upon employment, and every July thereafter	44916	AR 4121	
To probationary employee, by March 15	Education Code 44929.21, 44929.23, 44948.5	BP 4116	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees (continued)			
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year



During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated	Education Code 44955.5	BP 4117.3	Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion	Education Code 48201	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
III. To Classified Employees			
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15	Education Code 45117	AR 4217.3	Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination
During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds	Education Code 45117	AR 4217.3	District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program	Education Code 45117	AR 4217.3	Notice of layoff date, displacement and reemployment rights
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
When/Whom	Education or Other Legal	Board Policy/ Administrative	
to Notify	Code	Regulation #	Subject
III. To Classified Employees (continued)			
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	AR 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42 4212.42 4312.42	Post-accident information, procedures, and instructions
IV. To Administrative/Supervisory Personnel			
To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative	Education Code	AR 4313.2	Statement of the reasons for

or supervisory employee transferred to teaching position	44896		the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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V. To Individual Employees Under Special Circumstances (continued)

Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that discipline will be imposed
To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
When document identifying employee who is victim of domestic violence is disclosed	Labor Code 230	AR 4158 4258 4358	Accommodations and leave for victims of domestic violence
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment	Penal Code 11105,	AR 4112.5	Copy of DOJ notification

action is based on DOJ criminal history information or subsequent arrest notification	11105.2	4212.5 4312.5	
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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V. To Individual Employees Under Special Circumstances (continued)

To any employee assigned to a work area where hazardous chemicals are signs and chemicals present, upon initial assignment and upon new exposure situation symptoms of exposure, location of reference material	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, exposure situation
To any employee who may be exposed to hazardous area, location and availability of upon initial assignment and hazard communication when new hazard is material safety introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, substances in the work area, program, new data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's FMLA leave, 2 CCR 11049, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; AR 4161.8 4261.8 11091	AR 4161.8 FMLA or non-FMLA; if not 4361.8	Designation of leave as request for FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

**Exhibit (PDF) 4312.9-E PDF(3): Employee Notifications**

**Status:** DRAFT

**Original Adopted Date:** Pending

*See PDF on the next page.*

**Exhibit**  
**Employee Notifications**

**Descriptor Code: 4312.9**

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. To All Employees</b>			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
When/Whom	Education or Other Legal	Board Policy/ Administrative	

to Notify	Code	Regulation #	Subject
I. To All Employees (continued)			
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol- free workplace; actions to be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2 4261.2 4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161.1 4361.1	Amount of sick leave available

AR 4261.1

Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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I. To All Employees (continued)

To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period,	Labor Code 6409.6	AR 4157 4257 4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against



the exclusive representative, and the employer of subcontracted employees as applicable			discrimination and retaliation; district's disinfection and safety plan
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses	Welfare and Institutions Code 827	AR 4158 4258 4358	Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157 4257 4357	The right and procedure to access the injury and illness prevention program
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees working with homeless families	42 USC 11432	AR 6173	Duties of district liaison for homeless students
To all employees	34 CFR 106.8	AR 4119.11 4219.11	Nondiscrimination on the basis of sex; contact

		4319.11	information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
Annually	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress

## II. To Certificated Employees

To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject

## II. To Certificated Employees (continued)

By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To probationary and temporary	Education Code	AR 4112.1	Employment status and salary

certificated employees upon employment, and every July thereafter	44916	AR 4121	
To probationary employee, by March 15	Education Code 44929.21, 44929.23, 44948.5	BP 4116	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject

## II. To Certificated Employees (continued)

By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year

During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated	Education Code 44955.5	BP 4117.3	Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion	Education Code 48201	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
III. To Classified Employees			
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15	Education Code 45117	AR 4217.3	Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination
During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds	Education Code 45117	AR 4217.3	District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program	Education Code 45117	AR 4217.3	Notice of layoff date, displacement and reemployment rights
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
When/Whom	Education or Other Legal	Board Policy/ Administrative	
to Notify	Code	Regulation #	Subject
III. To Classified Employees (continued)			
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	AR 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42 4212.42 4312.42	Post-accident information, procedures, and instructions
IV. To Administrative/Supervisory Personnel			
To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
Upon request by administrative	Education Code	AR 4313.2	Statement of the reasons for

or supervisory employee transferred to teaching position	44896		the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
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When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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V. To Individual Employees Under Special Circumstances (continued)

Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that discipline will be imposed
To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
When document identifying employee who is victim of domestic violence is disclosed	Labor Code 230	AR 4158 4258 4358	Accommodations and leave for victims of domestic violence
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment	Penal Code 11105,	AR 4112.5	Copy of DOJ notification

action is based on DOJ criminal history information or subsequent arrest notification	11105.2	4212.5 4312.5	
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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V. To Individual Employees Under Special Circumstances (continued)

To any employee assigned to a work area where hazardous chemicals are signs and chemicals present, upon initial assignment and upon new exposure situation symptoms of exposure, location of reference material	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, exposure situation
To any employee who may be exposed to hazardous area, location and availability of upon initial assignment and hazard communication when new hazard is material safety introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, substances in the work program, new data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's FMLA leave, 2 CCR 11049, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; AR 4161.8 4261.8 11091	AR 4161.8 FMLA or non-FMLA; if not 4361.8	Designation of leave as request for eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

**Policy 4141.6: Concerted Action/Work Stoppage**

**Status:** DRAFT

**Original Adopted Date:** 04/16/2013

The Governing Board recognizes the importance of maintaining ongoing positive relations with employees and engaging in fair, respectful negotiations with employee organizations. The Board desires to reach agreement on employment contracts in a manner that prevents disruption to school operations and minimizes impact on student achievement.

The Board recognizes that advance planning is necessary to ensure that, in the event of a work stoppage, strike, or other concerted employee activity, students continue to receive educational services to which they are entitled. The Superintendent or designee shall develop a written plan which shall include strategies for the provision of internal and external communications, preservation of student and staff safety, maintenance of district operations, and appropriate student instruction and supervision during a work slowdown or stoppage.

Days of instruction lost due to a work stoppage may be made up following the end of the normal school year.

If an employee organization gives notice that it intends to strike, the Superintendent or designee shall notify the Public Employment Relations Board, Employment Development Department, employees in the striking unit, other district employees, parents/guardians, students, law enforcement, the media, and others as appropriate.

Employees should be held accountable for their behavior during any labor dispute. The district may take disciplinary action against any employee who engages in an unlawful concerted action or in unlawful behavior in an otherwise protected activity, taking into account the seriousness of the behavior and the district's efforts to rebuild relations following the withholding of services by employees.

However, the district shall not discontinue or threaten to discontinue employer contributions for health care or other medical coverage for any employee or their enrolled dependents for the duration of the employee's participation in an authorized strike, as defined in Government Code 3141 and specified in the accompanying administrative regulation.

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**Regulation 4241.6: Concerted Action/Work Stoppage**

**Status:** DRAFT

**Original Adopted Date:** 04/16/2013

**Maintenance of District Operations**

During any work stoppage, strike, or other concerted employee activity, the Superintendent or designee shall take measures to minimize disruption to district operations and student learning. At the discretion of the Superintendent or designee, employees reporting for duty may be temporarily assigned to other duties. In addition, the Superintendent or designee may hire qualified substitute and/or temporary employees as needed to maintain district operations and shall recommend to the Governing Board an appropriate rate of pay for such employees for the period of the work stoppage.

**Strike Plan**

The Superintendent or designee may establish a committee to develop a plan in the event of a work stoppage. This committee may include district-level staff, legal counsel, the district's negotiator and parents/guardians.

The strike plan shall address, at a minimum, the following elements:

1. Roles and responsibilities during a work stoppage, including roles of the Board, Superintendent, district-level staff, legal counsel, principals, certificated or classified staff when they are not participating in the strike, substitutes and other employees
2. Criteria for keeping schools open during a work stoppage, including potential costs, availability of qualified substitutes or other staffing, and the ability to maintain essential services and to ensure the safety of students and staff
3. Maintenance of the educational program, including availability of lesson plans and instructional materials, alternatives for handling special education and other programs as appropriate
4. Internal communications among district staff and the Board during a work stoppage
5. Plans for obtaining and paying for the services of and communicating with temporary or substitute employees
6. Status of district-paid benefits, including health care, insurance, vacation and sick leave benefits
7. Communications with parents/guardians, the media, business partners, public officials and other community members that identify key messages, strategies and district spokespersons
8. Equipment and supply needs
9. Desirability and feasibility of conducting extracurricular activities during a work stoppage including an analysis of the number of events and activities that would be affected, the availability of staffing, the degree of student and/or community participation and the ability to provide adequate security at events
10. Contingency plans for transportation
11. Contingency plans for the provision of food services
12. Identification of outside resources who may be called upon to help with school operations
13. Coordination with law enforcement and other agencies
14. Appropriate safeguards for the safety of students, working employees, substitutes, volunteers, parent/guardians and Board members
15. Provisions for safe, effective board meetings
16. Cost estimates for the various strategies to be implemented during a work stoppage

17. Legal remedies available to enjoin the work stoppage if possible or to file unfair labor practice charges against the employee organization
18. Continuation of negotiations during a work stoppage
19. Plans for resuming normal district operations, rebuilding relations and disciplining employees if necessary after the work stoppage

### **Activities of Employees**

The district shall not impose or threaten to impose reprisals, discriminate or threaten to discriminate, or otherwise interfere with, restrain or coerce employees for the exercise of their rights. (Government Code 3543.5-3543.6)

Employees engaging in a work stoppage shall not prevent access to school facilities by other employees, substitutes or students; use or threaten physical violence or bodily injury; trespass; distribute malicious or defamatory leaflets or materials; or otherwise coerce or intimidate individuals in the conduct of school business.

During an actual or threatened work stoppage, an employee shall not retain any district property, including but not limited to student attendance and grading records, lesson plans, keys, equipment and supplies.

Employees shall not use students to distribute messages that promote or explain the position of any employee organization that is contemplating or engaged in a work stoppage. In addition, employees shall not use classroom or other duty time to promote an employee organization's position in negotiations or in a work stoppage.

When students raise questions related to a work stoppage, teachers shall approach the subject in accordance with the district's policy on controversial issues and shall not allow such discussions to interfere with their regular teaching responsibilities.

### **Salary and Benefits**

Employees withholding services shall not receive salary or unemployment benefits during the period of the work stoppage.

Any employee withholding services may be subject to the loss of payroll deduction privileges.

Throughout the duration of any enrolled employee's participation in an authorized strike, the district shall not fail or refuse to maintain and pay for the employee's continued health care or other medical coverage or the coverage of their enrolled dependents, nor shall the district fail to collect and remit the employee's contributions to any such coverage. The district shall maintain the coverage at the same level and under the same conditions that the coverage would have been provided if the employee had continued to work in the employee's position for the duration of the strike. Health care or other medical coverage for this purpose includes coverage for medical, dental, vision, behavioral health, disability, accidental death and dismemberment, life, and supplemental health insurance benefits. (Government Code 3141-3142)

"Authorized strike" means a strike sanctioned by the central labor council or the membership of an employee organization that represents the striking employees, or one that is engaged in by unrepresented employees. (Government Code 3141)

Employees whose vacation leave has been authorized prior to the work stoppage shall receive vacation pay for the authorized period.

If an employee is on a paid sick or disability leave when the work stoppage begins, the employee shall be entitled to continued payment as long as the employee remains ill or disabled and is otherwise eligible according to Board policy and collective bargaining agreements.

The Superintendent or designee may determine that credit shall not be applied toward probationary service, salary schedule advancement, permanent status, vacation earnings, retirement credit or sick leave accrual during the period of time that employees withhold services.



**Regulation 4141.6: Concerted Action/Work Stoppage**

**Status:** DRAFT

**Original Adopted Date:** 04/16/2013

**Maintenance of District Operations**

During any work stoppage, strike, or other concerted employee activity, the Superintendent or designee shall take measures to minimize disruption to district operations and student learning. At the discretion of the Superintendent or designee, employees reporting for duty may be temporarily assigned to other duties. In addition, the Superintendent or designee may hire qualified substitute and/or temporary employees as needed to maintain district operations and shall recommend to the Governing Board an appropriate rate of pay for such employees for the period of the work stoppage.

**Strike Plan**

The Superintendent or designee may establish a committee to develop a plan in the event of a work stoppage. This committee may include district-level staff, legal counsel, the district's negotiator and parents/guardians.

The strike plan shall address, at a minimum, the following elements:

1. Roles and responsibilities during a work stoppage, including roles of the Board, Superintendent, district-level staff, legal counsel, principals, certificated or classified staff when they are not participating in the strike, substitutes and other employees
2. Criteria for keeping schools open during a work stoppage, including potential costs, availability of qualified substitutes or other staffing, and the ability to maintain essential services and to ensure the safety of students and staff
3. Maintenance of the educational program, including availability of lesson plans and instructional materials, alternatives for handling special education and other programs as appropriate
4. Internal communications among district staff and the Board during a work stoppage
5. Plans for obtaining and paying for the services of and communicating with temporary or substitute employees
6. Status of district-paid benefits, including health care, insurance, vacation and sick leave benefits
7. Communications with parents/guardians, the media, business partners, public officials and other community members that identify key messages, strategies and district spokespersons
8. Equipment and supply needs
9. Desirability and feasibility of conducting extracurricular activities during a work stoppage including an analysis of the number of events and activities that would be affected, the availability of staffing, the degree of student and/or community participation and the ability to provide adequate security at events
10. Contingency plans for transportation
11. Contingency plans for the provision of food services
12. Identification of outside resources who may be called upon to help with school operations
13. Coordination with law enforcement and other agencies
14. Appropriate safeguards for the safety of students, working employees, substitutes, volunteers, parent/guardians and Board members
15. Provisions for safe, effective board meetings
16. Cost estimates for the various strategies to be implemented during a work stoppage

17. Legal remedies available to enjoin the work stoppage if possible or to file unfair labor practice charges against the employee organization
18. Continuation of negotiations during a work stoppage
19. Plans for resuming normal district operations, rebuilding relations and disciplining employees if necessary after the work stoppage

### **Activities of Employees**

The district shall not impose or threaten to impose reprisals, discriminate or threaten to discriminate, or otherwise interfere with, restrain or coerce employees for the exercise of their rights. (Government Code 3543.5-3543.6)

Employees engaging in a work stoppage shall not prevent access to school facilities by other employees, substitutes or students; use or threaten physical violence or bodily injury; trespass; distribute malicious or defamatory leaflets or materials; or otherwise coerce or intimidate individuals in the conduct of school business.

During an actual or threatened work stoppage, an employee shall not retain any district property, including but not limited to student attendance and grading records, lesson plans, keys, equipment and supplies.

Employees shall not use students to distribute messages that promote or explain the position of any employee organization that is contemplating or engaged in a work stoppage. In addition, employees shall not use classroom or other duty time to promote an employee organization's position in negotiations or in a work stoppage.

When students raise questions related to a work stoppage, teachers shall approach the subject in accordance with the district's policy on controversial issues and shall not allow such discussions to interfere with their regular teaching responsibilities.

### **Salary and Benefits**

Employees withholding services shall not receive salary or unemployment benefits during the period of the work stoppage.

Any employee withholding services may be subject to the loss of payroll deduction privileges.

Throughout the duration of any enrolled employee's participation in an authorized strike, the district shall not fail or refuse to maintain and pay for the employee's continued health care or other medical coverage or the coverage of their enrolled dependents, nor shall the district fail to collect and remit the employee's contributions to any such coverage. The district shall maintain the coverage at the same level and under the same conditions that the coverage would have been provided if the employee had continued to work in the employee's position for the duration of the strike. Health care or other medical coverage for this purpose includes coverage for medical, dental, vision, behavioral health, disability, accidental death and dismemberment, life, and supplemental health insurance benefits. (Government Code 3141-3142)

"Authorized strike" means a strike sanctioned by the central labor council or the membership of an employee organization that represents the striking employees, or one that is engaged in by unrepresented employees. (Government Code 3141)

Employees whose vacation leave has been authorized prior to the work stoppage shall receive vacation pay for the authorized period.

If an employee is on a paid sick or disability leave when the work stoppage begins, the employee shall be entitled to continued payment as long as the employee remains ill or disabled and is otherwise eligible according to Board policy and collective bargaining agreements.

The Superintendent or designee may determine that credit shall not be applied toward probationary service, salary schedule advancement, permanent status, vacation earnings, retirement credit or sick leave accrual during the period of time that employees withhold services.



**Policy 4241.6: Concerted Action/Work Stoppage**

**Status:** DRAFT

**Original Adopted Date:** 04/16/2013

The Governing Board recognizes the importance of maintaining ongoing positive relations with employees and engaging in fair, respectful negotiations with employee organizations. The Board desires to reach agreement on employment contracts in a manner that prevents disruption to school operations and minimizes impact on student achievement.

The Board recognizes that advance planning is necessary to ensure that, in the event of a work stoppage, strike, or other concerted employee activity, students continue to receive educational services to which they are entitled. The Superintendent or designee shall develop a written plan which shall include strategies for the provision of internal and external communications, preservation of student and staff safety, maintenance of district operations, and appropriate student instruction and supervision during a work slowdown or stoppage.

Days of instruction lost due to a work stoppage may be made up following the end of the normal school year.

If an employee organization gives notice that it intends to strike, the Superintendent or designee shall notify the Public Employment Relations Board, Employment Development Department, employees in the striking unit, other district employees, parents/guardians, students, law enforcement, the media, and others as appropriate.

Employees should be held accountable for their behavior during any labor dispute. The district may take disciplinary action against any employee who engages in an unlawful concerted action or in unlawful behavior in an otherwise protected activity, taking into account the seriousness of the behavior and the district's efforts to rebuild relations following the withholding of services by employees.

However, the district shall not discontinue or threaten to discontinue employer contributions for health care or other medical coverage for any employee or their enrolled dependents for the duration of the employee's participation in an authorized strike, as defined in Government Code 3141 and specified in the accompanying administrative regulation.

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**Policy 5111: Admission**

**Status:** DRAFT

**Original Adopted Date:** 09/12/2018

The Governing Board encourages the enrollment and appropriate placement of all children who are eligible for enrollment in school. The Superintendent or designee shall inform parents/guardians of children seeking admission to a district school about admission requirements and shall assist them with enrollment procedures.

The Superintendent or designee shall announce and publicize the timeline and process for registration of students at district schools. Applications for intradistrict or interdistrict enrollment shall be subject to the timelines specified in applicable Board policies and administrative regulations.

All appropriate staff shall receive training on district admission policies and procedures, including information regarding the types of documentation that can and cannot be requested.

**Verification of Admission Eligibility**

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residence within the district, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

The district shall not inquire into or request documentation of a student's social security number or the last four digits of the social security number or the citizenship or immigration status of the student or the student's family members. (Education Code 234.7, 49076.7)

However, such information may be collected when required by state or federal law or to comply with requirements for special state or federal programs. In any such situation, the information shall be collected separately from the school enrollment process and the Superintendent or designee shall explain the limited purpose for which the information is collected. Enrollment in a district school shall not be denied on the basis of any such information of the student or the student's parents/guardians obtained by the district, or the student's or parent/guardian's refusal to provide such information to the district.

The Superintendent or designee shall immediately enroll a homeless student, foster youth, student who has had contact with the juvenile justice system, or a child of a military family regardless of outstanding fees or fines owed to the student's last school, lack of clothing normally required by the school, such as school uniforms, or an inability to produce previous academic, medical, or other records normally required for enrollment. (Education Code 48645.5, 48850, 48852.7, 48853.5, 49701; 42 USC 11432)

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**Regulation 5113: Absences And Excuses**

**Status:** DRAFT

**Original Adopted Date:** 02/13/2019

**Excused Absences**

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)  
  
Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

5. Jury duty in the manner provided for by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observance of a religious holiday or ceremony
  - d. Attendance at religious retreats for no more than four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. Attendance at the student's naturalization ceremony to become a United States citizen (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
12. Participation in religious exercises or to receive moral and religious instruction at the student's place of

worship or other suitable place away from school (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

13. Work in the entertainment or allied industry (Education Code 48225.5)

Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)

14. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

15. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

### Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in Item #2 above.
4. Physician's verification.

- a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
- b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

### **Parental Notifications**

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
  2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
  3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)
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**Regulation 5142: Safety**

**Status:** DRAFT

**Original Adopted Date:** 04/16/2013 | **Last Revised Date:** 12/16/2019

At each school, the principal or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials, consistent with law, Board policy, and administrative regulation. The rules shall be communicated to students, distributed to parents/guardians, and readily available at the school at all times.

**Release of Students**

Students shall be released during the school day only to the custody of an adult who is one of the following:

1. The student's custodial parent/guardian
2. An adult authorized on the student's emergency card as an individual to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity
3. An authorized law enforcement officer acting in accordance with law
4. An adult taking the student to emergency medical care at the request of the principal or designee

**Supervision of Students**

Every teacher shall hold students to a strict account for their conduct on the way to and from school and where they are on campus. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, and promptly report any unusual incidents to the principal or designee and file a written report as appropriate.

In arranging for appropriate supervision on campus, the principal or designee shall:

1. Clearly identify supervision zones and require all campus supervisors to remain at a location from which they can observe their entire zone of supervision and be observed by students in the supervision zone
2. Consider the size of the campus area, the number of areas that are obstructed from open view, and the age of the students to determine the ratio of campus supervisors to students

At any school where campus supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and between classes. (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, campus supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students. Such training shall be documented and kept on file.

**Activities with Safety Risks**

Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving

3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Cross-country or downhill skiing
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Archery
12. Mountain bicycling
13. Rock climbing
14. Rocketeering
15. Surfing
16. Other activities determined by the principal to have a high risk to student safety

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard, or wear in-line or roller skates, upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet.

#### **Events In or Around a Swimming Pool**

When any on-campus event that is not part of an interscholastic athletic program is sponsored or hosted by the district and is to be held in or around a swimming pool, at least one adult with a valid certification of cardiopulmonary resuscitation training shall be present throughout the duration of the event. (Education Code 35179.6)

#### **Laboratory Safety**

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.

Students in a laboratory shall be under the supervision of a certificated employee. Students shall be taught laboratory safety, and safety guidelines and procedures shall be posted in science classrooms. Students shall receive continual reminders about general and specific hazards.

Hazardous materials shall be properly used, stored, and disposed of in accordance with law and the district's chemical hygiene plan.

Bloodborne pathogens shall be handled in accordance with the district's exposure control plan.

The district's emergency plan, emergency contact numbers, and first aid supplies shall be readily accessible.

Parents/guardians shall be made aware of the kinds of laboratory activities that will be conducted during the school year.

#### **Hearing Protection**

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also provide hearing conservation education to teach students ways to protect their hearing.

#### **Eye Safety Devices**

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed the actual cost to the district. (Education Code 32030, 32031, 32033)

#### **Protection Against Insect Bites**

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, when engaging in outdoor activities. Any application of insect repellent shall occur under the supervision of school personnel, and in accordance with the manufacturer's directions.

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**Exhibit (PDF) 5145.6-E PDF(2): Parental Notifications**

**Status:** DRAFT

**Original Adopted Date:** Pending

*See PDF on the next page.*

**Exhibit**  
**Parental Notifications**

**Descriptor Code: 5145.6**

Cautionary Notice: Government Code 17581.5 releases districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2021 (AB 128, Ch. 21, Statutes of 2021) extends the suspension of these requirements through the 2021-22 fiscal year. As a result, certain provisions of the following Exhibit related to scoliosis screening and bus safety instruction may be suspended.

Note: The following exhibit lists notices which the law explicitly requires be provided to parents/guardians. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements. For example, see AR 1312.3 - Uniform Complaint Procedures for the contents of the annual notice regarding uniform complaint procedures as mandated by 5 CCR 4622.

The exhibit does not include other notices that are recommended throughout CSBA's sample policy manual but are not required by law. The district may revise the exhibit to reflect additional notifications provided by the district.

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually			
Beginning of each school year	Education Code 222.5	BP 5146	Rights and options for pregnant and parenting students
Beginning of each school year	Education Code 234.7	BP 0410	Right to a free public education regardless of immigration status or religious beliefs
Beginning of each school year	Education Code 310	BP 6142.2 AR 6174	Information on the district's language acquisition programs
Beginning of each school year	Education Code 17611.5, 17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information, and, if district has no web site and uses certain pesticides, integrated pest management plan
By February 1	Education Code 35256, 35258	BP 0510	School Accountability Report Card provided
Beginning of each school year	Education Code	AR 5144	District and site discipline



year	35291, 48980	AR 5144.1	rules
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	Education Code 44050	BP 4119.21 4219.21 4319.21	Code of conduct addressing employee interactions with students
Beginning of each school year	Education Code 46010.1	AR 5113	Absence for confidential medical services
Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school	Education Code 48929, 48980	BP 5116.2	District policy authorizing transfer
Beginning of each school year	Education Code 48980	BP 6111	Schedule of minimum days and student-free staff development days
Beginning of each school year	Education Code 48980, 231.5; 5 CCR 4917; 34 CFR 106.8	AR 5145.7	Copy of sexual harassment policy as related to students; contact information for Title IX coordinator
Beginning of each school year	Education Code 48980, 32255-32255.6	AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	Education Code 48980, 35160.5, 46600-46611, 48204, 48301	BP 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process
Beginning of each school year, if Board allows such absence	Education Code 48980, 46014	AR 5113	Absence for religious exercises or purposes
Beginning of each school year	Education Code 48980, 48205	AR 5113 BP 6154	Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed; full text of Education Code 48205

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	Education Code 48980, 48206.3, 48207, 48208	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	Education Code 48980, 49403	BP 5141.31	School immunization program
Beginning of each school year	Education Code 48980, 49423, 49480	AR 5141.21	Administration of prescribed medication
Beginning of each school year	Education Code 48980, 49451; 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
Beginning of each school year	Education Code 48980, 49471, 49472	BP 5143	Availability of insurance
Beginning of each school year	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, available appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Beginning of each school year	Education Code 49063	AR 5125 AR 5125.3	Challenge, review, and expunging of records
Beginning of each school year	Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7	AR 5125	Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria for defining school officials and to determine legitimate educational interest, categories defined as directory information, disclosures, right to file complaint with U.S. Department of Education, course prospectus availability

Beginning of each school year	Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37	AR 5125.1	Release of directory information
Beginning of each school year and at least one more time during school year using specified methods	Education Code 49428	None	How to access mental health services at school and/or in community
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5	AR 3553	Eligibility and application process for free and reduced-price meals
Beginning of each school year	Education Code 51513; 20 USC 1232h	AR 5022 BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities; inspection rights and procedures
Beginning of each school year	Education Code 56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	Education Code 58501, 48980	AR 6181	Alternative schools
Beginning of each school year	Health and Safety Code 104855	AR 5141.6	Availability of dental fluoride treatment; opportunity to accept or deny treatment
Annually	5 CCR 852; Education Code 60615	AR 6162.51	Student's participation in state assessments; option to request exemption from testing
Beginning of each school year, if district receives Title I funds	20 USC 6312; 34 CFR 200.48	BP 4112.2 AR 4222	Right to request information re: professional qualifications of child's teacher and

			paraprofessional
Beginning of each school year	34 CFR 104.8, 106.9	BP 0410 BP 6178	Nondiscrimination
Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. Annually (continued)			
Beginning of each school year	USDA SP-23-2017	AR 3551	District policy on meal payments
II. At Specific Times During the Student's Academic Career			
Beginning in grade 7, to course	Education Code 221.5, 48980	BP 6164.2 career counseling selection and career counseling	Course selection and at least once prior
Upon a student's enrollment	Education Code 310	BP 6142.2 AR 6174	Information on the district's language acquisition programs
When child first enrolls in a school, if school offers	Education Code 32390, 48980	AR 5142.1 a fingerprinting program	Fingerprinting program public
When participating in under	Education Code 35211	None	Civil liability, insurance driver training courses coverage the jurisdiction of the district
Upon registration in K-6, if students have not previously been transported	Education Code 39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
Beginning of each school year for high school students, if high school is open campus	Education Code 44808.5, 48980	BP 5112.5	Open campus
Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement	Education Code 48980, 51225.3	AR 6146.1	How each graduation requirement does or does not satisfy college entrance a-g course criteria; district CTE courses that satisfy a-g criteria
Upon a student's enrollment	Education Code	AR 5125	Specified rights related to

	49063	AR 5125.3	student records
When students enter grade 7	Education Code 49452.7	AR 5141.3	Specified information on type 2 diabetes
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. At Specific Times During the Student's Academic Career (continued)			
When in kindergarten, or first grade if not previously enrolled in public school	Education Code 49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights
Before grade 12	Education Code 51225.8	AR 6143	Completion and submission of FAFSA and CADAA
Beginning of each school year for students in grades 9-12	Education Code 51229, 48980	AR 6143	UC and CSU College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year	Education Code 51938, 48980	AR 6142.1	Sexual health and HIV prevention education, right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse
Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year	Education Code 60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
By October 15 for students in grade 12	Education Code 69432.9	AR 5121 AR 5125	Forwarding of student's grade point average to Cal Grant program; timeline to opt out
When child is enrolled or reenrolled in a licensed child care center or preschool	Health and Safety Code 1596.7996	AR 5148	Information on risks and effects of lead exposure, blood lead testing

When child is enrolled in kindergarten	Health and Safety Code 124100, 124105	AR 5141.32	Health screening examination
To students in grades 11-12, early enough to enable registration for fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject

## II. At Specific Times During the Student's Academic Career (continued)

To secondary students, if district receives Title I funds	20 USC 7908	AR 5125.1	Request that district not release student's name, address, and phone number to military recruiters without prior written consent
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## III. When Special Circumstances Occur

In the event of a breach of security of district records, to affected persons	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, contact information for credit reporting agencies
Upon receipt of a complaint alleging discrimination	Education Code 262.3	AR 1312.3	Civil law remedies available to complainants
When determining whether an English learner should be reclassified as fluent English proficient	Education Code 313; 5 CCR 11303	AR 6174	Description of reclassification process, opportunity for parent/guardian to participate
When student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year	Education Code 313.2, 440; 20 USC 6312	AR 6174	Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
When homeless or foster youth applies for enrollment in before/after school program	Education Code 8483	AR 5148.2	Right to priority enrollment; how to request priority enrollment

Before high school student attends specialized secondary program on a university campus	Education Code 17288	None	University campus buildings may not meet Education Code requirements for structural safety
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At least 72 hours before use of pesticide product not included in annual list	Education Code 17612	AR 3514.2	Intended use of pesticide product
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When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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III. When Special Circumstances Occur (continued)

To members of athletic teams	Education Code 32221.5	AR 5143	Offer of insurance; no-cost and low-cost program options
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Annually to parents/guardians of student athletes before they participate in competition	Education Code 33479.3	AR 6145.2	Information on sudden cardiac arrest
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If school has lost its WASC accreditation status	Education Code 35178.4	BP 6190	Loss of status, potential consequences
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When district has contracted for electronic products or services that disseminate advertising	Education Code 35182.5	BP 3312	Advertising will be used in the classroom or learning center
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At least six months before implementing uniform policy	Education Code 35183	AR 5132	Dress code policy requiring schoolwide uniform
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Before implementing a year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round schedule
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When interdistrict transfer is requested and not approved or denied within 30 days	Education Code 46601	AR 5117	Appeal process
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Before early entry to transitional kindergarten or kindergarten, if early entry offered	Education Code 48000	AR 5111 AR 6170.1	Effects, advantages and disadvantages of early entry
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When student identified as being at risk of retention	Education Code 48070.5	AR 5123	Student at risk of retention
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When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	Education Code 48213	AR 5112.2	Student has been excluded from school
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Before already admitted student is excluded for lack of immunization	Education Code 48216; 17 CCR 6040	AR 5141.31	Need to submit evidence of immunization or exemption within 10 school days; referral to medical care
When a student is classified as truant	Education Code 48260.5, 48262	AR 5113.1	Truancy, parental obligation, availability of alternative programs, student consequences, need for conference
When to	Education or Other Legal	Board Policy/ Administrative	
Notify	Code	Regulation #	Subject
III. When Special Circumstances Occur (continued)			
When a truant is referred to a SARB or probation department	Education Code 48263	AR 5113.1	Name and address of SARB or probation department and reason for referral
When student requests to voluntarily transfer to continuation school	Education Code 48432.3	AR 6184	Copy of district policy and regulation on continuation education
Prior to involuntary transfer to continuation school	Education Code 48432.5	AR 6184	Right to request meeting prior to involuntary transfer to continuation school
To person holding educational rights, prior to recommending placement of foster youth outside school of origin	Education Code 48853.5	AR 6173.1	Basis for the placement recommendation
When student is removed from class and teacher requires parental attendance at school	Education Code 48900.1	AR 5144.4	Parental attendance required; timeline for attendance
Prior to withholding grades, diplomas, or transcripts	Education Code 48904	AR 5125.2	Damaged school property
When withholding grades, diplomas or transcripts from transferring student	Education Code 48904.3	AR 5125.2	Next school will continue withholding grades, diplomas, or transcripts
When student is released to peace officer	Education Code 48906	BP 5145.11	Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse
At time of suspension	Education Code	BP 5144.1	Notice of suspension



	48911	AR 5144.1	
When original period of suspension is extended	Education Code 48911	AR 5144.1	Extension of suspension
At the time a student is assigned to a supervised suspension classroom	Education Code 48911.1	AR 5144.1	The student's assignment to a supervised suspension classroom
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
Before holding a closed session re: suspension	Education Code 48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	Education Code 48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	Education Code 48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	Education Code 48916	AR 5144.1	Readmission procedures
At least 10 calendar days before expulsion hearing	Education Code 48918	AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	Education Code 48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school	Education Code 48929, 48980	BP 5116.2	Right to request a meeting with principal or designee
One month before the scheduled minimum day	Education Code 48980	BP 6111	When minimum days are scheduled after beginning of the school year
When parents/guardians request guidelines for filing complaint of child abuse at a school site	Education Code 48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	Education Code 49067	AR 5121	Student in danger of failing a course

When student transfers from another district or private school into the district	Education Code 49068	AR 5125	Right to receive copy of student's record and a hearing to challenge content of student's record
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When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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III. When Special Circumstances Occur (continued)

When parent/guardian's challenge of student record is denied and parent/guardian appeals	Education Code 49070	AR 5125.3	If board sustains allegations, the correction or destruction of record; if denied, right to submit written objection
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When district is considering program to gather safety-related information from students' social media activity	Education Code 49073.6	BP 5125	Opportunity for input on proposed program
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When district adopts program to gather information from students' social media activity, and annually thereafter	Education Code 49073.6	AR 5125	Information is being gathered, access to records, process for removal or corrections, destruction of records
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Within 24 hours of release of information to a judge or probation officer	Education Code 49076	AR 5125	Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition
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Before release of information pursuant to court order or subpoena	Education Code 49077	AR 5125	Release of information pursuant to court order or subpoena
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When screening results in suspicion that student has scoliosis	Education Code 49452.5	AR 5141.3	Scoliosis screening
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When test results in discovery of visual or hearing defects	Education Code 49456; 17 CCR 2951	AR 5141.3	Vision or hearing test results
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Within 10 days of negative balance in meal account	Education Code 49557.5	AR 3551	Negative balance in meal account; encouragement to apply for free or reduced-price meals
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Annually to parents/guardians of student athletes before their first practice or competition	Education Code 49475	AR 6145.2	Information on concussions and head injuries
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Annually to parents/guardians	Education Code	AR 6145.2	Opioid fact sheet
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of student athletes 49476

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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### III. When Special Circumstances Occur (continued)

Within 30 days of foster youth, homeless youth, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or immigrant student enrolled in newcomer program in grades 11-12	Education Code 51225.1	BP 6146.1 AR 6173 AR 6173.1 AR 6173.3 for fifth year of high school, transfer opportunities through California Community Colleges AR 6175	Exemption from local graduation requirements, effect on college admission, option
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Before any test/survey questioning personal beliefs	Education Code 51513	AR 5022	Permission for test, survey questioning personal beliefs
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At least 14 days before HIV

prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year	51938	AR 6142.1	Instruction in HIV prevention or sexual health by guest speaker or outside consultant
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Prior to administering survey regarding health risks and behaviors to students in 7-12	Education Code 51938	AR 5022	Notice that the survey will be administered
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Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency	Education Code 52164.1, 52164.3; 5 CCR 11511.5	AR 6174	Results of state test of English proficiency
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When migrant education program is established	Education Code 54444.2	BP 6175 AR 6175	Parent advisory council membership composition
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When child participates in licensed child care and development program	Health and Safety Code 1596.857; 22 CCR 101218.1	AR 5148	Parent/guardian right to enter and inspect facility and other rights as specified
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When a licensed child care center has a building	Health and Safety Code 1597.16	AR 5148	The requirement to test the facility, and the results of the
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constructed before January 1, 2010 and has drinking water tested for lead

test

When district receives Tobacco-Use Prevention Education Funds

Health and Safety Code 104420

AR 3513.3

The district's tobacco-free schools policy and enforcement procedures

When to Notify

Education or Other Legal Code

Board Policy/ Administrative Regulation #

Subject

### III. When Special Circumstances Occur (continued)

When testing by community water system finds presence of lead exceeding specified level

Health and Safety Code 116277

AR 3514

Elevated lead level at school

When sharing student immunization information with an immunization system

Health and Safety Code 120440

AR 5125

Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

At least 14 days prior to sex offender coming on campus as volunteer

Penal Code 626.81

AR 1240 BP 1250

Dates and times permission granted; obtaining information from law enforcement

When hearing is requested by person asked to leave school premises

Penal Code 627.5

AR 3515.2

Notice of hearing

When responding to complaint re: discrimination, special education, or noncompliance with law

5 CCR 4631

AR 1312.3

Findings, disposition of complaint, any corrective actions, appeal rights and procedures

When child participates in licensed child care and development program

5 CCR 18066

AR 5148

Policies regarding excused and unexcused absences

Within 30 days of application for subsidized child care or preschool services

5 CCR 18094, 18118

AR 5148 AR 5148.3

Approval or denial of services

At least 14 days before change in service or other intended action, upon recertification or update of application for child care or preschool services

5 CCR 18095, 18119

AR 5148 AR 5148.3

Any change in service, such as in fees, amount of service, termination of service

Upon child's enrollment in care program

5 CCR 18114 child

AR 5148

Policy on fee collection

When payment of child care seven days late	5 CCR 18114 fees is	AR 5148	Notice of delinquent fees
When district substantively changes policy on student privacy rights	20 USC 1232h	AR 5022	Notice of any substantive change in policy or regulation

When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. When Special Circumstances Occur (continued)			
For districts receiving Title I funds, when child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught	20 USC 6312	AR 4112.2	Timely notice to parent/ guardian of child's assignment
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	AR 6020	Notice of policy
When district receives Impact Aid funds for students residing on Indian lands, to parents/ guardians of Indian children	20 USC 7704; 34 CFR 222.94	AR 3231	Relevant applications, evaluations, program plans, information about district's general educational program; opportunity to submit comments
When household is selected for verification of eligibility for free or reduced-price meals	42 USC 1758; 7 CFR 245.6a	AR 3553	Need to submit verification information; any subsequent change in benefits; appeals
When student is homeless or unaccompanied minor	42 USC 11432; Education Code 48852.5	AR 6173	Educational and related opportunities; transportation services; placement decision and right to appeal; duties of district liaison; public notice
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to receive records and an opportunity for hearing upon request
When student complains of	34 CFR 106.44,	AR 5145.7	Right to file formal

sexual harassment	106.45	complaint, availability of supportive measures, notice of process, reason for dismissal of complaint if applicable
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When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
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III. When Special Circumstances Occur (continued)

When district receives federal funding assistance for nutrition program	USDA FNS Instruction 113-1	BP 3555	Rights and responsibilities, nondiscrimination policy, complaint procedures
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IV. Special Education Notices

Prior to conducting initial evaluation	Education Code 56301, 56321, 56321.5, 56321.6, 56329; 20 USC 1415(d); 34 CFR 300.502, 300.503	BP 6159.1 AR 6159.1 AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards
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Before functional behavioral assessment begins	Education Code 56321	AR 6159.4	Notification and consent
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24 hours before IEP when district intending to record	Education Code 56341.1	AR 6159	Intention to audio-record IEP meeting
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Early enough to ensure opportunity for parent/ guardian to attend IEP meeting	Education Code 56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate
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When parent/guardian orally requests review of IEP	Education Code 56343.5	AR 6159	Need for written request
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Within one school day of emergency intervention or serious property damage	Education Code 56521.1	AR 6159.4	Emergency intervention
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Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c); 34 CFR 300.300, 300.503	AR 6159 AR 6159.1	Prior written notice
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Upon filing of state complaint	20 USC 1415(d);	AR 6159.1	Procedural safeguards
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	34 CFR 300.504		notice
When disciplinary measures are taken or change in	20 USC 1415(k); 34 CFR 300.530 placement	AR 5144.2	Decision and procedural safeguards notice
When to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. Special Education Notices (continued)			
Upon requesting a due process hearing	20 USC 1415(k); 34 CFR 300.508	AR 6159.1	Student's name, address, school, description of problem, proposed resolution
Eligibility for services under Section 504	34 CFR 104.32, 104.36	AR 6164.6	District responsibilities, district actions, procedural safeguards
V. Classroom/Facility Notices			
In all district schools and offices, including staff lounges and student government meeting rooms	Education Code 234.1	AR 1312.3	Uniform complaint procedures board policy and administrative regulation
In each classroom used for license-exempt California State Preschool Program	Education Code 8212	AR 1312.3 E 1312.3	Health and safety requirements for preschool programs; where to get complaint form
In each classroom in each school	Education Code 35186	AR 1312.4 E 1312.4	Complaints subject to Williams uniform complaint procedures
In a licensed child care and development center at a location accessible to parents/guardians	Health and Safety Code 1596.857	AR 5148	Parent/guardian right to inspect, prohibition against retaliation, right to file complaint; registered sex offender database available to public; review licensing reports of facility visits and substantiated complaints against facility

**Policy 6173: Education For Homeless Children**

**Status:** DRAFT

**Original Adopted Date:** 03/08/2017

The Governing Board believes that the identification of homeless students is critical to improving the educational outcomes of such students and ensuring that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for such students to meet the same challenging academic standards as other students.

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060, 52064)

The Superintendent or designee shall regularly review and recommend updates to district policies to ensure removal of any barriers to the education of homeless students and unaccompanied youth. Any such review shall address identification, enrollment, and retention of such students, including those barriers that are due to absences or outstanding fees or fines. (42 USC 11432)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison for homeless students shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

The Superintendent or designee shall ensure that each district school identifies all homeless children and youths and unaccompanied youths enrolled at the school. (Education Code 48851)

To ensure easy identification of homeless students, the Superintendent or designee shall annually administer a housing questionnaire developed by the California Department of Education (CDE) to all parents/guardians of students and all unaccompanied youths. (Education Code 48851)

If the primary language of a student's parent/guardian or an unaccompanied youth is not English, either the housing questionnaire shall be made available in the primary language of the student's parent/guardian or the unaccompanied youth pursuant to Education Code 48985, or an appropriate translation of the housing questionnaire shall be provided upon request of a student's parent/guardian or an unaccompanied youth. (Education Code 48851)

In addition, the Superintendent or designee shall ensure that the district liaison's contact information and other information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district and school web sites as specified in the accompanying administrative regulation. (Education Code 48852.6)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)



The Superintendent or designee shall ensure that information and/or materials for homeless students are provided in a manner and form understandable to the parents/guardians of homeless students and to unaccompanied youths.

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act, shall not be deemed to be directory information as defined in 20 USC 1232g, and shall not be released without written consent. (42 USC 11432)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

At least annually, the district liaison and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students. Such professional development and technical assistance shall include, but are not limited to, training on the definitions of terms related to homelessness, the signs of homelessness, the steps that should be taken once a potentially homeless student is identified, and how to connect homeless students with appropriate housing and service providers. (Education Code 48852.5; 42 USC 11432)

The Superintendent or designee shall report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the district as identified from the housing questionnaire described above. (Education Code 48851)

At least annually, the Superintendent or designee shall report to the Board on the identification of and outcomes for homeless students, which may include, but are not limited to, the housing questionnaire responses, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to more effectively identify and support the education of homeless students.

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**Regulation 6173: Education For Homeless Children**

**Status:** DRAFT

**Original Adopted Date:** 03/08/2017

**Definitions**

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48859; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

Unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian. (Education Code 48859; 42 USC 11434a)

School of origin means the school that the homeless student attended when permanently housed or the school in which the student was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which the student was last enrolled, or if there is some other school that the student attended within the preceding 15 months and with which the student is connected, the district liaison for homeless students shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

**District Liaison**

The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

Aleia Lund  
School-Based Therapist / Social Worker  
Wheatland Union High School District  
Office line: 530-633-3100 ext. 225

The district's liaison for homeless students shall: (Education Code 48851.5, 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies
2. Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools

3. Ensure that homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district
4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services
5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children
6. Disseminate public notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.
7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below
8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice
9. Ensure that school personnel providing services to homeless students, including principals and other school leaders, attendance supervisors, teachers, enrollment personnel, and specialized instructional support personnel, receive professional development and other support
10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090
11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the collection and provision of comprehensive data to the state coordinator as required by law

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in the student's expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program (IEP) team meeting to make a manifestation determination regarding the behavior of a student with a disability.

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. The Superintendent or designee shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on CDE's web site. (42 USC 11432)

### **Enrollment**

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with the student's homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the district liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of the right to appeal. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in the school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if the student: (Education Code 48850, 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records
4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other required health records, the principal or designee shall immediately refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if the student is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than the school of origin or the school requested by the student's parent/guardian or the student, if an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the reasons for the decision, including why placement in the student's school of origin or requested school is not in the student's best interest, along with a statement regarding the right to appeal the placement decision. The written explanation shall be in a manner and form understandable to such parent/guardian or unaccompanied youth. (42 USC 11432)

At the point of any change or subsequent change in the residence of a homeless student, the student may continue attending the student's school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with the student's peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, the student shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, the student shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that the student is no longer homeless, the student shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if the student is in grades K-8

2. Through graduation if the student is in high school

### **Resolving Enrollment Disputes**

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

The written explanation shall include:

1. A description of the action proposed or refused by the district
2. An explanation of why the action is proposed or refused
3. A description of any other options the district considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
5. Appropriate timelines to ensure any relevant deadlines are not missed
6. Contact information for the district liaison and state coordinator, and a brief description of those roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

When a student's parent/guardian or an unaccompanied youth involved in the enrollment dispute is an English learner, Items #1-5 shall be provided either in the native language of the parent/guardian or unaccompanied youth or through an interpreter, and any additional support needed because of a disability of that parent/guardian or unaccompanied youth shall be made available without a charge.

If a parent/guardian or unaccompanied youth disagrees with the district liaison's enrollment decision, the decision may be appealed to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the liaison for homeless students at the county office of education.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

### **Transportation**

The district shall provide transportation for a homeless student to and from the student's school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend the student's school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an IEP that includes transportation as a necessary related service for the student. (Education Code 48852.7)

### **Transfer of Coursework and Credits**

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, the student shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that the student did not complete at the previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, the student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

### **Applicability of Graduation Requirements**

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements established by the Governing Board.

However, when a homeless student who has completed the second year of high school transfers into the district from another school district or transfers between high schools within the district, the student shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for

the student, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in the third or fourth year of high school, the district shall use either the number of credits the student has earned as of the date of the transfer or the length of the student's school enrollment, whichever qualifies the student for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for the student how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if the student transfers to another school, including a charter school, or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within the fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for the student, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect the ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for the student if under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

### **Eligibility for Extracurricular Activities**

A homeless student who enrolls in any district school shall have access to extracurricular and enrichment activities that are available to all students in the school, including but not limited to, interscholastic sports administered by the California Interscholastic Federation. (Education Code 48850)

### **Notification, Complaints, and Posting Requirements**

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall ensure that a list of the district's liaison(s) and the contact information for such liaison(s), as well as specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district's web

site. (Education Code 48852.6)

Each district school that has a web site shall also post the contact information for the district liaison and the name and contact information of any employee or other person under contract with the school who assists the district liaison in completing the liaison's duties pursuant to 42 USC 11432. (Education Code 48852.6)

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**DISTRICT EXPLANATION OF DECISION  
RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT**

Note: The following form should be revised to reflect district practice. In its, "Education for Homeless Children and Youths Program Non-Regulatory Guidance," the U.S. Department of Education recommends that the written statement of any decision regarding a homeless student's eligibility, school selection, or enrollment include the elements specified below. See the accompanying administrative regulation.
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Instructions: The following form provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.

Date: \_\_\_\_\_ Name of person completing form: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

In accordance with the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent(s)/guardian(s): \_\_\_\_\_

Name of unaccompanied student: \_\_\_\_\_

School requested: \_\_\_\_\_

District's placement decision (name of school): \_\_\_\_\_

Description of action(s) proposed/refused by the district related to eligibility, school selection, or enrollment, including an explanation of why the action(s) is proposed/refused:

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The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence:

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Other options the district considered, if any, which were rejected for the following reasons:

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Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

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You have the right to appeal this decision to the district Superintendent. To do so, contact the district's homeless liaison listed below within the next 10 days to request a Dispute Form. You may provide written or oral documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of the decision within 10 days.

If you are not satisfied with the Superintendent's decision, you may appeal to the Yuba County Office of Education (COE). If you are not satisfied with the COE's decision, you may then appeal to the California Department of Education (CDE). The district's homeless liaison can assist you with this appeal.

**CONTACT INFORMATION:**

**District Liaison:** The district liaison is one of the primary contacts between homeless families and school or district staff. The liaison is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of district's homeless liaison: Aleia Lund  
Address: 1010 Wheatland Road, Wheatland CA 95692  
Email Address: [alund@wheatlandhigh.org](mailto:alund@wheatlandhigh.org)  
Phone number: 530-633-3100 ext. 225

**County Liaison:** If you appeal the district's decision to the COE, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the COE. The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials and notify you of the decision.

Name of County Office of Education homeless liaison:  
Amy Molina-Jones, Coordinator-YCOE Prevention Support Services  
Address: 935 14th Street, Marysville CA 95901  
Email Address: [amy.molinajones@yubacoe.k12.ca.us](mailto:amy.molinajones@yubacoe.k12.ca.us)

Phone number: 530-749-4994

State Coordinator: If you appeal the COE's decision to CDE, the county homeless liaison shall forward all written documentation and related paperwork to CDE's Homeless Education Program. The state coordinator will review the district, COE, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

Name of state homeless coordinator: Leanne Wheeler

Address: 1430 N Street, Sacramento, CA 95814-5901

Email Address: LWheeler@cde.ca.gov

Phone number: 866-856-8214

#### RIGHTS:

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.

**Exhibit (PDF) 6173-E PDF(2): Education For Homeless Children**

**Status:** DRAFT

**Original Adopted Date:** Pending

*See PDF on the next page.*

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**DISPUTE FORM**

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared orally with the district's liaison for homeless students.

Date submitted: \_\_\_\_\_

Student's name: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of school requested: \_\_\_\_\_

I wish to appeal the eligibility, school selection, or enrollment decision made by:

☐ District liaison   ☐ District Superintendent   ☐ County office of education liaison

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation orally.

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I have been provided with:

- ☐ A written explanation of the district's decision
- ☐ Contact information for the district's homeless liaison
- ☐ Contact information for the county office of education's homeless liaison
- ☐ Contact information for the state homeless coordinator

A copy of this dispute form

**Bylaw 9322: Agenda/Meeting Materials**

**Status:** DRAFT

**Original Adopted Date:** 02/13/2019

**Agenda Content**

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning and well-being.

Each agenda shall state the meeting time and location and shall briefly describe each item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting by a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item, before or during the committee's consideration of the item, and the item has not been substantially changed since the committee considered it. (Government Code 54954.3)

The agenda for a regular Board meeting shall also provide members of the public an opportunity to provide comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

Each agenda for a regular meeting shall list the address designated by the Superintendent or designee for public inspection of documents related to an open session item that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall include information regarding how, when, and to whom a request for disability-related accommodations or modifications, including auxiliary aids and services, may be made by an individual who requires accommodations or modifications in order to participate in the Board meeting. (Government Code 54954.2)

Each agenda shall include a statement regarding the option for students and parents/guardians to request that directory information or personal information of the student or parent/guardian, as defined in Education Code 49061 and/or 49073.2, be excluded from the minutes. The agenda shall also state that the request must be made in writing to the secretary or clerk of the Board.

**Agenda Preparation**

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting.

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information, and if so, respond accordingly.

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote or an information item that does not require immediate action.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item unless such item has been previously considered at an open meeting of a committee comprised exclusively of Board members. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

#### **Agenda Dissemination to Board Members**

At least 72 hours before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available supporting documents pertinent to the meeting.

When special meetings are called, Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

#### **Agenda Dissemination to Members of the Public**

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act (PRA) and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

The Superintendent or designee shall email a copy of, or a web site link to, the agenda or a copy of all the documents constituting the agenda packet to any person who requests such items to be delivered by email. If the Superintendent or designee determines that it is technologically infeasible to do so, a copy of the agenda or a web site link to the agenda and a copy of all other documents constituting the agenda packet shall be sent to the person who has made the request in accordance with mailing requirements specified in law. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the PRA. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

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## Program Grant Management System (PGMS)

Wheatland Union High (131 - Secondary)

2022-23 Application

### 2022-23 Section I - State Assurances and Certifications

#### Quick Facts Box

Allocation Amount	\$19,260.00
Budgeted Amount	\$19,260.00
Indirect Amount	\$598.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Sunday, May 15, 2022 11:59 PM
Application Status	Submitted For Review on May 11 2022
GAN Status	GAN has not been processed or sent to LEA
Fiscal Activity	No fiscal activity
Approved Claims	

\* Subject to change based on Capital Outlay and actual expenditures

#### Certifications Sign-off

This application is a commitment to comply with the following assurances, certifications, terms, and conditions associated with the Strengthening Career and Technical Education Act for the 21st Century Act (Perkins V).

The following Assurances, Certifications, and Grant Conditions are requirements of applicants and grantees as a condition of receiving funds. Applicants do not need to sign and return the general assurances and certification with the application; Every year, the local educational agencies (LEA) must download them, collect the appropriate signatures (please sign & date even the ones that don't specifically have a space for it), and keep them on file to be available for compliance reviews, complaint investigations, or audits.

- [California Department of Education General Assurances](#)
- [Drug Free Workplace Certification](#)
- [U.S. Department of Education Debarment and Suspension](#)
- [U.S. Department of Education Lobbying](#)
- [Perkins V Assurances and Certifications](#)
- [2022-23 Grant Conditions](#)

## LEA Sign-off

- ☒ This application is a commitment to comply with the following assurances, certifications, terms, and conditions associated with the Strengthening Career and Technical Education for the 21st Century Act (Perkins V).

## CDE Review and Sign-off

### CDE Comments

☐ Section Approved

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Save

Save and Continue to Section II

California Department of Education

1430 N Street

Sacramento, CA 95814

[Web Policy](#)



## Program Grant Management System (PGMS)

Wheatland Union High (131 - Secondary)

2022-23 Application

2022-23 Section II - Stakeholders

### Quick Facts Box

Allocation Amount	\$19,260.00
Budgeted Amount	\$19,260.00
Indirect Amount	\$598.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Sunday, May 15, 2022 11:59 PM
Application Status	Submitted For Review on May 11 2022
GAN Status	GAN has not been processed or sent to LEA
Fiscal Activity	No fiscal activity
Approved Claims	

\* Subject to change based on Capital Outlay and actual expenditures

### Special Population Stakeholders

The Strengthening Career and Technical Education For the 21st Century Act (Perkins V) requires local educational agencies (LEAs) to implement strategies To overcome barriers that may be lowering special population students' rates of access to or success in career technical education (CTE) programs assisted with the funds. CTE programs must be designed to enable special population students to meet the performance level targets established for the programs. These programs must also provide the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations.

This form confirms that the LEA coordinators or administrators responsible for each of the programs associated with special population groups listed below have contributed to the LEA's Comprehensive Local Needs Assessment for the 2020–21 Perkins V application.

Each special population category must be signed by the LEA's designated administrator or the certificated representative responsible for that program.

Download the [Sign-off Form](#) for Representatives of Special Populations, collect the appropriate signatures, and keep the form on file to be available for compliance reviews, complaint investigations, or audits.

Students with Disabilities (Special Education Coordinator/Administrator)



Name	Ashley Freeman
Title	Director of Special Programs

**Economically Disadvantaged (Title I Coordinator/Administrator)**

Name	Nicole Newman
Title	Superintendent

**Students Preparing for Non-Traditional Fields (Title IX Coordinator/Administrator)**

Name	Nicole Newman
Title	Superintendent

**Single Parent or Single Pregnant Women (Title IX Coordinator/Administrator)**

Name	Nicole Newman
Title	Superintendent

**Out-Of-Workforce Individuals (Title IX Coordinator/Administrator)**

Name	Nicole Newman
Title	Superintendent

**English Language Learners (English Learner Coordinator/Administrator)**

Name	Lauren Link
Title	Director of Student Services

**Homeless**

Name	Aleia Lund
Title	Licensed School Based Social Worker

**Youth who are In, or who have aged out Of, the foster care system**

Name	Aleia Lund
Title	Licensed School Based Social Worker

**Youth with a parent who is on active duty In the military**

Name	Celeste Boggs
Title	Director of STEAM and Work Based Learning

Edit

## CTE Teacher Matrix

For every CTE teacher in the LEA, enter the following information:

1. CTE-eligible credential

- 1A) For each CTE teacher assisted w/ Perkins funds, enter the name of the teacher as it appears on the CTE-eligible credential.

- 1B) Enter the document number of the CTE-eligible credential. We look up 100% of the entries on the CTC website.

- 1C) Enter the document title of the CTE-eligible credential (i.e., credential type: CTE, Designated Subjects, Vocational, Single Subject, etc).

1D) Enter the subject description of the CTE-eligible credential (i.e., subject authorization). For credentials issued 2008 or later, the subject description should match one of the 15 industry sectors. For credentials issued before 2008 ('Designated Subjects Vocational'), the subject descriptions do not conform to the 15 industry sectors and come from a nearly infinite variety of job titles—type the one from the credential into this field.

2. The subject of the credential matches the pathway assigned.

2A) For each CTE teacher assisted w/ Perkins funds, enter the local name of the site.

2B) Enter the name of the site of the pathway.

2C) Enter the local name of the pathway if it's different from the name of the pathway as coded in CALPADS.

2D) Enter the official CALPADS pathway name; i.e., the name of the CTE Model Curriculum Standards the teacher covers. If the same teacher is assigned to two or more pathways, list him/her two or more times.

## 1) Teacher Credential and CTE-Eligibility

1A) Teacher's Name

1B) CTE-Eligible Credential Document Number

1C) Document Title

Select Document Title



1D) Subject Description

Select a subject description

## 2) Does the Credential Match the Assignment?

2A) Site Name

Select Site



2B) Local Name of Pathway

2C) CALPADS Pathway Name

Select Pathway



Submit Teacher

1A) CTE Teacher's Last Name	1C) Document Title/ 1D) Subject Description	2A) Site Name	2C) CALPADS Pathway	Status	Comments	Action
Buckley, Scott Dana	Career Technical Education	Wheatland Union High	Arts, Media, and Entertainment --	Submitted By LEA		Delete

	Teaching Credential -- Arts, Media, & Entertainment		Game Design and Integration			<a href="#">Review</a>
Landers, Ellie	Single Subject Teaching Credential -- Agriculture AND Agricultural Specialist	Wheatland Union High	Agriculture and Natural Resources -- Ornamental Horticulture	Submitted By LEA		<a href="#">Delete</a> <a href="#">Review</a>
Moreno, Kuulei Pennolope	Career Technical Education Teaching Credential -- Hospitality, Tourism, & Recreation	Wheatland Union High	Hospitality, Tourism, and Recreation -- Food Service and Hospitality	Submitted By LEA		<a href="#">Delete</a> <a href="#">Review</a>
Taylor, Melissa	Single Subject Teaching Credential -- Agriculture AND Agricultural Specialist	Wheatland Union High	Agriculture and Natural Resources -- Agriscience	Submitted By LEA		<a href="#">Delete</a> <a href="#">Review</a>

[Export to Excel](#)

## LEA Sign-off

- ☒ As the duly authorized representative of the local educational agency applying for the Strengthening Career and Technical Education for the 21st Century Act, 2022-23 funding, I confirm that the LEA coordinators or administrators responsible for each of the programs associated with special population groups have contributed to the LEA's Comprehensive Local Needs Assessment for this application.

## CDE Review and Sign-off

### CDE Comments

☐ Section Approved

[Save](#)[Save and Continue to Section III](#)

California Department of Education  
1430 N Street  
Sacramento, CA 95814

[Web Policy](#)



## Program Grant Management System (PGMS)

Wheatland Union High (131 - Secondary)

2022-23 Application

### 2022-23 Section III - State Determined Performance Levels

#### Quick Facts Box

Allocation Amount	\$19,260.00
Budgeted Amount	\$19,260.00
Indirect Amount	\$598.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Sunday, May 15, 2022 11:59 PM
Application Status	Submitted For Review on May 11 2022
GAN Status	GAN has not been processed or sent to LEA
Fiscal Activity	No fiscal activity
Approved Claims	

\* Subject to change based on Capital Outlay and actual expenditures

Indicators	Baseline Level	Performance Levels			
		FY 2020	FY 2021	FY 2022	FY 2023
1S1: Four-Year Graduation Rate	88.10%	89.10%	89.10%	91.10%	91.10%
1S2: Extended Graduation Rate	N/A	N/A	N/A	N/A	N/A
2S2: Academic Proficiency in Rereading Language Arts	60.60%	62.00%	62.00%	63.40	63.40%
2S2: Academic Proficiency in Mathematics	33.00%	34.50%	34.50%	36.50%	36.50%
2S3: Academic Proficiency in Science	27.70%	28.20%	28.20	31.20%	31.20%
3S1: Post-Program Placement (Optional for adult/Section 132)	67.20%	68.00%	68.00%	69.40%	69.40%
4S1: Non-traditional Program Concentration (Optional for adult/Section 132)	20.80%	20.80%	20.80%	21.00%	21.00%
5S1: Program Quality – Attained Recognized Postsecondary Credential (Optional for adult/Section 132)	N/A	N/A	N/A	N/A	N/A
5S2: Program Quality – Attained Postsecondary Credits	21.60%	23.90%	23.90	26.20%	26.20%
5S3: Program Quality – Participated in Work-Based Learning	N/A	N/A	N/A	N/A	N/A



5S4: Program Quality - Other	N/A	N/A	N/A	N/A	N/A
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The table above lists the State Determined Performance Levels (SDPLs) (formerly State Targets) for every sub-group. Note that future targets are likely to change as actual state-wide performance levels are gathered.

The Perkins V law defines special populations as individuals with disabilities; individuals from economically disadvantaged families, including low-income youth and adults; individuals preparing for nontraditional fields; single parents, including single pregnant women; out-of-workforce individuals; English language learners; homeless individuals; youth who are in, or who have aged out of, the foster care system; and youth with a parent who is on active duty in the military.

For reporting purposes in Perkins V, a 'completer' is defined as a student who has completed a high-quality CTE pathway of not less than 300 hours, with a C- or better in the capstone class, and exited secondary education.

Under Perkins V, California defines a 'concentrator' as a student who has completed a high-quality CTE pathway of not less than 300 hours, with a C- or better in the capstone class, and exited secondary education.

California's College/Career Readiness Indicator (CCI) tracks graduation cohorts who also meet one or more defined categories. For categories involving CTE completion, the student must have completed a high-quality CTE pathway of not less than 300 hours with a C- or better in the capstone class.

## LEA Sign-off

☒ LEA Section Sign-off

## CDE Review and Sign-off

### CDE Comments

☐ Section Approved

Save

Save and Continue to Section IV

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Sacramento, CA 95814

[Web Policy](#)





## Program Grant Management System (PGMS)

Wheatland Union High (131 - Secondary)

2022-23 Application

### 2022-23 Section IV - Comprehensive Local Needs Assessment (CLNA) Reporting Template & Local Application Requirements

#### Quick Facts Box

Allocation Amount	\$19,260.00
Budgeted Amount	\$19,260.00
Indirect Amount	\$598.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Sunday, May 15, 2022 11:59 PM
Application Status	Submitted For Review on May 11 2022
GAN Status	GAN has not been processed or sent to LEA
Fiscal Activity	No fiscal activity
Approved Claims	

\* Subject to change based on Capital Outlay and actual expenditures

#### Introduction

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) requires all eligible recipients of Perkins V funds to complete a Comprehensive Local Needs Assessment (CLNA) and use that information to develop the eligible recipient's local application plan. One of the most significant changes within the Perkins V federal legislation is the introduction of the CLNA. Conducting the CLNA is described under Perkins V subsection 134(c), and developing the local application is described in Perkins V subsection 134(b). The CLNA must be completed by eligible grant recipients of Perkins V funds at the beginning of the grant period and updated at least once every two years.

Perkins V requires eligible grant recipients to use a data-driven decision-making process on local planning and spending on career technical education (CTE). The CLNA is a review of a number of elements, including student performance data, especially gaps among sub-groups of special populations; labor market needs; educator development; equity and access for special populations, and program size, scope and quality. To validate the information obtained through the CLNA, an eligible Perkins V grant recipient shall involve a diverse body of stakeholders, including, at a minimum—secondary and postsecondary educators, business and industry partners, parents and students among others. More importantly, local planning, program, and funding decisions must be based on the CLNA with the primary purpose of improving overall performance and reducing performance gaps between different special population subgroups.

The goal of the CLNA is to help educators identify, understand, and prioritize the needs that districts and schools must address to improve performance and decrease performance gaps. Identifying priority needs is the first in a series of closely tied steps that also include understanding root causes that contribute to the areas of need, selecting evidence based strategies that address those areas, preparing for and implementing selected strategies, and evaluating whether those strategies are addressing improvement needs and achieving desired results.

## Directions

Each question below is meant to be a concise and complete summary of the CLNA developed by each local educational agency (LEA). The [Workbook To Accompany the CLNA Reporting Template](#) offers a more In-depth exploration of each question from the [CLNA Reporting Template](#) to guide and inspire LEAs as they engage their required stakeholders in the construction of their CLNA. Each section is based on a separate requirement from the Perkins V law, Section 134(b)(1–9) and subsection c, of what must be contained in a CLNA and a local Perkins application.

The responses from the seven questions in the 'CLNA Reporting Template' and the subsequent eight questions in the 'Meeting the Perkins V Local Application Requirements' are required to be:

1. Included in the annual Perkins renewal application via the California Department of Education's (CDE) online Program Grant Management System, Section IV
2. Printed and signed by the LEA Perkins Coordinator and Stakeholder/CTE Advisory Committee Chairperson, to be kept on file and available for compliance reviews, reviews, complaint investigations, or audits, along with all other evidence of a complete CLNA process.

## CLNA Reporting Template

### 1. Section 134(c)(d)(e): Stakeholder Consultation on the CLNA, Dates, Content, and Membership:

#### i. What was the date of the eligible grant recipient's most recent district-wide CTE Advisory or Stakeholder Engagement meeting that served as the source for constructing the LEA's CLNA?

CTE Advisory Board Meeting: 8/5/21 CTE Community of Practice: 8/18/21 CTE Admin CoP: 4/5/22 SCOE (Sacramento) Regional CTE Advisory meeting: 5/3/22  
(Maximum 5000 Characters  $\cong$  2.78 pages)

#### ii. The basis for that meeting should have included a discussion/agreement of the eligible grant recipient's Perkins V accountability indicators plus a self-evaluation, as detailed in the "Workbook to Accompany the CLNA Reporting Template." Was the eligible grant recipient's previous self-evaluation based on the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) "11 Elements of a High-Quality CTE Program" aka the "CTE Self-Review," the CTEIG Self Review Rubric, or Workbook to Accompany the CLNA Reporting Template? How will the eligible grant recipient move towards the 12 Essential Elements of a High-Quality College and Career Pathway, which are supported by the Guiding Policy Principles to Support Student-Centered K–14+ Pathways, established by the California Workforce Pathways Joint Advisory Committee (CWPJAC)? The Guiding Policy Principles to Support Student-Centered K–14+ Pathways can be found on the CWPJAC's web page at, <https://www.cde.ca.gov/ci/ct/gi/guidingpps.asp>.

Our Self Evaluation is always a part of every CTE related meeting, even when we are working on individual pathways. We review it with stakeholders for AG Advisory as well as CTE Advisory. At the time of the meeting on 8/5/21 the 21-22 Program Evaluations score was 45. We are currently updating the Program Evaluation to include the new pathways that will be added in the 2022-23 school year with the help of Strong Workforce grants (Patient Care and Education). During COVID, it became more apparent that students need more support than ever. The committee discussed our 2 new programs that were being implemented-WE WORK Center - for Work-Based Learning and the CTEC - Career and Technical Education Center - both provide wrap-around services to support students in the pathways that are available at WUHS in addition to other needs for college and career. WUHS is committed to Student-Centered Delivery of Services for all K–14+ college and career pathways. We will support the removal of institutional or systemic barriers that impede students' progress in achieving their education and career goals. This includes a renewed commitment to offer an engaging learning experience and support the diversity of individual student needs while accommodating their multiple entry points as they progress along a continuum of education and training or advance in a sector-specific occupation or industry.  
(Maximum 5000 Characters  $\cong$  2.78 pages)



**iii. What is the date of the eligible grant recipient's next district-wide CTE Advisory or Stakeholder Engagement meeting that will review, evaluate, & identify needs per Section 134(c), Comprehensive Needs Assessment, and Section 134(e), Continued Consultation?**

8/29/22

(Maximum 5000 Characters ≈ 2.78 pages)

**iv. For the meeting reported in question 1A, were all required categories of stakeholders present? If not, list which categories of stakeholders were missing and describe the effort in getting them there. What will be done to ensure they will be present for the next stakeholder engagement meeting to update the CLNA and to evaluate the effectiveness of previous strategies chosen?**

All representatives attended the meeting on 8/25/21. We will continue to advertise and make personal connections to encourage participation in the meeting.

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**2. Section 134(c)(2)(A): Student Performance on Required Performance Indicators (Disaggregated):**

**i. Responses must include a description of which of the seven required evaluative data "Indicators" from Section 3 in which the LEA has not made progress towards meeting the State Determined Performance Levels (SDPLs).**

**ii. For each of those "Indicators," list the strategies for improvement that have been in place for three or more years, and describe how the LEA will change those strategies in order to meet the SDPLs.**

**iii. Finally, include a description of any other performance metrics used by the LEA, quantitative or qualitative, by which to measure and track improvements to the LEA's CTE program and summarize the LEA's performance across those metrics.**

The district continues to implement and continue strategies to increase our overall achievement in Math, ELA, and Science. We work with our special population Directors to ensure that we are incorporating these strategies in special education classes. This also includes not only special education, but foster, homeless, ELs, and socioeconomically disadvantaged students. All teachers (CTE or non-CTE) are implementing writing across the curriculum. Science teachers are incorporating more math activities in the classroom and lab experiences. We are building a climate of excellence in our district with high expectations for all students and WUHSD is becoming a 'Destination of Choice'. Feedback is frequent on assessments so students can easily learn from their mistakes and continue to master content.

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**3. Section 134(c)(2)(B)(i): Program Size, Scope, and Quality to Meet the Needs of All Students**

Wheatland Union High School District is focused on ensuring all students have access to high-quality CTE programs: To identify, support, and rigorously evaluate data-driven and innovative strategies and activities; To improve and modernize, not maintain, CTE programs; and To ensure workforce skills taught in CTE programs are aligned with current labor market needs through high-quality career pathways. We have built CTE programs within these overarching goals that address the specific size, scope, and quality requirements for each career pathway. Wheatland Union High School District has ten CTE pathways, which has increased in the past three years from 5 to 10. The ten pathways are Agriculture & Natural Resources - Agriscience, Ornamental Horticulture, Agriculture Mechanics (Construction & Metal Fabrication); Business & Finance - Business Management; Manufacturing & Product Development - Product Innovation & Design; Hospitality, Tourism, & Recreation - Food Service & Hospitality; Arts, Media, & Entertainment - Design, Media, & Visual Arts; Education, Child Development, and Family Services - Education; Transportation - Systems, Diagnostics, Service, and Repair, and Health Science: Patient Care. These ten pathways are designed around rigorous curricula that meet California standards for student achievement. All ten pathways have at a minimum two CTE courses that progress from introductory to more advanced knowledge and skills and include options for postsecondary articulations and dual enrollment opportunities with the local college (Yuba College). These pathways are incorporated into the district's Get Focused Stay Focused Initiative and academic advising. The quality of our ten pathways is determined by having a progressive sequence of at least two CTE courses; a related work-based learning (WBL) experience; a related industry-recognized credential (IRC); a related dual college credit option; and access to career and technical student organization (CTSO) activities that align to the career pathway. These quality elements have been identified through feedback from employers and other education and workforce development partners.

(Maximum 5000 Character ≈ 2.78 pagess)

**4. Section 134(c)(2)(C): Progress Towards Implementation of CTE Programs of Study**

Wheatland Union High School District is focused on ensuring all students have access to high-quality CTE programs: To identify, support, and rigorously evaluate data-driven and innovative strategies and activities; To improve and modernize, not maintain, CTE programs; and To ensure workforce skills taught in CTE programs are

aligned with current labor market needs through high-quality career pathways. We have built CTE programs within these overarching goals that address the specific size, scope, and quality requirements for each career pathway. Wheatland Union High School District has ten CTE pathways, which has increased in the past three years from 5 to 10. The ten pathways are Agriculture & Natural Resources - Agriscience, Ornamental Horticulture, Agriculture Mechanics (Construction & Metal Fabrication); Business & Finance - Business Management; Manufacturing & Product Development - Product Innovation & Design; Hospitality, Tourism, & Recreation - Food Service & Hospitality; Arts, Media, & Entertainment - Design, Media, & Visual Arts; Education, Child Development, and Family Services – Education; Transportation – Systems, Diagnostics, Service, and Repair, and Health Science: Patient Care. These ten pathways are designed around rigorous curricula that meet California standards for student achievement. All ten pathways have at a minimum two CTE courses that progress from introductory to more advanced knowledge and skills and include options for postsecondary articulations and dual enrollment opportunities with the local college (Yuba College). These pathways are incorporated into the district's Get Focused Stay Focused Initiative and academic advising. The quality of our ten pathways is determined by having a progressive sequence of at least two CTE courses; a related work-based learning (WBL) experience; a related industry-recognized credential (IRC); a related dual college credit option; and access to career and technical student organization (CTSO) activities that align to the career pathway. These quality elements have been identified through feedback from employers and other education and workforce development partners. (Maximum 5000 Characters  $\cong$  2.78 pages)

**5. Section 134(c)(2)(D): Improving recruitment, retention, and training of CTE teachers and paraprofessionals, including underrepresented groups**

The CTE instructors at Wheatland Union High School have combined experience of 60 years in their respective industry sectors. Future hires will be required to enter employment with CTE credentials to maintain this level of achievement for the program. All CTE teachers are provided annual professional development training and training within their industry sector to enhance their instruction and stay abreast of industry standards and advancements. CTE teachers also meet periodically with industry partners to discuss industry standards and align curriculum and instruction to provide industry certifications and relevant skill sets. Grant funds will be used to continue strengthening the CTE curriculum to all academic standards. Additionally, teachers will continue to take advantage of the professional development opportunities offered through our Sacramento County Office of Education, CDE, the district, partner colleges, and other relevant avenues for professional development. This will help ensure the delivery of a rigorous and relevant curriculum. (Maximum 5000 Characters  $\cong$  2.78 pages)

**6. Section 134(c)(2)(E): Progress Towards Equal Access to CTE Programs for All Students. In your summary of the discussion with Stakeholders, you must describe each of the following three points. Strategies to overcome barriers that result in:**

**i. improve rates of access to, or performance gaps in, the courses and programs for special populations;**

The Wheatland Union High School Get Focused Stay Focused initiative allows all students at Wheatland High School to have access to all CTE Pathways during their 9th-grade year. With this initiative, students at Wheatland Union High School are provided with quality career exploration and guidance using GFSF and other proven methods. The counseling department provides career exploration using tools such as Career Cruising and a 4-year student plan to identify career goals, aspirations, and progress. Our Special Education Director provides insight, resources, and advocacy for our students on 504s and IEPs. Our Principal of the alternative (Community Day and Credit Recovery Program) provides insights, resources, outreach, and availability to incorporate GFSF opportunities to their at-risk students. Our Wheatland and Yuba County partnerships with local businesses and industries provide internships, job shadowing, presentations, mentorships, and field trips. Students will also attend a hosted college and career fair on campus and a college and career fair hosted at Yuba College. This year we added a "Bite of Reality" to the college and career fair for all students in grades 9-12. As our students begin to identify and know their career pathway, they enter post-secondary education ready to declare a major or program of study that matches their individual drives and life goals or go straight into a career. "Research from the Institute for Higher Education Leadership and Policy shows that students who entered a program [of study] in their first year were twice as likely to complete a certificate, degree, or transfer as students who entered a program after their first year. First-year concentrators were nearly 50 percent more likely to complete than those who entered a program in their second year, and the completion rates fell sharply for students entering a program of study later than their second year." (quoted from page 34 of the Report from the Student Success Task Force of the California Community College system). The GFSF program is changing the culture of the school. With the online 10-year Plan, every adult in the high school can personalize their work with each student. It is our intention that attendance will increase and academic achievement will increase, while suspensions and dropout rates will decrease. Why? Because when students see a path to a path and purpose for their academics now and the pathway to a successful future, they drop the mantra "Why do I need to learn this?" The middle school program will be the carrot, the beginning of the 7th and 8th-grade students' academic awareness and introduction to self-efficacy through their interests, reaching out to all middle school students. Through GFSF Building a Bridge to your Future, middle schools' course materials, students will: develop the skills of a self-directed learner, understand the traits and skills of a resilient personality, practice strategies for

creating a growth mindset, discover what motivates them, so they stay focused on their education over the long term. This curriculum allows teachers to validate their readiness to engage in career exploration and decision-making. The District has opened a Career and Technical Education Center (CTEC) with 3 academic technicians and 1 CTE Director. The purpose of the positions is to assist students with pathway completion and plan for college and careers. The emphasis/priority is placed on special populations.  
(Maximum 5000 Characters  $\cong$  2.78 pages)

**ii. providing programs that are designed to enable special populations to meet the local levels of performance;**

All of the CTE pathways have opportunities for ALL students. WUHSD goes above and beyond to ensure that ALL students have access to the offered programs. As needed we will place a paraprofessional in the classroom to support students.  
(Maximum 5000 Characters  $\cong$  2.78 pages)

**iii. providing activities to prepare special populations for high-skill, high-wage, or in-demand industry sectors or occupations in competitive, integrated settings that will lead to self-sufficiency.**

WUHSD has created a Work-Based Learning Director to ensure that work-based learning opportunities and certifications are possible for all students, emphasizing special populations. The focus is on: Building collaborations thru education partners, local business, and industry sectors specifically designed for students, leading to the accomplishment of preparing special populations for high-skill, high-wage, or in-demand industry sectors or occupations in competitive, integrated settings that will lead to self-sufficiency. Providing training to staff on Work-Based Learning systems. Expanding Virtual Job Shadow Career Exploration programs & utilizing tools in the program to serve our special populations. Expanding middle/high/college/career planning committees to host 9-12 career transition fairs. Expanding in-school and employer internship opportunities for our special populations. Expanding agreed-upon level of entry with education & business sectors meaningful employment through meaningful education, practice, mentors, (CTSO's) clubs, and events; providing a full circle of reciprocity.  
(Maximum 5000 Characters  $\cong$  2.78 pages)

**7. Section 134(c)(2)(B)(ii): Alignment to Labor Market Information**

The vision of our CTE programs is to increase the student wage in the below-middle skill level through earned job experience in high school and to create new articulations and pathways to increase student opportunity to qualify for the growth opportunities in the middle-skill level and higher skill level workforce. Our CTE programs are driven by the Regional Plan Data, "Regional Labor Market (Far North Region) 169,908 (45%) employment is below middle skills levels and middle skills has increased 5% since 2013 and trailed other skill level employment trends. Three occupational groups are the majority below-middle skill level: food preparation, farming, fishing, forestry, and building grounds maintenance. The difference in pay in these fields based on entry-level vs. experienced can be from \$3-\$6 per or a 25%-32% increase per hour. Estimated growth in these career fields is between 3%-9% in the next 5 years. The construction and extraction occupational group is large, with more than 5,000 projected annual openings and replacements over the next five years. More than half of jobs in construction and extraction in the Far North Region are considered middle-skill, accounting for 9,300 current jobs." Local workforce leaders participate in the CTE Advisory Committee, CTE subcommittees, and Wheatland Youth Collaborative. LCAP and advisory meetings are held regularly for community/family/student input. They will be assisting as guest speakers and in mock interview processes, while also providing authentic opportunities for collaboration between the elementary, high school and the CC programs. The Wheatland High School Pathways will allow all students at Wheatland to access all pathways. Our Wheatland and Yuba County partnerships provide internships, job shadowing, presentations, mentorships and field trips. Students will also attend a hosted college and career fair on campus as well as a college and career fair hosted at a local school district. It will be interesting to see the impacts from the pandemic in the coming years.  
(Maximum 5000 Characters  $\cong$  2.78 pages)

## Local Application Requirements

Once the LEA completes their CLNA Reporting Template above, the LEA must use that information to address the nine separate required elements identified within the Perkins V legislation. The elements are provided below and must be completed by the LEA and then entered along with the CLNA Reporting Template into the CDE online Program Grant Management System, Section 4.

**1. Section 134(b)(2)(A-C) refers to information on the CTE course offerings and activities that the eligible recipient will provide with funds under this part, which shall include not less than one program of study approved by a State under Section 124(b)(2). Indicate how the results of the CLNA:**

**i. informs the selection of the specific CTE programs and activities selected to be funded;**



**ii. describes any new programs of study the eligible recipient will develop and submit to the State for approval;**

**iii. shows how students, including students who are members of special populations, will learn about their school's CTE course offerings and whether each course is part of a CTE program of study.**

The WUHS needs assessment is completed by the District and reviewed and feedback is given by the CTE Advisory Committee. We use a survey tool by my Options - ACT to determine where the interest is for pathways when we want to add more to the District. Our District has grown by 28% since 2017. We have been able to add more pathways over the past few years. We have added pathways: Systems, Diagnostics, Service and Repairs, and Business Management. For 2022-23 we are adding an Education pathway as well as Patient Care. The most popular Industry Sector is the Health Science and Medical Technology/Patient Care Pathway. The CTE Director and the Academic Technicians are responsible for promoting CTE and ensuring that outreach is made to ALL students with an emphasis/priority placed on special populations.  
(Maximum 5000 Characters  $\cong$  2.78 pages)

**2. Section 134(b)(3)(A-C) refers to how the eligible recipient, in collaboration with local workforce development boards and other local workforce agencies, one-stop delivery systems, and other partners, will use the information provided through the CLNA to describe the following:**

**i. career exploration and career development coursework, activities, or services;**

**ii. career information on employment opportunities that incorporate the most up-to-date information on high-skill, high-wage, or in-demand industry sectors or occupations;**

**iii. an organized system of career guidance and academic counseling to students before enrolling and while participating in a career and technical education program.**

The Wheatland High School Get Focused Stay Focused initiative allows all students at Wheatland High School to have access to all CTE Pathways. With this initiative, Wheatland Union High School students are provided with quality career exploration and guidance using GFSF and other proven methods. The counseling department provides career exploration using Career Cruising and a 4-year student plan to identify career goals, aspirations, and progress. Our Special Education Director provides insight, resources, and advocacy for our students on 504s and IEPs. Our Principal of the alternative (Community Day and Credit Recovery Program) provides insights, resources, outreach, and availability to incorporate GFSF opportunities to their at-risk students. Our Wheatland and Yuba County partnerships with local businesses and industries provide internships, job shadowing, presentations, mentorships, and field trips. Students will also attend a hosted college and career fair on campus and a college and career fairs hosted at Yuba College. As our students begin to identify and know their career pathway, they enter post-secondary education ready to declare a major or program of study that matches their individual drives and life goals. "Research from the Institute for Higher Education Leadership and Policy shows that students who entered a program [of study] in their first year were twice as likely to complete a certificate, degree, or transfer as students who entered a program after their first year. First-year concentrators were nearly 50 percent more likely to complete than those who entered a program in their second year, and the completion rates fell sharply for students entering a program of study later than their second year." (quoted from page 34 of the Report from the Student Success Task Force of the California Community College system). The GFSF program is changing the culture of the school. With the online 10-year Plan, every adult in the high school can personalize their work with each student. It is our intention that attendance will increase and academic achievement will increase, while suspensions and dropout rates will decrease. Why? Because when students see a path to a path and purpose for their academics now and the pathway to a successful future, they drop the mantra "Why do I need to learn this?" The middle school program will be the carrot, the beginning of the 7th and 8th-grade students' academic awareness and introduction to self-efficacy through their personal interests, reaching out to all middle school students. Through GFSF Building a Bridge to your Future, middle schools' course materials, students will: develop the skills of a self-directed learner, understand the traits and skills of a resilient personality, practice strategies for creating a growth mindset, discover what motivates them, so they stay focused on their education over the long term. This curriculum allows teachers to validate their readiness to engage in career exploration and decision-making. The District has opened a Career and Technical Education Center (CTEC) with 3 academic technicians and 1 CTE Director. The purpose of the positions is to assist students with pathway completion and plan for college and careers. The emphasis/priority is placed on special populations.

(Maximum 5000 Characters  $\cong$  2.78 pages)

**3. Section 134(b)(4): describe how the eligible recipient will improve the academic and technical skills of students participating in CTE programs by strengthening the academic and CTE components of such programs through the integration of coherent and rigorous content aligned with challenging academic standards and relevant CTE programs to ensure learning in the subjects that constitute a well-rounded education (as defined in section 8101 of the Elementary and Secondary Education Act of 1965). Use the information provided through the CLNA to answer the content of this section.**

The district continues to implement and continue strategies to increase our overall achievement in Math, ELA, and Science. We work with our special populations to ensure that we are incorporating these strategies in special education classes. All teachers (CTE or non-CTE) are implementing writing across the curriculum. Science teachers are incorporating more math activities in the classroom and lab experiences. We are building a climate of excellence in our district with high expectations for all students. Feedback is frequent on assessments so students can easily learn from their mistakes and master them. The District has purchased NWEA for benchmark assessments. This is huge for our district because we are a high school district, and the only test scores we receive from the feeder schools are the CAASPP/SBAC scores. We are now able to track student progress using this program. All teachers are trained to use the test data to improve instruction and meet the needs of students. The CTE Director works with departments to ensure that academic standards are meshing with the CTE components. We also use technical reading in English courses to prepare students for CTE coursework.

**4. Section 134(b)(5)(A-D): describe how the eligible recipient will:**

- i. provide activities to prepare special populations for high-skill, high-wage, or in-demand industry sectors or occupations that will lead to self-sufficiency;**
- ii. prepare CTE participants for non-traditional fields;**
- iii. provide equal access for special populations to CTE courses, programs, and programs of study; and**
- iv. ensure that members of special populations will not be discriminated against on the basis of their status as members of special populations. Use the information provided through the CLNA to answer the content of this section.**

**Use the information provided through the CLNA to answer this content of this section.**

The Wheatland High School Get Focused Stay Focused initiative allows all students at Wheatland High School to have access to all CTE Pathways. With this initiative, Wheatland Union High School students are provided with quality career exploration and guidance using GFSF and other proven methods. The counseling department provides career exploration using Career Cruising and a 4-year student plan to identify career goals, aspirations, and progress. Our Special Education Director provides insight, resources, and advocacy for our students on 504s and IEPs. Our Principal of the alternative (Community Day and Credit Recovery Program) provides insights, resources, outreach, and availability to incorporate GFSF opportunities to their at-risk students. Our Wheatland and Yuba County partnerships with local businesses and industries provide internships, job shadowing, presentations, mentorships, and field trips. Students will also attend a hosted college and career fair on campus and a college and career fairs hosted at Yuba College. As our students begin to identify and know their career pathway, they enter post-secondary education ready to declare a major or program of study that matches their drives and life goals. "Research from the Institute for Higher Education Leadership and Policy shows that students who entered a program [of study] in their first year were twice as likely to complete a certificate, degree, or transfer as students who entered a program after their first year. First-year concentrators were nearly 50 percent more likely to complete than those who entered a program in their second year, and the completion rates fell sharply for students entering a program of study later than their second year." (quoted from page 34 of the Report from the Student Success Task Force of the California Community College system). The GFSF program is changing the culture of the school. With the online 10-year Plan, every adult in the high school can personalize their work with each student. We intend that attendance and academic achievement will increase while suspensions and dropout rates will decrease. Why? Because when students see a path to a path and purpose for their academics now and the pathway to a successful future, they drop the mantra "Why do I need to learn this?" The middle school program will be the carrot, the beginning of the 7th and 8th-grade students' academic awareness and introduction to self-efficacy through their interests, reaching out to all middle school students. Through GFSF Building a Bridge to your Future, middle schools' course materials, students will: develop the skills of a self-directed learner, understand the traits and skills of a resilient personality, practice strategies for creating a growth mindset, and discover what motivates them, so they stay focused on their education over the long term. This curriculum allows teachers to validate their readiness to engage in career exploration and decision-making. The District has opened a Career and Technical Education Center (CTEC) with 3 academic technicians and 1 CTE Director. The purpose of the positions is to assist students with pathway completion and planning for college and careers. The emphasis/priority is placed on special populations. WUHS has created a Work-Based Learning Director to ensure that work-based learning opportunities and certifications are possible for all students, emphasizing special populations. The focus is on: Building collaborations thru education partners, local business, and industry sectors specifically designed for students, leading to the accomplishment of preparing special populations for high-skill, high-wage, or in-demand industry sectors or occupations in competitive, integrated settings that will lead to self-sufficiency. Providing training to staff on Work-Based Learning systems. Expanding Virtual Job Shadow Career Exploration programs & utilizing tools in the program to serve our special populations. Expanding middle/high/college/career planning committees to host 9-12 career transition fairs. Expanding in-school and employer internship opportunities for our special populations. Expanding the agreed-upon level of entry with education & business sectors meaningful employment through meaningful education, practice, mentors, clubs, and events; providing a full circle of reciprocity.

(Maximum 5000 Characters  $\cong$  2.78 pages)

- 5. Section 134(b)(6): describe the work-based learning opportunities that the eligible recipient will provide to students participating in CTE programs and how the recipient will work with representatives from employers to develop or expand work-based learning opportunities for CTE students, as applicable. Use the information provided through the CLNA to answer the content of this section.**

WUHSD has created a Work-Based Learning Director to ensure that work-based learning opportunities and certifications are possible for all students, emphasizing special populations. The focus is on: Building collaborations thru education partners, local business, and industry sectors specifically designed for students, leading to the accomplishment of preparing special populations for high-skill, high-wage, or in-demand industry sectors or occupations in competitive, integrated settings that will lead to self-sufficiency. Providing training to staff on Work-Based Learning systems. Expanding Virtual Job Shadow Career Exploration programs & utilizing tools in the program to serve our special populations. Expanding middle/high/college/career planning committees to host 9-12 career transition fairs. Expanding in-school and employer internship opportunities for our special populations. Expanding the agreed-upon level of entry with education & business sectors meaningful employment through meaningful education, practice, mentors, clubs, and events; providing a full circle of reciprocity.

(Maximum 5000 Characters  $\cong$  2.78 pages)

- 6. Section 134(b)(7): describe how the eligible recipient will provide students participating in CTE programs with the opportunity to gain postsecondary credit while still attending high school, such as through dual or concurrent enrollment programs or early college high school, as practicable. Use the information provided through the CLNA to answer the content of this section.**

WUHSD has started a Pirates at SEA program to prepare high school students for post-secondary transition and completion through CTE. This is accomplished through a challenging curriculum enhanced and collaboration with Yuba College, Feeder Schools, Beale AFB, Wheatland Youth Collaborative, and businesses in the area. Students will achieve success through a rigorous, interdisciplinary approach to science and technology, emphasizing real-world problems, contact with agricultural experts, hands-on science labs, field studies, and internships. Rigorous, interdisciplinary courses are the key to academic success. Direct personalized instruction and support create a sense of community and improve academic achievement. With the hiring of the CTE Director and the Academic Technicians, the following in relation to Section 134 (b)(7) is taking place: Scholars' Enrichment Academies - SEA (engaging underrepresented special population HS students and 7th-8th graders) With our feeder schools we are supporting and educating students to make wise decisions re: college and career. WUHSD is working with Yuba College on the CTE Business Management and Agriculture Academies on Dual Enrollment and Articulation: 39 units for guaranteed transfer to a UC/CSU with an emphasis in Business, Agriculture, or both. Work towards an AA from Yuba College (YC) in Business, Agriculture, or both. Work with YC and local employers for students to obtain certificates through YC and WUHS that will advance their employment opportunities by recognizing their training and putting them ahead of others for interviews in the region. Creation of Academies in CTE Business Management and Agriculture. Developed a computer technology in class and lab assignments, critical to student skill development and increased engagement. Teachers use real-world problems in the classroom to ensure the relevant application of theory and better prepare students for their future. Hands-on science labs, field studies, collaborative research projects, and guest speakers are integral components of the curriculum and connect students between academic learning and their future career choices. High school programs that provide a high degree of challenge for capable and motivated students are critical in addressing the national shortage of qualified graduates in the pathways the WUHSD offers. Developing in-depth organizational, communication, and presentation skills is key to preparing students for success in their careers. Develop meaningful relationships with business and industry partnered with Yuba College to create meaningful certifications appropriate to this community and honored by employers. Internships, Job Shadowing, and Mentors that provide students with a meaningful experience will enhance their understanding of working in the professional community.

(Maximum 5000 Characters  $\cong$  2.78 pages)

- 7. Section 134(b)(8): describe how the eligible recipient will coordinate with the eligible agency and institutions of higher education to support the recruitment, preparation, retention, and training, including professional development, of teachers, faculty, administrators, and specialized instructional support personnel. Use the information provided through the CLNA to answer the content of this section.**

Develop a coordinated work-based learning system for Pirates SEA Academies & all pathways in the WUHSD serving all student populations & an emphasis on Community Day & Continuation HS students. Develop a menu of specialized professional development for teams of WUHSD teachers & YC faculty on best practices for supporting high school students (emphasis on the engagement of females and minorities) in college courses. WUHSD will provide new opportunities for CTE teachers & YC faculty to meet in monthly cross-sector PLCs. WUHSD will provide targeted academic support for all students but specifically designed for SPED students enrolled in Academies, including supplemental instruction before major exams & assignments & out-of-school time academic tutorials.

(Maximum 5000 Characters  $\cong$  2.78 pages)

- 8. Section 134(b)(9): describe how the eligible recipient will address disparities or gaps in performance between groups of students in each of the plan years, and if no meaningful progress has been achieved**



**prior to the third program year, a description of the additional actions that will be taken to eliminate these disparities or gaps. Use the information provided through the CLNA to answer this content of this section.**

Data is being collected, and disparities are addressed through the CTE/C Center and the Director in charge of Work-Based Learning. Information is placed on all advisory meeting agendas and the staff is communicated with and stakeholder input is gathered. WUHSD has a Student Staffing Meeting weekly that addresses students falling through the cracks. We have opened a Transition Lab and Learning Center to support students with learning loss. (Maximum 5000 Characters  $\cong$  2.78 pages)

## LEA Sign-off

- ☒ Section IV - Comprehensive Local Needs Assessment (CLNA) Reporting Template & Local Application Requirements is complete and ready for CDE review.

## CDE Review and Sign-off

### CDE Comments

- ☐ Section Approved
- 

Save

Save And Continue To Section V

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## Program Grant Management System (PGMS)

Wheatland Union High (131 - Secondary)

2022-23 Application

2022-23 Section V - Budget Builder

### Quick Facts Box

Allocation Amount	\$19,260.00
Budgeted Amount	\$19,260.00
Indirect Amount	\$598.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Sunday, May 15, 2022 11:59 PM
Application Status	Submitted For Review on May 11 2022
GAN Status	GAN has not been processed or sent to LEA
Fiscal Activity	No fiscal activity
Approved Claims	

\* Subject to change based on Capital Outlay and actual expenditures

This section displays the budget expenditures for each pathway in an industry sector.

### Line Item Detail

This section is used to budget expenditures for each pathway in an industry sector.

Line Item Number	CLNA Component	Student Categories	Site Name	Industry Sector	Career Pathway	Object Code	Budget Description	Budget Category	Narrative	Budget Amount	Action
1	Section 134(c) (2)(A): Student Performance on Required Performance Indicators	Individuals from economically disadvantaged families, including low-income youth and adults	Across All Sites	Across Multiple Sectors	Across Multiple Pathways	5000 Services/Operating Expenses	Other - Provide Details	(G) Career and Guidance	Seamless WBL software provides an integrated platform for tracking data, communicating with industry partners, students, staff, and parents, and managing Advisory boards and members. All required communication and paperwork are easily sent to participants. Students can see their requirements and what has been completed with simple checklists. Students track timesheet management for internships, work experience education, and	\$1,319.00	<a href="#">Detail</a>

									other types of WBL are tracked by students. Creates easy-to-understand data displays for program reporting and sharing among stakeholders. (\$1000 annual)		
2	Section 134(c) (2)(C): Progress Towards Implementation of CTE Programs of Study	General Population (all CTE participants)	Across All Sites	Across Multiple Sectors	Across Multiple Pathways	7000 Indirect Costs	Indirect Costs	(H) Administration	Indirect Cost for C. Perkins	\$598.00	<a href="#">Detail</a>
3	Section 134(c) (2)(C): Progress Towards Implementation of CTE Programs of Study	General Population (all CTE participants)	Wheatland Union High / Wheatland Union High	Agriculture and Natural Resources	Agricultural Mechanics	6000 Capital Outlay	Equipment - Provide details	(A) Instruction	Purchase materials to add additional AG Plant and Soil Science classroom: - Aquaponics System: The Aquaponic System combines fish culture and true hydroponic plant production into one integrated ecosystem. Easy to set up and maintain, these commercial aquaponics systems for sale can provide you with fresh fish and vegetables from a clean and healthy environment year-round. The fish waste provides the nutrients for the plants, and the plants clean up the water to make it a better place for the fish to live in. This mutually beneficial arrangement is the same as what goes on in nature, but this one is completely within your control.	\$6,701.00	<a href="#">Detail</a>
4	N/A	N/A	Wheatland Union High / Wheatland Union High	Agriculture and Natural Resources	Agriscience	N/A	N/A	N/A	N/A	\$ .00	<a href="#">Detail</a>
5	Section 134(c) (2)(B)(i): Program Size, Scope, and Quality to Meet the Needs of All Students	Individuals from economically disadvantaged families, including low-income youth and adults	Wheatland Union High / Wheatland Union High	Arts, Media, and Entertainment	Game Design and Integration	4000 Books/Supplies	Equipment - Provide details	(A) Instruction	Oculus Headsets for Game Design and Development: Meta Quest 2 is our most advanced all-in-one VR	\$10,642.00	<a href="#">Detail</a>

									system yet. Every detail has been engineered to make virtual worlds adapt to your movements, exploring awe-inspiring games and experiences with unparalleled freedom. No PC or console is required. Students can get the most out of each moment with blazing-fast performance and next-generation graphics for game design and development. Stay focused with a stunning display that features 50% more pixels than the original Quest. Meta Quest 2 also lets you bring classmates into the action. With live casting, students can share their VR experiences with people around you. Or meet up with friends in virtual worlds to battle in multiplayer competitions and share their game design.		
6	N/A	N/A	Wheatland Union High / Wheatland Union High	Hospitality, Tourism, and Recreation	Food Service and Hospitality	N/A	N/A	N/A	N/A	\$0.00	<a href="#">Detail</a>
Total										\$19,260.00	

#### Inventory Verification

Each LEA maintains a historical inventory system, which contains the description, name, serial or other identification number, acquisition date, original cost, and percentage of federal participation in the cost, location, use, condition, and date and mode of disposal of all equipment items acquired by it that has a market value of five-hundred \$500.00 or more per item. A reasonable estimate of the original cost may be used if the actual original cost is unknown. [CEC 35268]

Wheatland Union High (131 - Secondary) conducts a historical inventory verification at least every 2 years for all of the following:

- ▣ Description
- ▣ Name
- ▣ Serial or other identification number
- ▣ Acquisition date
- ▣ Original cost
- ▣ Location (room)
- ▣ Use, condition, and date and mode of disposal of all equipment items acquired by it that has a market value of five-hundred \$500.00 or more per item. A reasonable estimate of the original cost may be used if the actual original cost is unknown.

Yes No

LEA Sign-off

☒ Sequence of Courses to Be Funded section is complete.

CDE Review and Sign-off

CDE Comments

☐ Section Approved

Save

Save and Continue to Section VI

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## Program Grant Management System (PGMS)

Wheatland Union High (131 - Secondary)

2022-23 Application

2022-23 Section VI - Budget Viewer

### Quick Facts Box

Allocation Amount	\$19,260.00
Budgeted Amount	\$19,260.00
Indirect Amount	\$598.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Sunday, May 15, 2022 11:59 PM
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Approved Claims	

\* Subject to change based on Capital Outlay and actual expenditures

To add a site/sector/pathway or line item, go to [Section V](#).

Object Code	At Least 85% of the grant must be spent in these areas						Not to exceed 10% of total expenditure	Not to exceed 5% of total expenditure	Total
	(A) Instruction (Including Career Technical Student Organizations)	(B) Professional Development	(C) Curriculum Development	(D) Transportation and Child Care for Economically Disadvantaged Participants	(E) Special Populations Services	(F) Research Evaluation and Data Development	(G) Career and Academic Guidance and Counseling for Students Participating in CTE Programs	(H) Administration or Indirect Costs	
1000 Certificated Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2000 Classified Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3000 Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4000 Books/Supplies	<a href="#">\$10,642.00</a>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,642.00
5000 Services/Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">\$1,319.00</a>	\$0.00	\$1,319.00
6000 Capital Outlay	<a href="#">\$6,701.00</a>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$6,701.00
7000 Indirect Costs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<a href="#">\$598.00</a>	\$598.00
<b>Total</b>	<b>\$17,343.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,319.00</b>	<b>\$598.00</b>	<b>\$19,260.00</b>

CLNA Component Grouped by Object Code



Object Code	Section 134(c)(d)(e): Stakeholder Consultation on CLNA. Dates, Content, Membership	S134(c)(2)(A): Student Performance on Required Performance Indicators (Disaggregated)	S134(c)(2)(B)(ii): Program Size, Scope, and Quality to Meet the Needs of All Students	S134(c)(2)(C): Progress Towards Implementation of CTE Programs of Study	S134(c)(2)(D): Improving Recruitment, Retention, and Training of CTE Professionals, Including Underrepresented Groups	S134(c)(2)(E): Progress Towards Equal Access to CTE Programs for All Students	S134(c)(2)(B)(ii): Alignment to Labor Market Information (LMI)	Object Code Total
4000 Books/Supplies	\$0.00	\$0.00	\$10,642.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,642.00
5000 Services/Operating Expenses	\$0.00	\$1,319.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,319.00
6000 Capital Outlay	\$0.00	\$0.00	\$0.00	\$6,701.00	\$0.00	\$0.00	\$0.00	\$6,701.00
7000 Indirect Costs	\$0.00	\$0.00	\$0.00	\$598.00	\$0.00	\$0.00	\$0.00	\$598.00
	\$0.00	\$1,319.00	\$10,642.00	\$7,299.00	\$0.00	\$0.00	\$0.00	\$19,260.00

**Student Categories Targeted Grouped by Object Code**

Object Code	General Population (All CTE Participants)	Individuals With Disabilities	Individuals From Economically Disadvantaged Families, Including Low-income Youth and Adults	Individuals Preparing for Nontraditional Fields	Single Parents, Including Single Pregnant Women	Out-of-workforce Individuals	English Language Learners	Homeless Individuals	Youth Who Are In, Or Who Have Aged Out Of, The Foster Care System	Youth With A Parent Who Is On Active Duty In The Military	Object Code Total
4000 Books/Supplies	\$0.00	\$0.00	\$10,642.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,642.00
5000 Services/Operating Expenses	\$0.00	\$0.00	\$1,319.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,319.00
6000 Capital Outlay	\$6,701.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,701.00
7000 Indirect Costs	\$598.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$598.00
	\$7,299.00	\$0.00	\$11,961.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,260.00

Continue to Section VII

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## Program Grant Management System (PGMS)

Wheatland Union High (131 - Secondary)

2022-23 Application

### Local CTE Program Changes Update

#### Quick Facts Box

Allocation Amount	\$19,260.00
Budgeted Amount	\$19,260.00
Indirect Amount	\$598.00 *
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Approved Claims	

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#### Local CTE Plan Update

Are there any major changes made to the LEA's CTE program for 2021-22, e.g.:

- New courses have been added to an existing program sequence.
- New sequences of courses have been developed for an existing industry sector.
- A new industry sector and the corresponding sequences of courses have been developed.

☐ Yes ☒ No

**Detail description of the changes made to the CTE plan is required**



Save Justification

## LEA Sign-off

☒ Local CTE Plan Update section is complete and ready for CDE review.

## CDE Review and Sign-off

### CDE Comments

☐ Section Approved

---

Save

Save and Continue to Application Status

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## Program Grant Management System (PGMS)

Wheatland Union High (131 - Secondary)

2022-23 Application

2022-23 Status

### Quick Facts Box

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Approved Claims	

\* Subject to change based on Capital Outlay and actual expenditures

### Application Over All Status: Submitted For Review on 05/11/22 at 05/11/22

This application has been finalized and submitted to CDE for review. This application has not been approved by CDE.

Sections	Perkins' Coordinator Progress	CDE Progress	Superintendent Progress
LEA Contacts	Submitted	Accepted	Not Submitted
Section I	Submitted	Pending	Not Submitted
Section II	Submitted	Pending	Not Submitted
Section III	Submitted	Pending	Not Submitted
Section	Submitted	Pending	Not Submitted

IV			
Section V	Submitted	Pending	Not Submitted
Section VI	Submitted	Accepted	Not Submitted
Section VII	Submitted	Pending	Not Submitted

Task	By Whom	Deadline
<b>PGMS/Perkins/Application tab opens</b>	CDE	M 03/07/2022
<b>Initial LEA submission</b> <ul style="list-style-type: none"> <li>Sections I-VII = "LEA Sign Off" checkboxes</li> <li>Status tab = "Submit" button</li> </ul>	LEA Perkins Coordinator	F 05/13/2022
<b>Initial CDE review</b> <ul style="list-style-type: none"> <li>Reopens for edits, with feedback, when needed.</li> <li>Revises &amp; resubmits by re-clicking the "LEA Sign Off" checkboxes</li> </ul>	<ul style="list-style-type: none"> <li>CDE Consultant</li> <li>LEA Perkins Coordinator</li> </ul>	F 06/17/2022
<b>CDE approval</b>	CDE Consultant	F 06/24/2022
<b>LEA Superintendent's approval</b>	LEA Superintendent	Th 06/30/2022
<b>CDE sends GAN for LEA Superintendent's signature</b>	CDE Analyst	F 07/01/2022
<b>LEA sends GAN signed by LEA Superintendent to CDE</b>	LEA Perkins Coordinator	ASAP

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## WHEATLAND UNION HIGH SCHOOL DISTRICT BOARD OF EDUCATION RESOLUTION 21.118

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At the meeting of the Board of Education of Employer held at 1010 Wheatland Road, Wheatland, CA 95962, on May 25, 2022, motion was made by

\_\_\_\_\_, and seconded by \_\_\_\_\_

To adopt a Section 125 Flexible Fringe Benefits Plan for the employees of Wheatland Union High School District.

**PASSED AND ADOPTED** by the Wheatland Union High School District Governing Board on this 25<sup>th</sup> day of April 2022, by the following vote:

	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Tony Lopez	_____	_____	_____	_____
Shawndel Meder	_____	_____	_____	_____
Patricia Agles	_____	_____	_____	_____
Greg Forest	_____	_____	_____	_____
Brendan McHugh	_____	_____	_____	_____
Matthew Brockhoff	_____	_____	_____	_____

\_\_\_\_\_  
Tony Lopez, President

\_\_\_\_\_  
Shawndel Meder, Clerk

5/20/2022 9:09 AM

**WHEATLAND UNION HIGH SCHOOL  
DISTRICT RESOLUTION NO. 21.117**

On the motion of Trustee \_\_\_\_\_

Duly seconded by Trustee \_\_\_\_\_

**RESOLVED**, that the Wheatland Union High School Board of Trustees, pursuant to Section 5016 of the Education Code, does adopt the following with regard to tie votes at Governing Board Elections.

In the event the vote of the electorate for any trustee position within this district shall result in a tie, the tie will be resolved by lot, by the Governing Board in accordance with the procedure set out in Section 5016 of the Education Code.

**PASSED AND ADOPTED BY** the above Board on this the 25<sup>th</sup> day of May 2022, by the following vote:

	<u><b>Ayes</b></u>	<u><b>Noes</b></u>	<u><b>Abstain</b></u>	<u><b>Absent</b></u>
Tony Lopez	_____	_____	_____	_____
Shawndel Meder	_____	_____	_____	_____
Patricia Agles	_____	_____	_____	_____
Greg Forest	_____	_____	_____	_____
Brendan McHugh	_____	_____	_____	_____
Matthew Brockhoff	_____	_____	_____	_____

\_\_\_\_\_  
Clerk of the Board

## **RESOLUTION NO. 21.119**

### **A RESOLUTION OF WHEATLAND UNION HIGH SCHOOL DISTRICT DECLARING THE PURPOSE AND NEED FOR A RURAL EXEMPTION FROM THE ORGANIC WASTE COLLECTION REQUIREMENTS SPECIFIED IN THE SB 1383 REGULATIONS**

**WHEREAS**, SB 1383 (Chapter 395, Statutes of 2016) directed the California Department of Resources Recycling and Recovery (“CalRecycle”) to adopt regulations to reduce organic waste in landfills by 50 percent from its 2014 baseline level by 2020 and 75 percent by 2025; and

**WHEREAS**, CalRecycle promulgated regulations as directed in SB 1383 in Chapter 12 (Short-Lived Climate Pollutants) of Division 7 of Title 14 of the California Code of Regulations (“SB 1383 Regulations”); and

**WHEREAS**, the SB 1383 Regulations require Wheatland Union High School District (WUHSD) and other jurisdictions to adopt and enforce an ordinance or enforceable mechanism to implement relevant provisions of SB 1383 Regulations by January 1, 2022, including organic waste collection requirements specified in Article 3, Chapter 12 of Title 14 of the California Code of Regulations; and

**WHEREAS**, Section 18984.12(c) of Title 14 of the California Code of Regulations requires CalRecycle to grant an exemption from compliance with the organic waste collection requirements specified in Article 3, Chapter 12 of the SB 1383 Regulations to jurisdictions that meet the definition of a “rural jurisdiction” in Public Resources Code Section 42649.8 if the jurisdiction adopts a resolution that includes a finding as to the purpose of and need for the exemption; and

**WHEREAS**, Public Resources Code Section 42649.8 defines “rural jurisdiction” as a jurisdiction that is located entirely within one or more rural counties, and which further defines “rural county” as a county that has a total population of less than 70,000 persons; and

**WHEREAS**, the District meets the definition of “rural jurisdiction” as it is entirely located in Yuba County, California and serves a 150 square-mile area comprised of rural farmland in Yuba County; and

**WHEREAS**, WUHSD is comprised of 3 schools, including, 1 comprehensive high school serving grades 9-12, 1 continuation high school, and 1 community day high school serving grades 7-12; and

**WHEREAS**, WUHSD’s 3 schools serve the small communities of Wheatland, Plumas Lake; Smartsville, and Beale Airforce Base; and

**WHEREAS**, the United States Census Bureau defines Rural Area as one that is not included in an Urbanized Area, which is defined as an area with an urban nucleus of 50,000 or more people and a population density of 1,000 people/square mile; and

**WHEREAS**, the Universal Service Administrative Co, an independent not-for-profit organization, administers the Universal Service Fund, which includes the E-Rate, Rural Health Care, and other programs designed to serve people living in rural, underserved, and difficult-to-reach areas; and

**WHEREAS**, all schools in the WHEATLAND UNION HIGH SCHOOL DISTRICT are considered rural based on Universal Service Administrative Co. (E-Rate); and

**WHEREAS**, the Board must adopt a resolution that includes a finding as to the purpose of and need for the exemption in order to apply for such an exemption; and

**WHEREAS**, the Board finds that adopting this Resolution for the purpose of exempting the District from the requirements of Article 3, Chapter 12 of Title 14 of the California Code of Regulations is necessary because it will result in cost savings and savings in staff time from not having to implement said requirements and keep solid waste collection rates for customers lower.

**WHEREAS**, such an exemption shall be valid until April 20, 2027 or until five (5) years after CalRecycle makes a determination that the statewide disposal of organic waste has not been reduced to 50 percent of the level of disposal during the 2014 calendar year, whichever is later.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the Wheatland Union High School District that:

1. The Board hereby finds and determines that the foregoing recitals are true and correct and are incorporated herein by this reference.
2. The Board hereby elects to exempt Wheatland Union High School District from the organic waste collection requirements specified in Article 3, Chapter 12 of Title 14 of the California Code of Regulations, pursuant to Section 18984.12(c) of Title 14 of the California Code of Regulations.
3. The Board declares the purpose and need for the rural exemption pursuant to Section 18984.12(c) of Title 14 of the California Code of Regulations is to realize cost savings and savings in staff time from not having to implement the organic waste collection requirements under Article 3, Chapter 12 of Title 14 of the California Code of Regulations, and to keep solid waste collection rates for customers lower.
4. The rural exemption shall take effect on May 26, 2022, and shall be valid until May 25, 2027, or until five (5) years after CalRecycle makes a determination that the statewide disposal of organic waste has not been reduced to 50 percent of the level of disposal during the 2014 calendar year, whichever is later.

The foregoing resolution was duly passed and adopted at a regular meeting of the Wheatland Union High School District Board of Trustees on the 25th day of May, 2022 by the following vote.

	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Tony Lopez	_____	_____	_____	_____
Shawndel Meder	_____	_____	_____	_____
Patricia Agles	_____	_____	_____	_____
Greg Forest	_____	_____	_____	_____
Brendan McHugh	_____	_____	_____	_____
Matthew Brockhoff	_____	_____	_____	_____

ATTEST:

\_\_\_\_\_  
Tony Lopez, President

\_\_\_\_\_  
Shawndel Meder, Clerk



*The following form of resolution should be adopted by your Board and entered in its minutes:*

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the resolution set forth below was adopted by the following vote:

Ayes:

Noes:

Absent:

#### **SPECIFICATIONS OF THE ELECTION ORDER**

RESOLVED, that pursuant to Education Code Sections 5304 and 5322, the authority for the specifications of the election order, I hereby specify the following with respect to the governing board member election in the Wheatland Union High School District.

Date of Election: November 8, 2022

Purpose of Election: To elect

- (1) Two (2) members to the Wheatland Union High School District Board of Trustees

#### **CLERK'S CERTIFICATE**

I hereby certify that the foregoing is a full true and correct excerpt from the Journal of the Wheatland Union High School District Board of Trustees pertaining to the adoption of the foregoing resolution, for a (regular) or (special) meeting held on \_\_\_\_\_, 2022, at \_\_\_\_\_ o'clock \_\_M.

\_\_\_\_\_  
Clerk of the Governing Board

1. Show measures, if any, to be printed on the ballot. Request to submit to voters question of increasing governing board members to five must be filed with the Superintendent of Schools no later than 100 days (July 29, 2022) prior to the election.
2. Pursuant to Education Code §5233, if your district is planning to have a measure(s) on the ballot for the November 8, 2022 election, the measure(s) must appear on the resolution.

File a copy with County Superintendent of Schools, at least 123 days (July 8, 2022) prior to the date of the election, pursuant to Education Code §5322.