MOUNT SHASTA UNION SCHOOL DISTRICT Governing Board: Regular Meeting

10/13/2020 07:00 PM

Join Zoom Meeting 91335795280
Closed Session 6:30 PM / Open Session- 7:00PM

AGENDA

This meeting will be recorded. A full recorded transcript of this board meeting may be available upon request. Contact the District Office (530) 926-6007.

1. **CLOSED SESSION AGENDA - 6:30 p.m.**
   Members of the public have the opportunity to address the board concerning the Closed Session Agenda Items.
   The board will adjourn to address the following items in Closed Session:

   1. Public Employee Appointment / Resignation / Retirement / Leaves (GC 54957)

      1. Reinstate 3.5-Hour Teacher Assistant

2. **Welcome/ Roll Call/ Pledge**
   Mission Statement: The mission of the Mount Shasta Union School District is to promote a system of educational excellence providing the opportunity for all students to become productive citizens and achieve high academic standards.

   1. Disclosure of Action in Closed Session, If Any
   2. Staff Recognition
   3. Monthly Reports

      1. Cash Balance
         $950,379.13
      2. Enrollment
         MSE - 176
         Sisson - 304
         Total - 480
      3. Certificated Staff
      4. MSETA
      5. Classified Staff
      6. CSEA
      7. Principal's Report: Mr. Riccomini
      8. Superintendent/Principal's Report: Mr. Barnhart

3. **Public Comments**
   At this time we would like to invite and welcome persons wishing to address the board

on any item on or not on the agenda to do so. You may choose to comment on Regular Agenda items now or when each item is opened for public comment later in the meeting. In the interest of order and time, presentations from the public are limited to 3 minutes per person, per topic. (Limit of 20 minutes per topic.)

1. Items on or not on the Agenda

4. Action Agenda I

1. Approval of the Agenda

5. Consent Agenda

1. Approve Minutes of the September 22, 2020 Regular Board Meeting 8
2. Approve Minutes of the September 29, 2020 Special Board Meeting 12
3. Approve Fund Transfers, Budget Transfers and Warrants 16
   $ 133,980.64 + $ 40,000 = $ 173,980.64
4. Approve Purchase Orders - September, 2020 26
5. Approve Quarterly Report on Williams Uniform Complaints 31

6. Action Agenda II

1. Approve BP 4140 4240 4340 Bargaining Units 33
   Approve
2. Approve BP 4141 4241 Collective Bargaining Agreement 39
   Approve
3. Approve BP 4143 Negotiations/Consultation 41
   Approve
4. Approve E 6163.4 Acceptable Use Agreement 45
   Approve
5. Approve BB 9000 Role of the Board 51
   Approve
6. Governance Handbook, Board Meeting Protocols: Public Comment Protocol and Behavior Norm Protocol 56
7. Financial Sub-committee: clarify its purpose, parameters and number of meetings 61
8. Approve Appointment of New Board Members In Lieu of Elections 62
   Approve

7. **Discussion Items**
   Except for approval of board policies (BP), administrative regulations (AR), and exhibits (E), the board reserves the option to also take action on any item appearing as a discussion item.

1. COVID-19 Update 63
2. Interscholastic Sports 64
3. MSUSD Parental Involvement Policy and Student-Family-School Compact 65
4. CBEDS and Enrollment Projections 71
5. Special Conversation Meeting 73
6. Multiple Tiered System of Support Pyramids (MTSS) 74
7. AR 4119.12 Title IX Sexual Harassment Complaint Procedures 83

8. **Items for Next Meeting**
9. **Board Comments**
10. **Adjournment**

Leading the Way to Maximize Student Achievement

2. 3. 2. Enrollment

Quick Summary / Abstract

MSE - 176
Sisson - 304
Total - 480

Supporting Documents

MSE 10-2020.pdf

Sisson 10-2020.pdf

Mt Shasta Elementary School

10/08/2020
11:53 AM

2020-2021

Enrollment by Grade and Teacher

Teacher	TK			K			1			2			3			ALL		
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
919 Garcia K3	1	1	2	-	-	-	-	-	-	-	-	-	-	-	-	1	1	2
919 Garcia K3	-	-	-	8	6	14	-	-	-	-	-	-	-	-	-	8	6	14
016 Reginato K1	-	-	-	7	8	15	-	-	-	-	-	-	-	-	-	7	8	15
917 Beggs 1C	-	-	-	-	-	-	9	8	17	-	-	-	-	-	-	9	8	17
008 Johnson 1A	-	-	-	-	-	-	8	9	17	-	-	-	-	-	-	8	9	17
023 White 1B	-	-	-	-	-	-	10	9	19	-	-	-	-	-	-	10	9	19
019 Kaye 2B	-	-	-	-	-	-	-	-	-	8	8	16	-	-	-	8	8	16
020 Laub I.S.	-	-	-	-	-	-	-	-	-	-	1	1	-	-	-	-	1	1
923 McWilliams 2C	-	-	-	-	-	-	-	-	-	8	7	15	-	-	-	8	7	15
006 Stokes 2A	-	-	-	-	-	-	-	-	-	7	9	16	-	-	-	7	9	16
010 Adkisson 3B	-	-	-	-	-	-	-	-	-	-	-	-	12	9	21	12	9	21
036 Wolmar 3A	-	-	-	-	-	-	-	-	-	-	-	-	11	12	23	11	12	23
School Total:	**1**	**1**	**2**	**15**	**14**	**29**	**27**	**26**	**53**	**23**	**25**	**48**	**23**	**21**	**44**	**89**	**87**	**176**

* Class total is calculated including Nonbinary gender students

Sisson School

2020-2021

Enrollment by Grade and Teacher

Teacher	4			5			6			7			8			ALL		
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total
031 Collord 4B	9	11	20	-	-	-	-	-	-	-	-	-	-	-	-	9	11	20
909 Keiner BRIDGE	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	2	-	2
913 Tinsman 4A	10	11	21	-	-	-	-	-	-	-	-	-	-	-	-	10	11	21
569 Wolmar, Kris 4C	11	11	22	-	-	-	-	-	-	-	-	-	-	-	-	11	11	22
929 Carpenter 5B	-	-	-	12	10	22	-	-	-	-	-	-	-	-	-	12	10	22
007 Hansen-Pigoni 5A	-	-	-	14	12	26	-	-	-	-	-	-	-	-	-	14	12	26
909 Keiner BRIDGE	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	1	1
029 Laub I.S.	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	1	1
910 Anderson 6A	-	-	-	-	-	-	16	13	29	-	-	-	-	-	-	16	13	29
918 Bleazard 6B	-	-	-	-	-	-	15	16	31	-	-	-	-	-	-	15	16	31
909 Keiner BRIDGE	-	-	-	-	-	-	2	-	2	-	-	-	-	-	-	2	-	2
909 Keiner BRIDGE	-	-	-	-	-	-	-	-	-	5	1	6	-	-	-	5	1	6
029 Laub I.S.	-	-	-	-	-	-	-	-	-	-	1	1	-	-	-	-	1	1
020 Savarese 7A	-	-	-	-	-	-	-	-	-	14	12	26	-	-	-	14	12	26
021 Schmidt 7B	-	-	-	-	-	-	-	-	-	13	11	24	-	-	-	13	11	24
930 Bourke 8A	-	-	-	-	-	-	-	-	-	-	-	-	13	20	33	13	20	33
976 DeArton 8B	-	-	-	-	-	-	-	-	-	-	-	-	18	15	33	18	15	33
909 Keiner BRIDGE	-	-	-	-	-	-	-	-	-	-	-	-	3	1	4	3	1	4
School Total:	**32**	**33**	**65**	**26**	**24**	**50**	**33**	**29**	**62**	**32**	**25**	**57**	**34**	**36**	**70**	**157**	**147**	**304**

* Class total is calculated including Nonbinary gender students

5. 1. Approve Minutes of the September 22, 2020 Regular Board Meeting

Supporting Documents

9-22-2020 Minutes.pdf

MOUNT SHASTA UNION SCHOOL DISTRICT
Governing Board: Regular Meeting
09/22/2020 07:00 PM
Join Zoom Webinar 91473531345
Closed Session 5:30 PM / Open Session- 7:00PM

Meeting Minutes
Printed : 10/9/2020 10:01 AM PST

This meeting will be recorded. A full recorded transcript of this board meeting may be available upon request. Contact the District Office (530) 926-6007.

Attendees

Voting Members
John Duncan, Trustee
Mona Gutierrez, Trustee
Kay Scovill, President
Nancy Swift, Trustee
Robert Winston, Clerk

1. **CLOSED SESSION AGENDA - 5:30 p.m.**
   Members of the public had the opportunity to address the board concerning the Closed Session Agenda Items.
   The board adjourned to address the following items in Closed Session:
   1. Conference with Labor Negotiatior (GC 54957.6): Certificated, Classified, and Unrepresented Bargaining Units: Barry Barnhart
      1. Negotiations regarding COVID-19 MOUs
   2. Government Code Section 54957 Public Employee Discipline / Dismissal / Release / Complaint
   3. Government Code Section 54957 Evaluation of Performance: Superintendent
2. **Welcome/ Roll Call/ Pledge**
   Trustee Scovill called the meeting to order at 7:17 p.m.

   Members present: Duncan, Gutierrez, Scovill, Swift.
   Trustee Winston arrived at 7:20 p.m
   1. Disclosure of Action in Closed Session, If Any
      9-22-2020 - The Board ratified the labor agreements with MSETA and CSEA.
3. **Reports**
   1. Cash Balance
      $ 696,851.09
   2. Enrollment
      MSE - 180
      Sisson - 304
      Total - 484
   3. Certificated Staff
   4. MSETA
      Mrs. Keiner - As we move forward into the 2020-2021 facing uncertainties due to COVID-19, MSETA and a the MSUSD administration are united in working together as a team with the end goal of educating the students.

5. Classified Staff
   Mrs. Smyth - The CSEA negotiating team appreciates the administration for the willingness to listen to the staff.
6. CSEA
7. Principal's Report: Mr. Riccomini
   Mr. Riccomini reported the following:

   - GATE
   - Strong Workforce Grant
   - Safety reminders
   - Staff collaboration

8. Superintendent/Principal's Report: Mr. Barnhart
   Mr. Barnhart reported the following:

   - Acknowledgement of the hard work from staff
   - Collaborative work
   - School Bus

4. **Public Hearing: Learning Continuity and Attendance Plan**
   Open: 7:30 p.m.
   Comments: A member of the public had the to address the board.
   Closed: 7:32 p.m.
5. **Public Comments**
   1. Items on or not on the Agenda
      Members of the public made public comments.
6. **Action Agenda I**
   1. Approval of the Agenda
7. **Consent Agenda**
   1. Approve Minutes of the September 8, 2020 Regular Board Meeting
   2. Approve Minutes of the September 11, 2020 Special Board Meeting
   3. Approve Sisson Surplus, Value $0
8. **Action Agenda II**
   1. Revise the MSUSD Four-Step School Reopening Plan
      Mr. Barnhart presented the revised version of the four-step reopening plan. The board discussed the revised plan. Members of the public had the opportunity to address the board about the revised plan.

      Trustee Scovill made a motion to suspend rules to reconsider this item. Trustee Winston seconded.
      Motion made by: Kay Scovill
      Motion seconded by: Robert Winston
      Voting:
      Unanimously Approved

      Motion made by: Robert Winston to approve the MSUSD Four-Step Reopening Plan as amended with removing the cohort language from step 3.
      Motion seconded by: Nancy Swift
      Voting:
      Unanimously Approved

   2. Decide Whether to Authorize Movement to Step 3
      Mr. Barnhart stated that staff is ready to move forward. The board discussed the reopening plan and discussed a two-week notice. Members of the public had the opportunity to address the board in regard to the movement to step 3.

      Trustee Gutierrez moved to authorize movement to Step 3 - a hybrid model - with students returning on Oct. 12 and asked Mr. Barnhart to let parents and office staff know asap.

Motion made by: Mona Gutierrez
Motion seconded by: John Duncan
Voting:
Unanimously Approved

3. Approve Process for Building Board Agendas
   Mr. Barnhart presented current board bylaws on building board agendas. The board discussed the process of building board agendas. No public comments.

   Trustee Winston moved to adhere to board bylaws when building board agendas.
   Motion made by: Robert Winston
   Motion seconded by: Nancy Swift
   Voting:
   Unanimously Approved
4. Approve Facility Inspection Tools (FIT) for MSE and Sisson
   Mr. Barnhart presented the FIT for MSE and Sisson. The board discussed the tools at the last board meeting.
   Trustee Swift moved to approve the Facility Inspection Tools (FIT) for MSE and Sisson as presented.
   Motion made by: Nancy Swift
   Motion seconded by: Mona Gutierrez
   Voting:
   Unanimously Approved

9. Discussion Items

1. Learning Continuity and Attendance Plan
   Mr. Barnhart presented the Learning Continuity and Attendance Plan. The board discussed the plan. Members of the public had the opportunity to address the board in regard to the plan presented. This document will be back for approval at the September 29 meeting.
2. COVID-19 Spending
   Mr. Barnhart updated the board on COVID-19 spending. $180,000 remain, and the funds need to be utilized soon. He reminded the board that these are one time funds. Mr. Barnhart will host a meeting with families on Oct 8, 2020 to hear their input on how to use the funds. Members of the public addressed the board in regard to COVID-19 spending. The board discussed the funds and increasing counseling services opportunities for the 2020-2021 school year as an option.
3. Appoint Two Board Members for a Round Table Discussion with MSETA
   The board discussed appointing two board members for a round table discussion with MSETA . Mona Gutierrez and Nancy Swift volunteered.

10. Items for Next Meeting

MTSS Pyramids

11. Board Comments

Trustee Gutierrez suggested considering having two hybrid schedules, K-5 and 6-8.

12. Adjournment

At 9:24 p.m., the board reconvened to closed session.
At 9:55 p.m., Trustee Scovill reconvened to open session - No reportable action.
Trustee Scovill adjourned the meeting at 9:56 p.m.

Respectfully submitted,

_____
Barry Barnhart
Superintendent and Secretary to the Board

_____ _____

Kay Scovill, Board President | Robert Winston, Clerk

5. 2. Approve Minutes of the September 29, 2020 Special Board Meeting

Supporting Documents

9-29-2020 Minutes.pdf

MOUNT SHASTA UNION SCHOOL DISTRICT
Governing Board: Regular Meeting
09/29/2020 07:00 PM
Join Zoom Webinar 99444858637
Closed Session 6:00 PM / Open Session- 7:00PM

Meeting Minutes
Printed : 10/9/2020 10:00 AM PST

This meeting will be recorded. A full recorded transcript of this board meeting may be available upon request. Contact the District Office (530) 926-6007.

Attendees

Voting Members
John Duncan, Trustee
Mona Gutierrez, Trustee
Kay Scovill, President
Nancy Swift, Trustee
Robert Winston, Clerk

1. **CLOSED SESSION AGENDA - 6:00 p.m.**
   Members of the public had the opportunity to addressed the board concerning the Closed Session Agenda Items. No public comments.

   The board adjourned to address the following items in Closed Session:
   1. Conference with Labor Negotiator (GC54957.6)
      1. Negotiations regarding COVID-19 MOUs
   2. Public Employee Appointment / Resignation / Retirement / Leaves (GC 54957)
      1. Approve to Reinstate 3.5-Hour Teacher Assistant
   3. Public Employee Discipline / Dismissal / Release (GC 54957)
   4. Public Employee Performance Evaluation: Superintendent (GC 54957)
2. **Welcome/ Roll Call/ Pledge**
   Trustee Scovill called the meeting to order at 7:02 p.m.
   Members Present: Duncan, Gutierrez, Scovill, Swift, Winston.
   1. Disclosure of Action in Closed Session, If Any
      9/29/2020 - Trustee Scovill reported: The board ratified the MSETA COVID-19 MOU.
   2. Reports
      1. Cash Balance
         $ 696,851.09
      2. Enrollment
         MSE - 178
         Sisson - 305
         Total - 483
      3. Certificated Staff
         Mrs. Keiner - Appreciate the hard work from the board, administration, staff, and parents
      4. MSETA
      5. Classified Staff

Mrs. Smyth - Appreciates how much the superintendent takes into consideration the staff and students. October is school bus awareness month.

6. CSEA
7. Principal's Report: Mr. Riccomini
   Mr. Riccomini reported the following:

   - Athletics
     - No organized sports until 2021
     - Siskiyou Co. School Sports
   - Custodial Staff
   - Appreciation to staff
     - TAs
     - Teachers
     - Maintenance
     - Custodial
     - Office
     - Families

8. Superintendent/Principal's Report: Mr. Barnhart
   Mr. Barnhart reported the following:

   - Appreciates Classified and Certificated Collaboration
   - Staff meetings
   - Maintenance

3. Public Comments

1. Items on or not on the Agenda
   Members of the public had the opportunity to address the board about topics on or not on the agenda.

4. Action Agenda I

1. Approval of the Agenda
   Motion made by: Mona Gutierrez
   Motion seconded by: Nancy Swift
   Voting:
   Unanimously Approved

5. Consent Agenda

6. Action Agenda II

1. Approve the Learning Continuity and Attendance Plan
   Mr. Barnhart - Presented the revised Learning Continuity and Attendance Plan. The board discussed the Learning Continuity and Attendance Plan.

   Trustee Gutierrez moved to approve the learning continuity and attendance plan.
   Motion made by: Mona Gutierrez
   Motion seconded by: Nancy Swift
   Voting:
   Unanimously Approved
2. Review the MSUSD Four-Step School Reopening Plan
   Mr. Barnhart presented the revised version of the Four-Step Reopening Plan. Members of the public had the opportunity to address the board in regard to the Four-Step Reopening Plan.

   Trustee Scovill suggested several changes, and Trustee Gutierrez moved to approve the plan as revised.
   Motion made by: Mona Gutierrez
   Motion seconded by: Nancy Swift
   Voting:
   Unanimously Approved

7. Discussion Items

1. Hybrid Schedules
   Mr. Barnhart presented the hybrid schedules, and the board discussed them.
   Members of the public had the opportunity to address the board in regard to the hybrid schedules.
2. Reopening Progress
   Mr. Barnhart gave an update on the reopening progress, and the board discussed it.
   Members of the public had the opportunity to address the board on this topic.

8. **Items for Next Meeting**
   None
9. **Board Comments**
   None
10. **Adjournment**
    8:38 p.m. - The board reconvened to closed session.
    8:57 p.m. - Trustee Scovill reconvened to open session - no reportable action.
    8:58 p.m. - Trustee Scovill adjourned the meeting.

Respectfully Submitted,

_____
Barry Barnhart
Superintendent and Secretary to the Board

Kay Scovill, Board President

Robert Winston, Clerk

5. 3. Approve Fund Transfers, Budget Transfers and Warrants

Quick Summary / Abstract

$ 133,980.64 + $ 40,000 = $ 173,980.64

Supporting Documents

Batch #0920.pdf

Batch #0922.pdf

Batch # 0920

SISKIYOU COUNTY OFFICE OF EDUCATION
REQUEST FOR WARRANT PROCESSING

District # 26 District Name: Mount Shasta Union School District

Fund #	Fund Name	District Total	Audited Total
01	General Fund	$ 113,701.06	
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Fund	$ 3,550.90	
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund (Other than Capital Outlay)	XXXXXXXX	XXXXXXXX
25	Capital Facilities Fund (Developer Fees)	$ 16,728.68	
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
	Batch Total	$ 133,980.64	

By order of the governing board, the Siskiyou County Office of Education is authorized to draw warrants to the claimants of said school district as per attached listing:

Trustee _____ Trustee _____

Trustee _____ Trustee _____

Trustee _____ Trustee _____

Trustee _____

District Superintendent/Administrator: _____ Date: _____

Board Approval Date: _____ Mail: X Hold: _____

For Siskiyou County Office of Education Use Only

Audited By: _____ Audited Date: _____

File: Business Services; Forms; SCOE Forms; Business Department Forms: Request for Warrant Processing /jc 1.18.17

Vendor/Addr Remit name / Req Reference	Date	Description	Tax ID num	Deposit type	FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS	EE ES	E-Term Liq Amt	E-ExtRef Net Amount
201942/00 AMAZON CAPITAL SERVICES INC.								
PO-210119	08/27/2020	DKJ3NX AIR PURIFIERS		1	01-3210-0-4300-0000-8100-000-00000 NN P		9,926.74	9,926.74
PO-210132	08/25/2020	STUDENT DEVICES		1	01-3210-0-4300-1110-1000-000-00000 NN F		140.18	140.18
PO-210138	09/07/2020	1C47DC MSE OFFICE SUPPLIES		1	01-1100-0-4300-0000-2700-002-00000 NN P		70.98	70.98
PO-210138	08/30/2020	GP1MRJ MSE OFFICE SUPPLIES		1	01-1100-0-4300-0000-2700-002-00000 NN F		253.97	253.97
PO-210142	08/29/2020	QT17GK RICCOMINI CLASS SUPP		1	01-3010-0-4300-1110-1000-000-00000 NN F		218.62	218.62
PO-210147	09/02/2020	QYHVCN COVID SUPPLIES		1	01-3210-0-4300-0000-8100-000-00000 NN P		2,338.39	2,338.39
PO-210148	09/02/2020	3N7J9L KEINER CLASS SUPPLIES		1	01-1100-0-4300-1110-1000-003-00000 NN F		165.88	165.88
PO-210149	09/05/2020	CJCDCC COVID SUPPLIES		1	01-3210-0-4300-1110-1000-000-00000 NN F		26.85	26.85
PO-210152	09/09/2020	RHMTQN STEM BOX SUPPLIES		1	01-4127-0-4300-1110-1000-000-00000 NN P		143.73	143.73
PO-210152	09/12/2020	MWQTN STEM BOX SUPPLIES		1	01-4127-0-4300-1110-1000-000-00000 NN F		219.99	219.99
PO-210153	09/11/2020	MCDYMY BEGGS CLASS SUPPLIES		1	01-1100-0-4300-1110-1000-002-00000 NN P		10.74	10.74
PO-210153	09/10/2020	GC3MXX BEGGS CLASSROOM SUPP		1	01-1100-0-4300-1110-1000-002-00000 NN F		35.46	35.46
PO-210156	09/04/2020	1CRH6Y LEARNING LOSS MATERIALS		1	01-3210-0-4300-1110-1000-000-00000 NN F		99.64	99.64
PO-210158	09/10/2020	MC4YYN COVID SUPPLIES		1	01-3210-0-4300-0000-8100-000-00000 NN P		653.41	653.41
PO-210158	09/11/2020	XW7Q6N COVID SUPPLIES		1	01-3210-0-4300-0000-8100-000-00000 NN F		193.45	193.45
PV-210020	08/20/2020	VGQGWF CREDIT MEMO			01-3210-0-4300-1110-1000-000-00000 NN			-19.17
		TOTAL PAYMENT AMOUNT			14,478.86 *			14,478.86
201704/00 AMERIGAS								
PO-210011	09/11/2020	552146 PROPANE		1	01-0000-0-5500-0000-8100-000-00000 NN P		110.94	110.94
PO-210011	09/11/2020	534031 PROPANE		1	01-0000-0-5500-0000-8100-000-00000 NN P		120.34	120.34
PO-210011	09/11/2020	534029 PROPANE		1	01-0000-0-5500-0000-8100-000-00000 NN P		1,475.06	1,475.06
		TOTAL PAYMENT AMOUNT			1,706.34 *			1,706.34
201060/00 ANDERSON, STACIA								
PV-210021	09/08/2020	REIMBURSE STEM SUPPLIES			01-4127-0-4300-1110-1000-000-00000 NN			103.18
		TOTAL PAYMENT AMOUNT			103.18 *			103.18
201325/00 AT&T								
PO-210035	09/02/2020	BAN #9391027443 IN #15271313		1	01-0230-0-5900-0000-3600-000-00000 NN P		19.27	19.27
PO-210036	09/02/2020	BAN #9391027444 IN #15271314		1	01-0000-0-5900-0000-2700-002-00000 NN P		140.31	140.31
PO-210037	09/02/2020	BAN #9391027445 IN #15271315		1	01-0000-0-5900-0000-2700-003-00000 NN P		140.32	140.32
PO-210038	09/02/2020	BAN #9391027446 IN #15271316		1	01-0000-0-5900-0000-7200-001-00000 NN P		128.43	128.43
		TOTAL PAYMENT AMOUNT			428.33 *			428.33
201361/00 BEGGS, SARAH								
PO-210103	09/08/2020	REIMBURSE CLASSROOM SUPPLIES		1	01-1100-0-4300-1110-1000-002-00000 NN F		200.00	169.82
		TOTAL PAYMENT AMOUNT			169.82 *			169.82
202118/00 BIG VALLEY SANITATION								
PO-210717	08/31/2020	76806 HANDWACHING RENTALS		1	01-3210-0-5600-0000-8100-000-00000 NN P		280.00	280.00
PO-210717	08/31/2020	76807 HANDWASHING STATION		1	01-3210-0-5600-0000-8100-000-00000 NN P		180.00	180.00
		TOTAL PAYMENT AMOUNT			460.00 *			460.00
024840/00 CALIFORNIA SAFETY COMPANY								
PO-210016	09/01/2020	453951 MSE ALARM		1	01-0000-0-5500-0000-8100-000-00000 NY P		25.00	25.00
PO-210016	09/01/2020	453951 MSE ALARM		2	01-0000-0-5600-0000-8100-000-00000 NY P		50.00	50.00
PO-210017	09/01/2020	455001 SISSON CCTV LEASE		1	01-0000-0-5600-0000-8100-000-00000 NY F		2,365.00	215.00
PO-210017	09/01/2020	455001 DO CCTV LEASE		2	01-0000-0-5600-0000-7200-001-00000 NY P		80.00	80.00
		TOTAL PAYMENT AMOUNT			370.00 *			370.00
201334/00 CARPENTER, CLAUDIA								
PV-210033	09/14/2020	REIMBURSE CLASSROOM SUPPLIES			01-1100-0-4300-1110-1000-003-00000 NN			134.35
		TOTAL PAYMENT AMOUNT			134.35 *			134.35
028961/00 CASCADE GLASS COMPANY INC								
PO-210091	08/21/2020	C58632 MAINTENANCE REPAIRS		1	01-8150-0-5600-0000-8100-000-00000 NN F		528.50	528.50
		TOTAL PAYMENT AMOUNT			528.50 *			528.50

022557/00 CDW GOVERNMENT

PO-210087	08/27/2020	143857 GOOGLE LICENSES	1	01-3210-0-5800-1110-1000-000-00000	NN	F	1,200.00	1,200.00
		TOTAL PAYMENT AMOUNT		1,200.00 *				1,200.00

110375/00 CITY OF MT SHASTA

PO-210012	09/01/2020	SEPT SISSON WATER/SEW/GARB	1	01-0000-0-5500-0000-8100-000-00000	NN	P	808.99	808.99
PO-210012	09/01/2020	SEPT SISSON WATER/SEWER	1	01-0000-0-5500-0000-8100-000-00000	NN	P	1,142.79	1,142.79
PO-210012	09/01/2020	SEPT MSE WATER/SEWER	1	01-0000-0-5500-0000-8100-000-00000	NN	P	135.96	135.96
PO-210012	09/14/2020	SEPT MSE WATER/SEW/GARB	1	01-0000-0-5500-0000-8100-000-00000	NN	P	993.29	993.29
		TOTAL PAYMENT AMOUNT		3,081.03 *				3,081.03

200887/00 COASTAL BUSINESS SYSTEMS INC

PO-210028	08/31/2020	27705327 SISSON COPIER LEASE	1	01-0000-0-5600-0000-2700-003-00000	NN	P	265.00	265.00
PO-210028	08/31/2020	27705327 SISSON COPIER LEASE	2	01-0000-0-5600-1110-1000-003-00000	NN	P	707.52	707.52
PO-210029	08/28/2020	2768653 MSE COPIER LEASE	1	01-0000-0-5600-0000-2700-002-00000	NN	P	175.47	175.47
PO-210030	09/10/2020	27783409 MSE SAFF COPIER	1	01-0000-0-5600-1110-1000-002-00000	NN	P	687.56	687.56
		TOTAL PAYMENT AMOUNT		1,835.55 *				1,835.55

046725/00 DON R ERICKSON OIL INC

PO-210005	09/01/2020	AUGUST MAINTENANCE FUEL	1	01-1100-0-4300-0000-8100-000-00000	NN	P	47.28	47.28
		TOTAL PAYMENT AMOUNT		47.28 *				47.28

200941/00 DTSC

PV-210022	08/25/2020	2020 HAZARDOUS WASTE FEE		01-0000-0-5800-0000-8100-000-00000	NN			175.00
		TOTAL PAYMENT AMOUNT		175.00 *				175.00

201931/00 EMPOWER CONSULTING

PV-210023	08/12/2020	224 MATH GENIUS SQUAD- ADKISSO		01-4127-0-5800-1110-1000-000-00000	NN			264.00
		TOTAL PAYMENT AMOUNT		264.00 *				264.00

202074/00 FRAGOSO, FRANCISCO

PV-210024	08/24/2020	REIMBURSE BUS DRIVER PHYSICAL		01-0230-0-5800-0000-3600-000-00000	NN			110.00
		TOTAL PAYMENT AMOUNT		110.00 *				110.00

200036/00 KEINER, CHERYL

PV-210025	09/01/2020	REIMBURSE CLASSROOM SUPPLIES		01-1100-0-4300-1110-1000-003-00000	NN			35.82
		TOTAL PAYMENT AMOUNT		35.82 *				35.82

201069/00 LOZANO SMITH LLP

PO-210022	09/10/2020	AUGUST LEAGAL FEES	1	01-0000-0-5800-0000-7100-001-00000	NY	P	1,140.00	1,140.00
		TOTAL PAYMENT AMOUNT		1,140.00 *				1,140.00

201714/00 MENDES SUPPLY COMPANY

PO-210021	09/02/2020	R045765 MAINTENANCE SUPPLIES	1	01-1100-0-4300-0000-8100-000-00000	NN	P	25.16	25.16
		TOTAL PAYMENT AMOUNT		25.16 *				25.16

201660/00 MT SHASTA LAUNDROMAT

PO-210008	09/14/2020	496249 LAUNDRY	1	01-0000-0-5500-0000-8100-000-00000	NY	P	360.90	360.90
		TOTAL PAYMENT AMOUNT		360.90 *				360.90

201651/00 NORTH COAST SCHOOLS' MEDICAL

PO-210070	09/03/2020	SEPT CERTIFICATED INSURANCE	1	01-0000-0-9514-0000-0000-000-00000	NN	P	48,932.33	48,932.33
		TOTAL PAYMENT AMOUNT		48,932.33 *				48,932.33

118640/00 NORTHLAND CABLE

PO-210031	09/02/2020	177218539 SISSON INTERNET	1	01-0000-0-5900-0000-2700-003-00000	NN	P	1,000.00	1,000.00
PO-210031	09/02/2020	ERATE CREDIT	2	01-0000-0-8699-0000-2700-003-00000	NN	M	0.00	-700.00
		TOTAL PAYMENT AMOUNT		300.00 *				300.00

202114/00 NORTHLAND CABLE

PO-210032	09/02/2020	ERATE CREDIT	2	01-0000-0-8699-0000-2700-002-00000	NN	M	0.00	-700.00
PO-210032	09/02/2020	177218523 MSE INTERNET	1	01-0000-0-5900-0000-2700-002-00000	NN	P	1,004.75	1,004.75
		TOTAL PAYMENT AMOUNT		304.75 *				304.75

202115/00 NORTHLAND CABLE

PO-210033	09/02/2020	177554345 BUS BARN INTERNET	1	01-0230-0-5900-0000-3600-000-00000	NN	P	105.84	105.84
		TOTAL PAYMENT AMOUNT		105.84 *				105.84

119783/00 OFFICE DEPOT

PO-210078	09/03/2020	213001 DISTRICT SUPPLIES	1	01-0000-0-4300-0000-7200-001-00000	NN	P	16.70	16.70
PO-210101	08/17/2020	731001 STU PAPER REMOTE LEARN	1	01-3210-0-4300-1110-1000-000-00000	NN	F	386.87	386.87
PO-210102	08/14/2020	231002 SISSON OFFICE SUPPLIES	1	01-1100-0-4300-0000-2700-003-00000	NN	F	25.91	25.93
PO-210104	08/20/2020	9663001 MCWILLIAMS	1	01-1100-0-4300-1110-1000-002-00000	NN	P	7.51	7.51
PO-210104	08/19/2020	806002 MCWILLIAMS CLASS SUPP	1	01-1100-0-4300-1110-1000-002-00000	NN	P	21.75	21.75
PO-210105	08/19/2020	679001 MAINTENANCE SUPPLIES	1	01-1100-0-4300-0000-8100-000-00000	NN	F	18.26	18.26
PO-210106	08/14/2020	752001 HP CLASSROOM SUPPLIES	1	01-1100-0-4300-1110-1000-003-00000	NN	P	301.95	301.95
PO-210106	08/14/2020	7000001 HP CLASSROOM SUPPLIES	1	01-1100-0-4300-1110-1000-003-00000	NN	P	128.79	128.79
PO-210106	08/14/2020	754001 HP CLASSROOM SUPPLIES	1	01-1100-0-4300-1110-1000-003-00000	NN	P	2.03	2.03
PO-210106	08/14/2020	944001 HP CLASSROOM SUPPLIES	1	01-1100-0-4300-1110-1000-003-00000	NN	F	13.51	13.51
PO-210109	08/17/2020	338001 K WOLMAR SUPPLIES	1	01-1100-0-4300-1110-1000-002-00000	NN	P	115.47	115.47
PO-210109	08/17/2020	798001 K WOLMAR CLASSROOM SUPP	1	01-1100-0-4300-1110-1000-002-00000	NN	P	28.67	28.67
PO-210109	08/17/2020	799001 K WOLMAR CLASSROOM SUPP	1	01-1100-0-4300-1110-1000-002-00000	NN	F	33.28	33.28
PO-210111	09/19/2020	560001 COVID SUPPLIES	1	01-3210-0-4300-1110-1000-000-00000	NN	F	37.93	37.93
PO-210120	08/19/2020	104001 REINIG CLASSROOM SUPP	1	01-3010-0-4300-1110-1000-000-00000	NN	F	134.31	134.31
PO-210124	08/25/2020	014002 STOKES CLASSROOM SUPP	1	01-1100-0-4300-1110-1000-002-00000	NN	P	19.02	19.02
PO-210124	08/19/2020	245001 STOKES CLASSROOM SUPP	1	01-1100-0-4300-1110-1000-002-00000	NN	P	31.73	31.73
PO-210124	08/20/2020	014001 STOKES CLASSROOM SUPP	1	01-1100-0-4300-1110-1000-002-00000	NN	P	18.25	18.25
PO-210125	09/19/2020	469001 KAYE CLASSROOM SUPP	1	01-1100-0-4300-1110-1000-002-00000	NN	P	6.76	6.76
PO-210125	08/19/2020	131001 KAYE CLASSROOM SUPP	1	01-1100-0-4300-1110-1000-002-00000	NN	P	20.16	20.16
PO-210125	08/20/2020	468001 KAYE CLASSROOM SUPPLIES	1	01-1100-0-4300-1110-1000-002-00000	NN	F	27.92	27.74
PO-210127	08/19/2020	932001 SAVARESE CLASSROOM SUPP	1	01-1100-0-4300-1110-1000-003-00000	NN	F	78.02	78.02
PO-210133	08/25/2020	086001 DISTRICT SUPPLIES	1	01-0000-0-4300-0000-7200-001-00000	NN	P	26.02	26.02
PO-210133	08/26/2020	086002 DISTRICT SUPPLIES	1	01-0000-0-4300-0000-7200-001-00000	NN	F	25.25	25.25
PO-210143	09/26/2020	646001 DISTRICT PAPER	1	01-3210-0-4300-1110-1000-000-00000	NN	F	193.44	193.44
PO-210144	08/31/2020	362001 SISSON OFFICE SUPPLIES	1	01-1100-0-4300-0000-2700-003-00000	NN	F	24.59	24.59
		TOTAL PAYMENT AMOUNT		1,743.94 *				1,743.94

123000/00 PACIFIC POWER

PO-210025	08/20/2020	MSE PORTABLE AUGUST POWER	1	01-0000-0-5500-0000-8100-000-00000	NN	P	74.18	74.18
		TOTAL PAYMENT AMOUNT		74.18 *				74.18

127162/00 PITNEY BOWES

PO-210019	08/30/2020	3104161107 SISSON POSTAGE LEAS	1	01-0000-0-5600-0000-2700-003-00000	NN	P	265.42	265.42
		TOTAL PAYMENT AMOUNT		265.42 *				265.42

200015/00 PRECISION ALARM SYSTEMS INC

PO-210073	09/09/2020	862414 ALARM MONITORING	1	01-0000-0-5500-0000-8100-000-00000	NN	P	65.00	65.00
		TOTAL PAYMENT AMOUNT		65.00 *				65.00

132480/00 RAMSHAW'S ACE HARDWARE

PO-210015	08/25/2020	AUGUST MAINTENANCE SUPPLIES	1	01-1100-0-4300-0000-8100-000-00000	N	P	942.58	942.58
		TOTAL PAYMENT AMOUNT		942.58 *				942.58

201399/00 SASSARINI, LAURENCE

PO-210113	09/09/2020	REIMBURSE RETIREE BENEFITS	1	01-0000-0-9514-0000-0000-000-00000	NN	P	135.44	135.44
		TOTAL PAYMENT AMOUNT		135.44 *				135.44

201143/00 SCHOOLYARD COMMUNICATIONS

PO-210126	09/02/2020	20710338 ADA BOOKLET	1	01-3210-0-5800-0000-2700-000-00000	NN	F	530.00	530.00
		TOTAL PAYMENT AMOUNT		530.00 *				530.00

138826/00 SISC

PO-210069	09/01/2020	SEPTEMBER CLASSIFIED INSURANCE	1	01-0000-0-9514-0000-0000-000-00000	NN	P	26,234.73	26,234.73
		TOTAL PAYMENT AMOUNT		26,234.73 *				26,234.73

149460/00 SISKIYOU COUNTY OFFICE OF ED

PV-210026	09/01/2020	210150 AUDIT FEES 2ND BILL 15%			01-0000-0-5800-0000-7191-000-00000	NN				2,010.00
		TOTAL PAYMENT AMOUNT			2,010.00 *					2,010.00

149649/00 SISKIYOU FIRE EQUIPMENT

PO-210062	09/14/2020	OPEN		1	01-8150-0-5600-0000-8100-000-00000	NY	O	-50.00		0.00
PO-210062	08/17/2020	19467 SISSON ANNUAL SERVICE		1	01-8150-0-5600-0000-8100-000-00000	NY	F	50.00		36.00
		TOTAL PAYMENT AMOUNT			36.00 *					36.00

151430/00 SKINNER'S TRUCK REPAIR

PO-210007	09/14/2020	62015 BUS #5 REPAIRS		1	01-0230-0-5600-0000-3600-000-00000	NN	P	733.78		733.78
PO-210007	09/14/2020	62100 BUS #3 REPAIRS		1	01-0230-0-5600-0000-3600-000-00000	NN	P	150.00		150.00
PO-210007	09/14/2020	62104 BUS #5 REPAIRS		1	01-0230-0-5600-0000-3600-000-00000	NN	P	150.00		150.00
		TOTAL PAYMENT AMOUNT			1,033.78 *					1,033.78

156010/00 STANDARD INSURANCE COMPANY

PO-210013	09/01/2020	SEPT LIFE INSURANCE		1	01-0000-0-9514-0000-0000-000-00000	NN	P	28.80		28.80
PO-210013	09/01/2020	SEPT LIFE INSURANCE		1	01-0000-0-9514-0000-0000-000-00000	NN	P	232.80		232.80
PO-210013	09/01/2020	SEPT SUPPLEMENTAL LIFE		1	01-0000-0-9514-0000-0000-000-00000	NN	P	682.48		682.48
		TOTAL PAYMENT AMOUNT			944.08 *					944.08

201943/00 U.S. BANK CORPORATE PAYMENT

PO-210129	09/07/2020	COVID SUPPLIES- FACESHIELDS		1	01-3210-0-4300-1110-1000-000-00000	YN	F	1,992.43		1,857.43
PO-210131	09/15/2020	ZOON BOARD MEETING		1	01-3210-0-5800-0000-7100-001-00000	NN	P	204.99		204.99
PV-210034	09/15/2020	BARNHART- PHYSICAL			01-0230-0-5800-0000-3600-000-00000	NN				180.00
PV-210034	09/15/2020	SUMMER MAINTENANCE MEAL			01-0000-0-4300-0000-7200-001-00000	NN				128.92
PV-210034	09/15/2020	MSE DOMAIN RENEWAL			01-0000-0-5800-0000-2700-002-00000	NN				119.97
PV-210034	09/15/2020	SISSON DOMAIN RENEWAL			01-0000-0-5800-0000-2700-003-00000	NN				119.97
		TOTAL PAYMENT AMOUNT			2,611.28 *					2,611.28
		TOTAL USE TAX AMOUNT								139.31

201638/00 U.S. BANK EQUIPMENT FINANCE

PO-210047	08/21/2020	091348 DISTRICT COPIER LEASE		1	01-0000-0-5600-0000-7200-001-00000	NN	P	283.98		283.98
		TOTAL PAYMENT AMOUNT			283.98 *					283.98

201850/00 WALTER E NELSON CO

PO-210020	08/27/2020	123475 MAINTENANCE SUPPLIES		1	01-1100-0-4300-0000-8100-000-00000	NN	P	89.20		89.20
PO-210118	08/18/2020	122962 COVID 19 SUPPLIES		1	01-3210-0-4300-0000-8100-000-00000	NN	P	193.50		193.50
PO-210118	08/27/2020	123476 COIVD 19 SUPPLIES		1	01-3210-0-4300-0000-8100-000-00000	NN	P	179.95		179.95
PO-210118	09/09/2020	123799 COVID 19 SUPPLIES		1	01-3210-0-4300-0000-8100-000-00000	NN	P	30.96		30.96
		TOTAL PAYMENT AMOUNT			493.61 *					493.61
		TOTAL FUND	PAYMENT		113,701.06 **					113,701.06
		TOTAL USE TAX AMOUNT								139.31

Vendor/Addr Remit name / Req Reference	Date	Description	Tax ID num	Deposit type	FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS	ABA num Account num	EE ES	E-Term Liq Amt	E-ExtRef Net Amount
046725/00 DON R ERICKSON OIL INC									
PO-210005	09/01/2020	AUGUST FOOD SERVICE FUEL		3	13-5310-0-4300-0000-3700-000-00000	NN	P	94.21	94.21
		TOTAL PAYMENT AMOUNT			94.21 *				94.21
201114/00 MT SHASTA AREA NEWSPAPERS									
PV-210027	09/15/2020	L8773 MEDIA RELEASE			13-5310-0-5800-0000-3700-000-00000	NN			165.30
		TOTAL PAYMENT AMOUNT			165.30 *				165.30
200672/00 PERUZZI, ERAN									
PV-210035	09/14/2020	REIMBURSE FOOD SERVICE SUPP			13-5310-0-4300-0000-3700-000-00000	NN			31.97
		TOTAL PAYMENT AMOUNT			31.97 *				31.97
133011/00 RAY'S FOOD PLACE - MT SHASTA									
PV-210028	08/31/2020	1755133 FOOD SERVICE SUPPLIES			13-5310-0-4700-0000-3700-000-00000	NN			20.97
PV-210029	09/01/2020	1730726 FOOD SERVICE SUPPLIES			13-5310-0-4700-0000-3700-000-00000	NN			41.94
		TOTAL PAYMENT AMOUNT			62.91 *				62.91
138826/00 SISC									
PO-210069	09/01/2020	SEPTEMBER CLASSIFIED INSURANCE		2	13-5310-0-9514-0000-0000-000-00000	NN	P	972.87	972.87
		TOTAL PAYMENT AMOUNT			972.87 *				972.87
117985/00 SISKIYOU DISTRIBUTING CO									
PO-210140	08/24/2020	391074 DAIRY PRODUCTS		1	13-5310-0-4700-0000-3700-000-00000	NN	P	71.50	71.50
PO-210140	09/02/2020	391508 DAIRY PRODUCTS		1	13-5310-0-4700-0000-3700-000-00000	NN	P	86.00	86.00
PO-210140	09/07/2020	391750 DAIRY PRODUCTS		1	13-5310-0-4700-0000-3700-000-00000	NN	P	86.00	86.00
PO-210140	09/11/2020	391964A DAIRY PRODUCTS		1	13-5310-0-4700-0000-3700-000-00000	NN	P	86.00	86.00
		TOTAL PAYMENT AMOUNT			329.50 *				329.50
200309/00 SYSCO FOOD SERVICES									
PO-210135	09/09/2020	901233 FOOD SERVICE SUPPLIES		1	13-5310-0-4700-0000-3700-000-00000	NN	P	513.68	513.68
PO-210135	08/26/2020	884885 FOOD SERVICE SUPPLIES		1	13-5310-0-4700-0000-3700-000-00000	NN	P	343.79	343.79
PO-210135	08/26/2020	884885 FOOD SERRVICE SUPPLIES		2	13-5310-0-4300-0000-3700-000-00000	NN	P	132.80	132.80
PO-210135	09/02/2020	894317 FOOD SERRVICE SUPPLIES		2	13-5310-0-4300-0000-3700-000-00000	NN	P	126.59	126.59
PO-210135	09/02/2020	894317 FOOD SERRVICE SUPPLIES		1	13-5310-0-4700-0000-3700-000-00000	NN	P	777.28	777.28
		TOTAL PAYMENT AMOUNT			1,894.14 *				1,894.14
		TOTAL FUND PAYMENT			3,550.90 **				3,550.90

Vendor/Addr Remit name / Req Reference	Date	Description	Tax ID num	Deposit type / FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS	ABA num Account num	EE ES Liq	E-Term Amt	E-ExtRef Net Amount
142620/00 JACK SCHREDER & ASSOCIATES INC								
PV-210030	08/26/2020	31019 DEVELOPER FEE STUDY		25-9875-0-5800-0000-7200-001-00000 NN				4,168.68
		TOTAL PAYMENT AMOUNT		4,168.68 *				4,168.68
201069/00 LOZANO SMITH LLP								
PV-210032	09/10/2020	DEVELOPER FEE LEGAL FEES		25-9875-0-5800-0000-7200-001-00000 NY				1,160.00
		TOTAL PAYMENT AMOUNT		1,160.00 *				1,160.00
116875/00 NICHOLS MELBURG & ROSSETTO								
PV-210031	07/31/2020	19289408 HVAC UPGRADES		25-9875-0-5800-0000-8100-000-00000 NN				11,400.00
		TOTAL PAYMENT AMOUNT		11,400.00 *				11,400.00
		TOTAL FUND PAYMENT		16,728.68 **				16,728.68
		TOTAL BATCH PAYMENT		133,980.64 ***		0.00		133,980.64
		TOTAL USE TAX AMOUNT						139.31
		TOTAL DISTRICT PAYMENT		133,980.64 ****		0.00		133,980.64
		TOTAL USE TAX AMOUNT						139.31
		TOTAL FOR ALL DISTRICTS:		133,980.64 ****		0.00		133,980.64
		TOTAL USE TAX AMOUNT						139.31

Number of checks to be printed: 49, not counting voids due to stub overflows. 133,980.64

Batch # 0922

SISKIYOU COUNTY OFFICE OF EDUCATION
REQUEST FOR WARRANT PROCESSING

District # 26 District Name: Mount Shasta Union School District

Fund #	Fund Name	District Total	Audited Total
01	General Fund	$ 40,000.00	
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Fund		
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund (Other than Capital Outlay)	XXXXXXXX	XXXXXXXX
25	Capital Facilities Fund (Developer Fees)		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
	Batch Total	$ 40,000.00	

By order of the governing board, the Siskiyou County Office of Education is authorized to draw warrants to the claimants of said school district as per attached listing:

Trustee_____ Trustee _____

Trustee_____ Trustee _____

Trustee_____ Trustee _____

Trustee_____

District Superintendent/Administrator:_____ Date: _____

Board Approval Date: _____ Mail: X Hold: _____

For Siskiyou County Office of Education Use Only

Audited By: _____ Audited Date: _____

File: Business Services; Forms; SCOE Forms; Business Department Forms: Request for Warrant Processing /jc 1.18.17

BATCH: 0922 SPECIAL BATCH << Open >>
FUND : 01 GENERAL FUND

Vendor/Addr / Req	Remit name / Reference	Date	Description	Tax ID num	Deposit type / FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS	ABA num / Account num	EE ES Liq	E-Term Amt	E-ExtRef Net Amount
200178/00	MT SHASTA UNION SCH DISTRICT FOOD SERVICE PROGRAM 595 E. ALMA MT SHASTA, CA 96067-0000								
	PV-210036	09/22/2020	DUE TO FUND 13 FROM FUND 01		01-0000-0-7616-0000-9300-000-00000 NN				40,000.00
			TOTAL PAYMENT AMOUNT		40,000.00 *				40,000.00
			TOTAL FUND PAYMENT		40,000.00 **				40,000.00
			TOTAL BATCH PAYMENT		40,000.00 ***	0.00			40,000.00
			TOTAL DISTRICT PAYMENT		40,000.00 ****	0.00			40,000.00
			TOTAL FOR ALL DISTRICTS:		40,000.00 ****	0.00			40,000.00

Number of checks to be printed: 1, not counting voids due to stub overflows. 40,000.00

5. 4. Approve Purchase Orders - September, 2020

Supporting Documents

Purchase Orders 9-2020.pdf

PO # / LN	Req # / FD RESC Y OBJT GOAL FUNC SCH LOCAL	Ven #/Addr	Vendor Name	Tax ID #	PO Date / AMOUNT	PO Description / STATUS	Date Ent	Date Paid	AP
210147		201942/00	AMAZON CAPITAL SERVICES INC.		09/02/2020	COVID SUPPLIES			
1.	01-3210-0-4300-0000-8100-000-00000				3,789.64	P			
	TOTAL AMOUNT				3,789.64*				
210148		201942/00	AMAZON CAPITAL SERVICES INC.		09/02/2020	KEINER CLASSROOM SUPPLIES			
1.	01-1100-0-4300-1110-1000-003-00000				165.88	F			
	TOTAL AMOUNT				165.88*				
210149		201942/00	AMAZON CAPITAL SERVICES INC.		09/02/2020	COVID SUPPLIES			
1.	01-3210-0-4300-1110-1000-000-00000				26.85	F			
	TOTAL AMOUNT				26.85*				
210150		133000/00	RAY-MAC MECHANICAL INC	680482523	09/03/2020	MAINTENANCE REPAIRS			
1.	14-0000-0-5600-0000-8100-000-00000				1,000.00				
	TOTAL AMOUNT				1,000.00*				
210151		201942/00	AMAZON CAPITAL SERVICES INC.		09/03/2020	ANDERSON CLASSROOM SUPPLIES			
1.	01-1100-0-4300-1110-1000-003-00000				233.45	F			
	TOTAL AMOUNT				233.45*				
210152		201942/00	AMAZON CAPITAL SERVICES INC.		09/03/2020	STEM BOX SUPPLIES			
1.	01-4127-0-4300-1110-1000-000-00000				363.72	F			
	TOTAL AMOUNT				363.72*				
210153		201942/00	AMAZON CAPITAL SERVICES INC.		09/03/2020	BEGGS CLASSROOM SUPPLIES			
1.	01-1100-0-4300-1110-1000-002-00000				46.20	F			
	TOTAL AMOUNT				46.20*				
210154		201828/00	LEARNING A-Z		09/03/2020	LEARNING LOSS MATERIALS			
1.	01-3210-0-5800-1110-1000-000-00000				632.64	F			
	TOTAL AMOUNT				632.64*				
210155		119783/00	OFFICE DEPOT		09/04/2020	LEARNING LOSS MATERIALS			
1.	01-3210-0-4300-1110-1000-000-00000				1,570.21	P			
	TOTAL AMOUNT				1,570.21*				
210156		201942/00	AMAZON CAPITAL SERVICES INC.		09/04/2020	LEARNING LOSS MATERIALS			
1.	01-3210-0-4300-1110-1000-000-00000				99.64	F			
	TOTAL AMOUNT				99.64*				
210157		201060/00	ANDERSON, STACIA		09/04/2020	ANDERSON CLASSROOM SUPPLIES			
1.	01-1100-0-4300-1110-1000-003-00000				100.00				
	TOTAL AMOUNT				100.00*				
210158		201942/00	AMAZON CAPITAL SERVICES INC.		09/08/2020	COVID SUPPLIES			
1.	01-3210-0-4300-0000-8100-000-00000				846.86	F			
	TOTAL AMOUNT				846.86*				
210159		119783/00	OFFICE DEPOT		09/08/2020	COVID SUPPLIES			
1.	01-3210-0-4300-1110-1000-000-00000				237.58	F			
	TOTAL AMOUNT				237.58*				

210160	119783/00 OFFICE DEPOT			09/10/2020	BEGGS CLASSROOM SUPPLIES	
1. 01-1100-0-4300-1110-1000-002-00000					83.17	
TOTAL AMOUNT					83.17*	
210161	119783/00 OFFICE DEPOT			09/11/2020	K WOLMAR CLASSROOM SUPPLIES	
1. 01-1100-0-4300-1110-1000-003-00000					40.87	
TOTAL AMOUNT					40.87*	
210162	201942/00 AMAZON CAPITAL SERVICES INC.			09/11/2020	S GARCIA CLASSROOM SUPPLIES	
1. 01-1100-0-4300-1110-1000-002-00000					71.89	F
TOTAL AMOUNT					71.89*	
210163	201942/00 AMAZON CAPITAL SERVICES INC.			09/11/2020	PLEXIGLASS BARRIERS	
1. 01-3210-0-4300-1110-1000-000-00000					2,687.00	F
TOTAL AMOUNT					2,687.00*	
210164	119783/00 OFFICE DEPOT			09/14/2020	REGINATO CLASSROOM SUPPLIES	
1. 01-1100-0-4300-1110-1000-002-00000					63.03	
TOTAL AMOUNT					63.03*	
210165	119783/00 OFFICE DEPOT			09/14/2020	K HANON CLASSROOM SUPPLIES	
1. 01-1100-0-4300-1110-1000-002-00000					23.27	
TOTAL AMOUNT					23.27*	
210166	123400/00 PAPE' MACHINERY		000000000	09/14/2020	MAINTENANCE SUPPLIES	
1. 01-1100-0-4300-0000-8100-000-00000					87.61	F
TOTAL AMOUNT					87.61*	
210167	201942/00 AMAZON CAPITAL SERVICES INC.			09/15/2020	K HANON CLASSROOM SUPPLIES	
1. 01-1100-0-4300-1110-1000-002-00000					107.48	F
TOTAL AMOUNT					107.48*	
210168	119783/00 OFFICE DEPOT			09/15/2020	BOARD SUPPLIES	
1. 01-0000-0-4300-0000-7100-001-00000					61.95	
TOTAL AMOUNT					61.95*	
210169	201942/00 AMAZON CAPITAL SERVICES INC.			09/16/2020	CARPENTER CLASSROOM SUPPLIES	
1. 01-1100-0-4300-1110-1000-003-00000					229.78	P
TOTAL AMOUNT					229.78*	
210170	119783/00 OFFICE DEPOT			09/16/2020	VILLANUEVA CLASSROOM SUPPLIES	
1. 01-6500-0-4300-5760-1120-003-00000					450.32	
TOTAL AMOUNT					450.32*	
210171	119783/00 OFFICE DEPOT			09/18/2020	PAPER FOR STUDENT REMOTE LEAR	
1. 01-3210-0-4300-1110-1000-000-00000					193.44	
TOTAL AMOUNT					193.44*	
210172	151895/00 SSDA			09/23/2020	FALL VIRTUAL SUMMIT	
1. 01-0000-0-5200-0000-7100-001-00000					25.00	F
TOTAL AMOUNT					25.00*	
210173	202120/00 PREMIER SAFETY			09/23/2020	COVID TRAINING SUPPLIES	
1. 01-3210-0-4300-0000-8100-000-00000					46.78	
TOTAL AMOUNT					46.78*	
210174	201850/00 WALTER E NELSON CO			09/23/2020	DISPOSABLE FACE MASKS	
1. 01-3210-0-4300-0000-8100-000-00000					572.00	
TOTAL AMOUNT					572.00*	
210175	201942/00 AMAZON CAPITAL SERVICES INC.			09/23/2020	MSE LIBRARY SUPPLIES	

	1. 01-0000-0-4300-1110-2420-002-00000		49.22	
	TOTAL AMOUNT		49.22*	
210176	149460/00	SISKIYOU COUNTY OFFICE OF ED	09/28/2020	CPR & FIRST AID
	1. 01-0000-0-5200-0000-2700-003-00000		140.00	
	2. 01-0000-0-5200-0000-8200-003-00000		70.00	
	3. 01-0000-0-5200-1110-1000-000-00000		390.00	
	TOTAL AMOUNT		600.00*	
210177	201942/00	AMAZON CAPITAL SERVICES INC.	09/25/2020	COVID 19 SUPPLIES
	1. 01-3210-0-4300-0000-8100-000-00000		18.79	F
	TOTAL AMOUNT		18.79*	
210178	201942/00	AMAZON CAPITAL SERVICES INC.	09/28/2020	MSE LIBRARY BOOKS
	1. 01-1100-0-4200-1110-2420-002-00000		144.77	
	TOTAL AMOUNT		144.77*	
210179	201942/00	AMAZON CAPITAL SERVICES INC.	09/28/2020	BOURKE CLASSROOM SUPPLIES
	1. 01-1100-0-4300-1110-1000-003-00000		176.24	
	TOTAL AMOUNT		176.24*	
210180	201942/00	AMAZON CAPITAL SERVICES INC.	09/28/2020	BEGGS CLASSROOM SUPPLIES
	1. 01-1100-0-4300-1110-1000-002-00000		31.31	
	TOTAL AMOUNT		31.31*	
210181	149460/00	SISKIYOU COUNTY OFFICE OF ED	09/28/2020	POSITIVE PREVENTION PROF DEVEL
	1. 01-0000-0-5200-1110-1000-000-00000		130.00	
	TOTAL AMOUNT		130.00*	
210182	201943/00	U.S. BANK CORPORATE PAYMENT	09/28/2020	COVID 19 SUPPLIES
	1. 01-3210-0-4300-1110-1000-000-00000		511.66	
	2. 01-3210-0-4300-0000-8100-000-00000		6,192.00	
	TOTAL AMOUNT		6,703.66*	
210183	201942/00	AMAZON CAPITAL SERVICES INC.	09/28/2020	LEARNING LOSS SUPPLIES
	1. 01-3210-0-4300-1110-1000-000-00000		158.43	
	TOTAL AMOUNT		158.43*	
210184	201719/00	IXL LEARNING	09/29/2020	T GARCIA CLASSROOM SUPPLIES
	1. 01-6500-0-5800-5760-1120-002-00000		449.00	
	TOTAL AMOUNT		449.00*	
210185	201942/00	AMAZON CAPITAL SERVICES INC.	09/29/2020	COVID LEARNING LOSS SUPPLIES
	1. 01-3210-0-4300-1110-1000-000-00000		493.66	
	TOTAL AMOUNT		493.66*	
210186	201943/00	U.S. BANK CORPORATE PAYMENT	09/29/2020	BOARD SUPPLIES
	1. 01-0000-0-4300-0000-7100-001-00000		83.82	
	TOTAL AMOUNT		83.82*	
210187	201942/00	AMAZON CAPITAL SERVICES INC.	09/29/2020	COVID MAINTENANCE SUPPLIES
	1. 01-3210-0-4300-0000-8100-000-00000		41.91	
	TOTAL AMOUNT		41.91*	

210188	202121/00 DeARTON, HEATHER	09/29/2020	REIMBURSE COVID LEARN LOSS SUP
1.	01-3210-0-4300-1110-1000-000-00000	150.48	
	TOTAL AMOUNT	150.48*	
210189	119783/00 OFFICE DEPOT	09/30/2020	CARTS FOR LEARNING LOSS
1.	01-3210-0-4300-1110-1000-000-00000	2,235.96	
	TOTAL AMOUNT	2,235.96*	

5. 5. Approve Quarterly Report on Williams Uniform Complaints

Supporting Documents

10-2020 Report.pdf

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: MOUNT SHASTA UNION SCHOOL DISTRICT

Person completing this form: Mariella Hines Title: District Secretary

Quarterly Report Submission Date: (*check one*)

- ☐ January 2020
- ☐ April 2020
- ☐ July 2020
- ☒ October 2020

Date for information to be reported publicly at governing board meeting: **October 13, 2020**

Please check the box that applies:

☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
TOTALS			

Barry Barnhart

Print Name of District Superintendent

_____

Signature of District Superintendent

_____

Date

6. 1. Approve BP 4140 4240 4340 Bargaining Units

Background Information

This policy was last adopted in 2018. This is an update to address actions by the legislature.

Financial Impact

None

Superintendent's Recommendation

Approve

Supporting Documents

BP4140 Bargaining Units 10-2020.pdf

Bargaining Units

BP 4140 4240,4340 (a)

Personnel

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

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 9000 - Role of the Board)

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

Formation of Bargaining Units

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

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

1. The bargaining unit includes all supervisory employees.

2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)
(cf. 4301 - Administrative Staff Organization)
(cf. 4312.1 - Contracts)

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

Bargaining Units

BP 4140 4240,4340 (b)

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions. When represented by an employee organization, that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. Management employee means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.

2. Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Membership

The district shall not deter or discourage employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization. In addition, the district shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3550)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

The Superintendent or designee may communicate with district employees regarding their rights under the law. Such communications shall be factual and accurate, and may not promise a benefit, threaten a reprisal, or in any way deter or discourage employees from joining an employee organization or paying dues.

However, before disseminating to multiple employees any mass communication concerning employees' right to join or support an employee organization or to refrain from joining or supporting an employee organization, such as a written document or script for oral or recorded presentation or message, the Superintendent or designee shall meet and confer with the employees' exclusive representative regarding the content of the communication. If the district and exclusive representative do not come to agreement on the content of the mass communication, the Superintendent or designee may disseminate the district's mass communication provided that, at the same time, copies of the exclusive representative's communication, which shall be of reasonable length, are also distributed. (Government Code 3553)

Access to Employee Orientations and Contact Information

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

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

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

The Superintendent or designee shall provide an exclusive representative with the name, job title, department, work location, telephone numbers (work, home, and personal cell phone), personal email address(es) on file with the district, and home address of any newly hired employee in the bargaining unit, within 30 days of hire or by the first pay period of the month following hire. In addition, the Superintendent or designee shall provide the same information in regard to all employees in the bargaining unit to an exclusive representative at least every 120 days, unless more frequent or detailed lists are required by agreement with the exclusive representative. (Government Code 3558, 6254.3)

However, the Superintendent or designee shall not disclose the home address and any phone numbers on file for employees performing law enforcement-related functions, nor shall he/she disclose the home address, home or personal cell phone number(s), or personal email address(es) of any employee who is a participant in the Safe at Home address confidentiality program pursuant to Government Code 6207 or any employee who provides written request that the information not be disclosed for this purpose.

Following receipt of a written request, the district shall remove the employee's home address, home and personal cell phone numbers, and personal email address from any mailing list maintained by the district unless the list is only used by the district to contact the employee. (Government Code 3558, 6207, 6254.3)

(cf. 1340 - Access to District Records)

Membership Dues or Other Payments to an Employee Organization

When drawing an order for the salary or wage payment of a bargaining unit employee of an employee organization, the district shall deduct any amount which has been requested by the employee in a revocable written authorization for the purpose of paying dues or other payments for any service, program, or committee provided or sponsored by the employee organization. (Education Code 45060, 45168)

An employee organization that certifies that it has and will maintain individual employee authorizations shall handle and process employee written authorizations for payroll deductions. When an employee organization provides such a certification to the district, the district shall rely on information from the employee organization regarding the amounts of such payroll deductions and from which employees. The employee organization shall not be required to submit to the district a copy of the written authorization in order for the payroll deductions to be effective. However, when there is a dispute about the existence or terms of the written authorization, a copy of the employee's written authorization shall be submitted to the district. The employee organization shall indemnify the district for any employee claims regarding payroll deductions made by the district in reliance on notification from the employee organization. (Education Code 45060, 45168)

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

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

Bargaining Units

BP 4140 4240,4340 (d)

Legal Reference:
EDUCATION CODE
45060-45061.5 Deduction of fees from salary or wage payment, certificated employees
45100.5 Senior management positions
45104.5 Abolishment of senior classified management positions
45108.5 Definition of senior classified management employees
45108.7 Waiver of provisions of 45108.5
45168 Deduction of fees from salary or wage payment, classified employees
45220-45320 Merit system, classified employees
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act, especially:
3540.1 Definitions
3543.4 Management position; representation
3545 Appropriateness of unit; basis
3550-3552 Prohibition on public employers deterring or discouraging union membership
3555-3559 Public employee communication, information and orientation
6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking
6254.3 Disclosure of employee contact information to employee organization
6503.5 Joint powers agencies
53260-53264 Employment contracts
CODE OF REGULATIONS, TITLE 8
33015-33490 Recognition of exclusive representative; proceedings
33700-33710 Severance of established unit
34020 Petition to rescind organizational security arrangement
34055 Reinstatement of organizational security arrangement
COURT DECISIONS
Janus v. American Federation of State, County and Municipal Employees, Council 31, (2018) 138 S.Ct. 2448
Friedrichs v. California Teachers Association, et al., (2016) 136 S.Ct. 1083
County of Los Angeles v. Service Employees International Union, Local 721, (2013) 56 Cal. 4th 905

Management Resources:
WEB SITES
CSBA: http://www.csba.org
Association of California School Administrators: http://www.acsa.org
California Federation of Teachers: http://www.cft.org
California School Employees Association: http://www.csea.com
California Teachers Association: http://www.cta.org
Public Employment Relations Board: http://www.perb.ca.gov

(11/11 10/17) 7/18

6. 2. Approve BP 4141 4241 Collective Bargaining Agreement

Background Information

This policy was last adopted in 1991. This is an update to address actions by the legislature.

Financial Impact

None

Superintendent's Recommendation

Approve

Supporting Documents

BP4141 Collective Bargaining Agreement 10-2020.pdf

Collective Bargaining Agreement

BP 4141 4241

Personnel

The Governing Board recognizes that collective bargaining agreements are legally binding, bilateral agreements with the exclusive representatives of employees pertaining to terms and conditions of employment. The Board is committed to carrying out the provisions of each agreement and expects the agreements to be consistently and uniformly administered.

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4143/4243 - Negotiations/Consultation)

Following adoption of the collective bargaining agreement, the Superintendent or designee shall review related Board policies and recommend to the Board any action needed to maintain consistency with the agreement. Whenever a Board policy conflicts with a provision in the collective bargaining agreement, the agreement shall be binding for those employees covered by the terms of the agreement.

(cf. 9310 - Board Policies)

Upon request by the Public Employment Relations Board, the Superintendent or designee shall provide, within 15 days of the request, a copy of the written agreement and any amendments. (8 CCR 32120)

Legal Reference:
EDUCATION CODE
35035 Additional powers and duties of superintendent, transfer authority
35036 Voluntary transfers
35160 Authority of governing boards
35160.1 Broad authority of school districts
45220-45320 Merit system, classified employees
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
CODE OF REGULATIONS, TITLE 8
31001-32997 Regulations of employee relations boards

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Public Employee Relations: http://cper.berkeley.edu
Center for Collaborative Solutions: http://www.ccscenter.org
Public Employment Relations Board: http://www.perb.ca.gov
State Mediation and Conciliation Service (SMCS): http://www.dir.ca.gov/csmcs/smcs.html
(9/88 10/95) 3/07

6. 3. Approve BP 4143 Negotiations/Consultation

Background Information

This policy was last adopted in 1991. This is an update to address actions by the legislature.

Financial Impact

None

Superintendent's Recommendation

Approve

Supporting Documents

BP4143 Negotiations/Consultation 10-2020.pdf

Negotiations/Consultation

Personnel

The Governing Board recognizes its responsibility to represent the public's interests in the collective bargaining process. In ratifying agreements on employee contracts, the Board shall balance the needs of staff and the priorities of the district in order to provide students with a high-quality instructional program based on a sound, realistic budget.

(cf. 0200 - Goals for the School District)
(cf. 3100 - Budget)
(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4141/4241 - Collective Bargaining Agreement)

The Board and the Superintendent shall establish a bargaining team to assist in analyzing contract provisions and conducting contract negotiations. The Board shall provide its negotiator(s) with expected outcomes and clear parameters for acceptable contract provisions which promote the realization of district goals and priorities.

The Board and its bargaining team shall negotiate in good faith with exclusive employee representatives on wages, hours of employment, and other terms and conditions of employment identified in law as being within the scope of representation. (Government Code 3543.2)

When the district intends to make any change to matters within the scope of representation, it shall give reasonable written notice of its intent to the exclusive representative for the purpose of providing the exclusive representative a reasonable amount of time to negotiate with the district regarding the proposed changes. (Government Code 3543.2)

A reasonable number of representatives of the employee organization shall have the right to receive reasonable periods of released time without loss of district compensation when meeting and negotiating and/or for the processing of grievances. (Government Code 3543.1)

The Board and its bargaining team shall establish standards of conduct pertaining to the negotiations process for members of the bargaining team. Certain meetings related to negotiations shall not be open to the public in accordance with Government Code 3549.1 and 54957.6, except as otherwise required by law. Matters discussed in these meetings shall be kept in strict confidence in accordance with law.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9010 - Public Statements)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)

Negotiations/Consultation

The Board and its negotiator(s) shall not knowingly provide the employee organization with inaccurate information regarding the financial resources of the district. (Government Code 3543.5)

The Board shall monitor the progress of negotiations and carefully consider how proposed contract provisions would affect the district's short- and long-term fiscal, programmatic, instructional, and personnel goals.

The Board and/or Superintendent or designee shall keep the public informed about the progress of negotiations and the ways in which negotiations may affect district goals unless otherwise agreed upon by the district and exclusive representative.

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

Whenever the district has a qualified or negative certification on an interim fiscal report, it shall allow the county office of education at least 10 working days to review and comment on any proposed agreement with exclusive representatives of employees. The district shall provide the County Superintendent of Schools with all information relevant to gain an understanding of the financial impact of any final collective bargaining agreement. (Government Code 3540.2)

(cf. 3460 - Financial Reports and Accountability)

Once the final terms of the agreement have been ratified by the membership of the employee organization, the contract shall be presented to the Board at a public meeting for acceptance.

Any agreement adopted by the Board may be for a term not to exceed three years. (Government Code 3540.1)

In the event of an impasse in negotiations, the district shall participate in good faith in mediation and fact-finding procedures pursuant to Government Code 3548-3548.8. (Government Code 3543.5)

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

Following adoption of the collective bargaining agreement, any subsequent amendments shall be executed in writing and ratified by the Board and the employees' exclusive representative.

Consultation

The exclusive representative of certificated staff may consult with the Board on the definition of educational objectives, the determination of the content of courses and curriculum, and the selection of textbooks.

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 9310 - Board Policies)

Legal Reference:
EDUCATION CODE
44987 Service as officer of employee organization (certificated)
45210 Service as officer of employee organization (classified)
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS
Berkeley Council of Classified Employees v. Berkeley Unified School District, (2008) PERB Decision No. 1954

Management Resources:
WEB SITES
CSBA: http://www.csba.org
California Public Employee Relations: http://cper.berkeley.edu
Center for Collaborative Solutions: http://www.ccscenter.org/labormgmt
Public Employment Relations Board: http://www.perb.ca.gov
State Mediation and Conciliation Service (SMCS): http://www.dir.ca.gov/csmcs/smcs.aspx

(10/95 3/07) 4/15

6. 4. Approve E 6163.4 Acceptable Use Agreement

Background Information

The board policy and administrative regulations for this item are currently in place; however, there has not been an exhibit that families sign. This exhibit will be our Acceptable Use Agreement for our students and families.

Financial Impact

None

Superintendent's Recommendation

Approve

Supporting Documents

E 6163.4 Student Acceptable Use Agreement 10-2020.pdf

Student Acceptable Use Agreement

Reasons for this Policy

A commitment to an exemplary student education in the 21st Century is at the core of Mt. Shasta Union School District's various technology initiatives. While technology resources can enhance the students' learning and education when used for appropriate school purposes, it can distract and disrupt the process when it is abused. The Acceptable Use Agreement (AUA) establishes the expectations to ensure District Technology is a valuable resource to students, rather than a hindrance to learning both on and off campus.

The use of District Technology is a privilege, not a right; inappropriate use will result in the restriction or revocation of student's access to District Technology. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or dismissed from District, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

The purpose of this AUA is to ensure a safe and appropriate environment for all students. This AUA notifies parents and students about the acceptable use of District Technology.

Each student who is authorized to use District Technology, and his/her parent/guardian shall sign the AUA, below, as an indication that they have read, understood and agree to comply with the terms of this AUA.

Definitions

District Technology

The term "District Technology" shall collectively refer and relate to all District Devices (as defined below); District computer networks including servers and wireless computer networking technology (Wi-Fi); District User Accounts, (as defined below); District electronic devices such as USB drives, cameras, wireless access points (routers), District data networks, operating systems, storage, e-mail, systems, web applications, or mobile applications.

User Accounts

The term "User Account" shall refer to and relate to a student's individual account on the District network server used to store a student's computer username, password, and other information.

Device

The term "Device" or "Devices" is a subset of District Technology and shall specifically refer to a District-owned Chromebook, hotspot or iPad to which the student has been given access and/or loaned to the student for educational purposes including but not limited to distance learning.

Student Obligations and Responsibilities

Acceptable Use of District Technology

District students are only permitted to use District Technology for educational purposes which are safe (pose no risk to students, employees or assets), legal, ethical, do not conflict with the mission of the District, and are compliant with all other District Policies and regulations. Acceptable use of District Technology includes use that is for the purpose of communicating between teachers and students, or between students for educational purposes.

Prohibited Use of District Technology

Students are prohibited from using District Technology for improper purposes, including, but not limited to, using District Technology to:

A. Violate any state or federal law or municipal ordinance including, but not limited to, the following:
   - Selling or purchasing any illegal substance;
   - Accessing, transmitting, or downloading child pornography, obscence depictions, harmful materials, or materials that encourage others to violate the law;
   - Transmitting or downloading confidential information or copyrighted materials;
   - Accessing, posting, displaying, or otherwise using material that is discriminatory, libelous, defamatory or disruptive;
   - Using District Technology to bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying");
   - Disclosing, using or disseminating personal identification information (such as name, address, telephone number, social security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person;

B. Access, transmit or download inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority.

C. Obtain and/or use anonymous email addresses.

D. Cause harm to others or damage to their property including, but not limited to, the following:
   - Deleting, copying, modifying, or forging other users' emails, files, or data;
   - Damaging computer equipment, files, data or the network;
   - Installing unauthorized software or applications;
   - Downloading large non-school related video, audio or other files;
   - Using profane, abusive or impolite language;
   - Disguising one's identity, impersonating other users or sending anonymous e-mail messages;
   - Threatening, harassing or making defamatory or false statements about others;

- Accessing, transmitting or downloading offensive, harassing, or disparaging materials;
- Accessing, transmitting or downloading computer viruses or other harmful files or programs, removing a computer program without permission from a teacher or other District personnel, changing settings or shared computers or in any way degrading or disrupting any computer system performance;
- Accessing, transmitting or downloading large files, including "chain letters: or any type of "pyramid schemes"; or
- Using any district computer to pursue hacking, internal or external to the district, or attempting to access information that is protected by privacy laws.

E. Jeopardize access or lead to unauthorized access into User Accounts or other District computer networks including, but not limited to, the following:
   - Using other students' User Account emails, passwords or identifiers;
   - Disclosing one's User Account password to other students or allowing other students to use one's User Account;
   - Getting unauthorized access into other User Accounts or other computer networks;or
   - Interfering with other students ability to access their User Accounts.

F. Using District Technology for non-educational purposes.

G. Allow other persons to use District Technology, or login credentials without the express permission of the District.

H. Teachers may record Google Meets for educational purposes. The recording of a Google Meet by non-District personnel and/or the posting of a recorded Google Meet to social media is prohibited.

No Expectation of Privacy Policy

Because the use of District Technology is intended for educational purposes, students shall not have any expectation of privacy in any use of District Technology.

Blocked or Restricted Access

Student access to specific Internet resources, or categories of Internet resources, deemed inappropriate or non-compliant with this AUA may be blocked or restricted based on District policies and educational mission.

While the District makes every effort to block student exposure to material deemed inappropriate to children, it is impossible to block everything available on the internet. It is potentially possible for students to be exposed to controversial or offensive information through the use of District internet access, devices, and learning platforms.

Personally Owned Devices

If a student uses a personally owned device to access District Technology, he/she shall abide by all applicable Board Policies and this AUA.

District Owned Devices

If a student is using a District-owned device, he/she shall abide by all applicable Board Policies, the Device Use Agreement and this AUA. Students may use District-owned devices for educational purposes only. Families are financially responsible for any willful, malicious, or accidental damage to the District-owned device. The approximate cost for a Chromebook is $350 and the approximate cost for an iPad is $400. The approximate cost for a power supply for either device is $30.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information), the damage or misuses of District Technology, he/she shall immediately report such information to the teacher or other District personnel.

For further information, please call the District (530) 926-6007.

Acceptable Use Agreement

All parents or legal guardians of students under 18 must read and sign below. As the parent or legal guardian of the above student, I have read, understand and agree my child or dependent must comply with the provisions of the attached Acceptable Use Policy of the Mt. Shasta Union School District. I give full permission to the District to provide my child or dependent with access to District Technology including but not limited to the loan of a District-Chromebook or iPad for educational purposes including distance learning.

I accept full responsibility for the supervision of student's use of the District Technology including the District Chromebook or iPad and student's District User Account and the Internet at home or while not in a school setting. I understand and agree in the event a third party makes a claim against the District as a result of my child or dependent use of the District computer network, District, reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including my child or dependent, responsible.

I release the District, its affiliates and its employees from any claims or damages of any nature arising from my child or dependent access or use of District Technology. I also agree not to hold the District responsible for materials improperly acquired on the system, or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of California.

_____
School

_____
Name of Student

_____
Parent/Legal Guardian Name

_____
Parent/Legal Guardian Signature

_____
Date

Exhibit Adopted: October 13, 2020

MOUNT SHASTA UNION SCHOOL DISTRICT
Mount Shasta, California

6. 5. Approve BB 9000 Role of the Board

Background Information

This policy was last adopted in 1999. This is an update to address actions by the legislature.

Financial Impact

None

Superintendent's Recommendation

Approve

Supporting Documents

BB9000 Role of the Board 10-2020.pdf

Board Bylaws

The Governing Board has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community.

The Board shall work with the Superintendent to fulfill its major responsibilities, which include:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)

2. Establishing an effective and efficient organizational structure for the district by:

a. Employing the Superintendent and setting policy for hiring of other personnel

(cf. 2110 - Superintendent Responsibilities and Duties)
(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 2121 - Superintendent's Contract)
(cf. 4000 - Concepts and Roles)
(cf. 4111/4211/4311 - Recruitment and Selection)

b. Overseeing the development and adoption of policies

(cf. 9310 - Board Policies)

c. Establishing academic expectations and adopting the curriculum and instructional materials

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

d. Establishing budget priorities and adopting the budget

(cf. 3000 - Concepts and Roles)
(cf. 3100 - Budget)

(cf. 3312 - Contracts)

e. Providing safe, adequate facilities that support the district's instructional program

(cf. 3517 - Facilities Inspection)
(cf. 7110 - Facilities Master Plan)
(cf. 7150 - Site Selection and Development)
(cf. 7210 - Facilities Financing)

f. Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)

3. Providing support to the Superintendent and staff as they carry out the Board's direction by:

a. Establishing and adhering to standards of responsible governance

(cf. 9005 - Governance Standards)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9200 - Limits of Board Member Authority)
(cf. 9270 - Conflict of Interest)

b. Making decisions and providing resources that support district priorities and goals

c. Upholding Board policies

d. Being knowledgeable about district programs and efforts in order to serve as effective spokespersons

(cf. 9240 - Board Training)
(cf. 9400 - Board Self-Evaluation)

4. Ensuring accountability to the public for the performance of the district's schools by:

a. Evaluating the Superintendent and setting policy for the evaluation of other personnel

(cf. 2140- Evaluation of the Superintendent)
(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)

b. Monitoring and evaluating the effectiveness of policies

c. Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4117.3 - Personnel Reduction)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4144/4244/4344 - Complaints)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 5119 - Students Expelled from Other Districts)
(cf. 5125.3 - Challenging Student Records)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

d. Monitoring student achievement and program effectiveness and requiring program changes as necessary

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6190 - Evaluation of the Instructional Program)

e. Monitoring and adjusting district finances

(cf. 3460 - Financial Reports and Accountability)

f. Monitoring the collective bargaining process

5. Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels

(cf. 0510 - School Accountability Report Card)
(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)
(cf. 1160 - Political Processes)
(cf. 1400 - Relations between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations between Private Industry and the Schools)
(cf. 9010 - Public Statements)

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

Legal Reference:
EDUCATION CODE
5304 Duties of governing board (re school district elections)
12400-12405 Authority to participate in federal programs
17565-17592 Board duties re property maintenance and control
33319.5 Implementation of authority of local agencies
35000 District name
35010 Control of district; prescription and enforcement of rules
35020-35046 Officers and agents
35100-35351 Governing boards, especially:
35160-35185 Powers and duties
35291 Rules

Management Resources:
CSBA PUBLICATIONS
Professional Governance Standards, November 2000
NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS
The Key Work of School Boards, 2000
WEB SITES
CSBA: http://www.csba.org
National School Boards Association: http://www.nsba.org

(2/97 3/01) 7/06

6. 6. Governance Handbook, Board Meeting Protocols: Public Comment Protocol and Behavior Norm Protocol

Background Information

This item appears for action having appeared as a discussion item in the past. The board is considering this item in the interest of efficiency.

Supporting Documents

MSUSD Governance Handbook 2019- revised 12-2-19 pgs 13-14.pdf

PROPOSED PROTOCOL-Meeting Conduct.pdf

ISSUE	PROTOCOL
Board Meeting Management – Effective Deliberation and Public Comment	**Rationale:** • The purpose of our Board Meetings is to conduct district business in public. • We want to hear the views of our constituents, but we recognize that an appropriate process must be in place in order to have orderly, effective meetings. **Therefore:** • The Board President will facilitate Board discussions and manage public input. • Each item will have a 20-minute time limit for public comment. Three minutes are allotted per person. The board president may ask that the public limit their comments to new information. Board Members will direct their questions/comments to the Board President and not communicate directly with members of the public. • The Board President has discretion to add time to the discussion, if the majority of the board agrees to the additional time. **The Board will follow the following protocol:** 1. The Board President will introduce the item. 2. The Superintendent or other staff may provide a presentation of background information and a recommendation, if necessary. 3. Board Members may ask questions for clarification. 4. The Board President will open the issue for public comment. 5. After public comment is completed, the Board President will close public comment. 6. The Board will discuss the item. If the Item Is an Action Item… 7. The President concludes deliberation by calling for a motion. 8. If a motion is made and seconded, the Board votes on the motion.

ISSUE	PROTOCOL
Role in Public	• Trustees represent the board in what they say and do and will set an example of professionalism. • Trustees will strive to educate the public about their role as public servants, entrusted with the education of all the children of the community. • Trustees will make visible their dedication and commitment and clarify their authority as one of five in all decisions and actions. • Confidentiality will be maintained at all times. • Trustees will speak with one voice and support Board decisions.

PROPOSED PROTOCOL—MEETING CONDUCT

ISSUE	PROTOCOL
Board Meeting Management—Guidelines for Conduct During the Meeting	**Rationale:** • The purpose of our Board Meetings is to conduct district business in public. • Meetings will be conducted in an orderly, efficient manner without willful disruption by any person(s) in attendance. • To prevent disruption, the Board has the right to request that any person, a member of the public or Board Trustee, to immediately stop the following conduct: 1) Willfully disrupting a meeting, such as yelling or other intimidating behavior 2) Interrupting a person who is addressing the Board 3) Preventing the Board from attending to the purpose of the meeting. **The Board will use the following protocol for disruptions whether at In-Person or Online Meetings:** 1. Initial Disruption: The Board President should immediately address the person, stating the following (or similar admonition): *"Excuse me, your actions are having the effect of disrupting this meeting. I am asking you to immediately stop (specify objectionable behavior, such as shouting, or interrupting, etc.) so that we can continue with the business of the meeting."* 2. Second Warning: If a person refuses to stop the objectionable behavior, the Board President should repeat the request to stop, and emphasize that the person will be asked to leave if the behavior continues. It should also be stated that the meeting will continue in the person's absence after he/she leaves. The following is appropriate: *"I must repeat that your actions are disruptive and remind you of the request for you to stop your behavior. If you do not immediately cease, you will be asked to leave this meeting. The meeting will continue only after you have left the room."* 3. Order the Person to Leave: If the person refuses to stop after second warning, he/she should be asked to leave, by stating the following: *"You have been warned twice that you are disrupting this meeting and have been told to immediately stop your disruptive actions. Since you have chosen to disregard this request and continue being disruptive, I am ordering you to leave this meeting immediately."* 4. If the Person Refuses to Leave: If the person refuses to leave, he/she can be escorted from the 'room,' either in person or online meeting room. Escorted out in person assumes this can

	be accomplished without resulting in physical injury to the Board Members or others in the room. If this cannot be accomplished by those already present, the police can be summoned. Escorted from an online meeting room can be accomplished by blocking the attendee by the School District, which is the online meeting host. 5. Emptying the Room: The Board also has the right, in cases of extreme disruption involving one or more persons, to order the room cleared of all members of the public (except for members of the press who have not caused the disruption, if any are present). In such cases, the Board can continue with the meeting on matters appearing on the agenda. The Board President should state: *"All members of the public must immediately leave the room. The Board will proceed with its meeting on items on the agenda."*

6. 7. Financial Sub-committee: clarify its purpose, parameters and number of meetings

Background Information

This item appears so that the board can set the direction of this committee.

6. 8. Approve Appointment of New Board Members In Lieu of Elections

Background Information

Robert Winston and Kay Scovill are unopposed in running for their respective Board positions. Because they are running unopposed, the new Board members can be appointed to their positions by the current Board.

Financial Impact

None

Superintendent's Recommendation

Approve

7. 1. COVID-19 Update

Background Information

The superintendent will provide an update on COVID-19 and its impacts on the school district.

Financial Impact

Significant

7. 2. Interscholastic Sports

Background Information

Principal Riccomini will talk to the board about the current state of interscholastic sports within our region. Board members will be able to ask questions and comment.

7. 3. MSUSD Parental Involvement Policy and Student-Family-School Compact

Background Information

This is an annual item and all documents have been unanimously approved by Site Councils at both school sites.

Financial Impact

None

Supporting Documents

2020 MSUSD Title I School Level Parental Involvement Policy Rev-Bd approved 10-8-19 (1).pdf

2020 MSUSD Student-Family-School Compact revbd approved 10-8-19 (1).pdf

Mount Shasta Union School District
Title I School-Level Parental Involvement Policy

The Mount Shasta Union School District provides a Targeted Assistance Title I program and has developed a written Title I Parental Involvement Policy with input from families. A draft policy was brought to MSE and Sisson School Site Councils where families, staff and students had an opportunity to provide input regarding the following descriptions. The policy is distributed to all MSE and Sisson School families via the back-to-school packet of notifications, and policies are also posted on each school's website. The MSUSD Title I School-level Parental Involvement Policy describes the means for carrying out the following Title I parental involvement requirements.

Involvement of Families

The Mount Shasta Union School District does the following:

1. Convenes an annual meeting to inform families of the Targeted Assistance Title I program.
   - ❖ *Families and students are informed of the availability and requirements of Title I programs.*
   - ❖ *The annual Title I Parent Meeting.*

2. Offers a flexible number of meetings and times.
   - ❖ *Parent representatives on the SSC are involved in determining the flexible number of meetings to be offered for parent involvement purposes.*
   - ❖ *Families are invited to schedule an appointment with the teachers, principal and/or counselor at any time throughout the year.*
   - ❖ *Parent/teacher conferences.*

3. Involves families in an organized, ongoing, and timely way, in the planning, review, and improvement of its programs and the Title I Parental Involvement Policy.
   - ❖ *The Title I Parental Involvement Policy is reviewed and revised periodically and at a minimum, annually, during School Site Council meetings where families, staff and students can review and revise the policy as needed.*
   - ❖ *The Targeted Assistance Title I Program is reviewed and input is provided during School Site Council meetings.*
   - ❖ *Parent survey distributed in the spring of the school year.*
   - ❖ *Annual Title I parent meeting conducted in the fall of the school year.*

4. Provides families with timely information about Title I programs.
   - ❖ *The requirements of the Title I program will be reviewed at the annual Title I Parent Meeting.*
   - ❖ *Letters and newsletters are sent home regularly regarding student programs and progress.*
   - ❖ *Families have on-line access to school and district web pages.*
   - ❖ *Families are invited to schedule an appointment with the teachers, principal and/or counselor at any time throughout the year.*

5. Provides families with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet.

- ❖ *Teachers explain the curriculum, assessment and proficiency levels in the class syllabus that is provided to all students on the first day of school and to families at the back to school night meeting.*

- ❖ *Teachers and or counselor may schedule a meeting with families at any time throughout the year to inform families of curriculum, assessments and proficiency levels as needed.*

- ❖ *Common Core State Standards will be available and families will receive guidance in understanding the information as requested.*

- ❖ *Provide families with the results of the Smarter Balanced Assessment.*

6. Provides families if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children.
   - ❖ *Families are invited to schedule an appointment with the teachers, principal and/or counselor at any time throughout the year.*

   - ❖ *Schedule Student Study Team (SST) meetings.*

   - ❖ *The SSC meetings are open to the public and also have parent representatives who are involved in making decisions relating to the education of their children.*

School-Parent Compact

The Mount Shasta Union School District has jointly developed and distributed to families a School-Parent Compact that outlines how families, school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and families will develop a partnership to help children reach proficiency on the California content standards. The School-Parent Compact describes the following items in addition to items added by families of Title I students:

1. The school's responsibility to provide high-quality curriculum and instruction.
2. The families' responsibility to support their children's learning.
3. The importance of ongoing communication between families and teachers through, at least, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program.

A parent and the principal using sample compacts from other high schools developed a draft of the School-Parent Compact. The School Site Council, with input from staff, students, and families, reviewed the draft compact. The School-Parent Compact was reviewed and revised by the school staff for final edits. The School-Parent Compact is sent home in the back-to-school packet for parent signatures.

Building Capacity for Involvement

The Mount Shasta Union School District engages families in meaningful interactions with the school. It supports a partnership among staff, families, and the community to improve student academic achievement. To help reach these goals, MSUSD does the following:

1. Assists families in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children.
   - ❖ *During classroom presentation at back-to-school night, teachers explain the academic content standards; assessments and how families can assist and monitor their students progress in each class.*

- ❖ *The Sisson website provides families ongoing, on-line access to their student's attendance, grades, report card and graduation status.*

- ❖ *Data analysis of student assessments and achievement is reviewed during School Site Council meetings, at which families are involved.*

2. Provides materials and training to help families work with their children to improve their children's achievement.
   - ❖ *Monthly principal newsletters, including suggestions for families to work with their children to improve their grades, attendance and performance on assessments are sent home in the mail upon request.*

   - ❖ *Administration and teachers are available and welcome the opportunity to meet with families upon request.*

   - ❖ *Notices to families are posted on the school and district webpages.*

   - ❖ *Some teachers provide information on classroom webpages.*

3. Educates staff, with the assistance of families, in the value of parent contributions and how to work with families as equal partners.
   - ❖ *The staff values all parent contributions and works with families as equal partners.*

   - ❖ *Families contribute suggestions to the staff during School Site Council meetings.*

   - ❖ *Parent input is solicited through the annual Parent Survey.*

4. Coordinates and integrates the parental involvement with other programs and conducts other activities that encourage and support families in more fully participating in the education of their children.
   - ❖ *Mt. Shasta Community Resource Center*
   - ❖ *Partners In Education*
   - ❖ *Mt. Shasta Parks and Recreation*
   - ❖ *School Site Council Meetings*
   - ❖ *Mt. Shasta Police Department*
   - ❖ *First 5 Siskiyou*
   - ❖ *Boys and Girls Club*
   - ❖ *School CAFE*
5. Distributes to families information related to school and parent programs, meetings and other activities in a form and language that the families understand.
   - ❖ *All information related to school and parent programs is provided in English, and other languages as needed.*
6. Provides support for parental involvement activities requested by families.
   - ❖ *Administration and teachers are available and welcome the opportunity to meet with families upon request.*

   - ❖ *All parent requests for reasonable support are submitted to the principal for consultation and consideration.*

Accessibility
The Mount Shasta Union School District provides opportunities for all families to participate, including families with limited English proficiency, families of students with disabilities, and families of migratory students. This includes providing information and school reports in a form and language families understand.

The Mount Shasta Union School District provides a Targeted Assistance Title I Program that offers services to qualifying students including the following:

- *Special Education students*
- *Migratory students*
- *Limited English Proficient students*
- *Foster youth and low income students*

~~**Parent Information and Resource Centers (PIRCs)**~~
~~PIRCs are funded by the US Department of Education. They provide both local and statewide services. California has two PIRCs: PIRC1, Project Inspire at the California Association of Bilingual Education, Covina, CA and PIRC2, Cal-PIRC at Cambridge Academies, Modesto, CA. www.nationalpirc.org/directory/CA-7.html~~

~~**PIRC1**, Project Inspire is the result of a partnership among the California Association for Bilingual Education, the San Bernardino County Superintendent of Schools, and the Alameda County Office of Education.~~

- ~~Project Inspire provides families training workshops and will be funded through 2011.~~
- ~~A list of workshop topics and a brochure in English and Spanish that describes services are available at: www.bilingualeducation.org/programs_parent.php~~
- ~~Workshops are available in multiple languages.~~

~~**PIRC2**, Cal-PIRC has established three Parent Information and Resource Center hubs in Northern and Central California. CalPIRC provides direct services to families and schools in selected communities within Merced and Stanislaus Counties, and West Sacramento areas. It also provides support throughout the state through conferences, workshops and a Website. Cal-PIRC will be funded through 2011. Whenever available, resources are posted in English, Spanish, Russian, Chinese, Arabic, and Hmong. www.calpirc.org/~~

STUDENT-FAMILY-SCHOOL COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that includes students, families, school staff and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

As a student I am responsible for my own success and I will:

* Come to school daily, on time, ready to learn and work hard.
* Bring necessary materials, completed assignments and homework
* Be responsible for my own behavior.
* Know and follow dress code and school rules, ***which includes electronics as outlined in the Student Handbook.***
* ***Know and follow my classroom rules.***
* Talk regularly with my family and teachers about my school progress and ask for help when needed.
* ***Identify a list of trusted adults at school that can assist with behavior and/or personal problems when they arise.***
* Read every day after school.
* Be Cooperative and respectful of myself, classmates, school staff, my family and my community.

As a family member I know my participation in my child's education is essential and I will:

* Provide a quiet time and place for homework and monitor my child's screen time.
* Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for 4-8 grades.)
* Ensure that my child attends school every day, is on time, and gets adequate sleep, regular medical attention and proper nutrition.
* Discuss daily my child's progress in school, recognize and reward success.
* Participate in major school activities such as, attending parent/teacher conferences, Back to School and Open House Nights.
* Review and respond to all school communications.
* Communicate the importance of education and learning to my child.
* Support the school's dress code, discipline, and academic policies.
* ***Communicate any changes at home that may affect your child's behavior or ability to meet expectations.***
* Respect and present a positive attitude toward the school, staff, students, families and community.

As a teacher/staff member I recognize the importance and value of each student and I will:

* Address the unique physical, intellectual, emotional, and social needs of each student.
* Create a warm and caring learning environment that is built on positive relationships.
* Teach and communicate high expectations for every student.
* Endeavor to motivate students to learn and take responsibility for their own learning.
* Teach and involve students in lessons that are interesting and challenging.
* Provide meaningful, daily homework assignments to reinforce and extend learning (20-30 minutes for grades 1-3, 30-60minutes grades 4-6 and 30-120 minutes for 7-8 grades.)
* Meet or exceed educational standards for all students, including promotional and graduation requirements.
* Make connections for students between what they are learning in the classroom and their future.
* Communicate regularly with families about their child's progress in school and be accessible to them should they have questions or concerns.
* Encourage family involvement and provide assistance to families on how they can support their child's learning.
* Participate in professional development opportunities that improve teaching and learning.
* Support the formation of partnerships with families and the community.
* Participate in shared decision making with other school staff and families for the benefit of students.
* Respect and present a positive attitude toward the school, staff, students, families and community.
* Provide high quality curriculum and instruction in a supportive and effective learning environment.

7. 4. CBEDS and Enrollment Projections

Background Information

This is an annual report that predicts enrollment trends based on current and prior year enrollment on CBEDS day, The first Wednesday in October each year.

Financial Impact

None

Supporting Documents

Multi-year Enrollment Projections.pdf

MOUNT SHASTA UNION SCHOOL DISTRICT

District Enrollment History and Projections

CBEDS 2005-2019

	K	1	2	3	4	5	6	7	8	Total
2005	66	83	64	57	83	63	79	88	90	673
2006	64	75	73	68	51	81	69	79	94	654
2007	50	62	73	74	66	52	90	77	84	628
2008	75	55	59	76	74	69	54	94	70	626
2009	60	67	58	57	78	76	65	59	86	606
2010	58	61	62	57	55	81	79	58	53	564
2011	60	52	61	58	49	55	75	76	67	553
2012	55	50	48	62	59	48	52	68	75	517
2013	55	54	50	54	60	65	47	53	66	504
2014	65	58	61	48	62	62	60	49	52	517
2015	55	69	55	72	52	61	58	60	52	534
2016	72	56	74	65	67	60	63	58	65	580
2017	62	61	54	73	66	67	58	58	59	558
2018	63	54	61	53	70	64	67	61	65	558
2019	59	58	53	65	55	69	62	68	65	554
2020	31	53	48	44	65	50	62	57	70	480

Enrollment Projections

	TK/K*	1	2	3	4	5	6	7	8	Total
2021	58	29	53	48	45	65	50	62	57	467
2022	55	55	29	53	48	45	65	50	62	462
2023	53	52	55	29	53	48	45	65	50	450
2024	53	50	52	55	29	53	48	45	65	450
2025	52	50	50	52	55	29	53	48	45	434
2026	52	49	50	52	52	55	29	53	48	440

*5-year enrollment average

Student/Teacher Ratio 2019-2020

	Enrollment	FTE Classroom Teachers*	Student/Teacher Ratio
MSE	176	10	17.60
Sisson	304	12	25.33
Total	480	22	21.82

*Excludes 2.0 FTE RSP, 2.0 FTE Title I, 1.0 FTE Music, 2.0 Distance Learning Teachers

7. 5. Special Conversation Meeting

Background Information

This item is here so the board can talk about a special conversation board meeting where we discuss the financial implications for next year. The board could consider a range of possible changes necessitated by declining ADA and cash deferrals. In preparation for the conversation meeting, at the November/December board meetings, the board could discuss board goals and priorities. In order to have as clear a financial picture as possible, the board will consider scheduling the conversation meeting to occur after the first interim report.

7. 6. Multiple Tiered System of Support Pyramids (MTSS)

Background Information

These pyramids have been updated based upon input from the intervention team and from the board as well. These are the final versions and will appear at the next board meeting as an action item for adoption.

Supporting Documents

MTSS Pyramids - Behavior.pdf

MTSS Pyramids - Academic.pdf

MTSS Pyramids - Social Emotional.pdf

Multiple Tiered System of Support (MTSS)
Behavior Pyramid - Tier 4

<table>
<tr><td colspan="5">Tier 4: Specialized intervention for students who have not responded to evidence-based interventions in Tiers 1, 2, and 3</td></tr>
<tr><th>Program</th><th>Environment</th><th>Parent Involvment</th><th>Strategies</th><th>Monitoring</th></tr>
<tr><td rowspan="2">Formalized Behavior Plan</td><td rowspan="2">Small group or 1-1 with RST and/or counselor</td><td rowspan="2">Home reward system tied to school system</td><td>1-1 reteaching</td><td rowspan="2">Determined by the behavior plan goal</td></tr>
<tr><td>Sensory integration</td></tr>
<tr><td>Bridges</td><td rowspan="2">Ability to complete work in Bridges</td><td>Daily contact</td><td rowspan="2">Shortened day with parent permission</td><td></td></tr>
<tr><td>Charlie's Place</td><td></td></tr>
<tr><td></td><td>Possible referral to Charlie's Place</td><td></td><td></td><td></td></tr>
</table>

Multiple Tiered System of Support (MTSS)
Behavior Pyramid - Tier 3

<table>
<tr><td colspan="5">Tier 3: Intensive, individualized, or small group interventions for students who have insufficient response to evidence-based interventions in Tiers 1 and 2</td></tr>
<tr><th>Program</th><th>Environment</th><th>Parent Involvment</th><th>Strategies</th><th>Monitoring</th></tr>
<tr><td rowspan="2">SST-driven process</td><td>Small group or individual sessions with counselor</td><td>Home reward system tied to the school system</td><td>1-1 reflection after exhibiting poor behavior</td><td rowspan="2">Data collection for an appropriate amount of time</td></tr>
<tr><td rowspan="2">Ability to complete work in Bridges</td><td>Daily or weekly contact</td><td rowspan="2">Consult with RST, principal, psychologist</td></tr>
<tr><td>Counseling</td><td></td><td></td><td></td></tr>
<tr><td>Bridges</td><td></td><td></td><td>Social stories</td><td></td></tr>
</table>

Multiple Tiered System of Support (MTSS)
Behavior Pyramid - Tier 2

Tier 2: Targeted, specific prevention or remedial interventions for students whose behavior performance lags behind the norms of their grade level				
Program	**Environment**	**Parent Involvment**	**Strategies**	**Monitoring**
Formal behavior plans designed by teacher	Small group instruction	Teacher documents parent contact	Gather student history	Data collection for an appropriate amount of time
	Counselor-led small groups		Identify one or two target behaviors	
Possible SST referral		Home reward system tied to school system		
The refocus process		Weekly contact	Follow the behavior plan for the designated time & with fidelity	

Multiple Tiered System of Support (MTSS)
Behavior Pyramid - Tier 1

Tier 1: All students have access to and receive universal, guaranteed, and viable behavior expectations				
Program	**Environment**	**Parent Involvment**	**Strategies**	**Monitoring**
School-wide behavior expectations taught by the teacher	Teacher establishes routines and procedures during the first six weeks of school, after vacations, and periodically during the year	Teacher informs family of concerns prior to office referral, if appropriate	Positive reinforcement	Observation by teacher
			Modeling	Data collection by teacher
			Proximity	
Be safe, responsible, respectful			Preferential seating	Behavior notices in Aeries
		Teacher nurtures positive relationship with family	Parent contact	
Counselor-Led Second Step (MSE)			Planned ignoring	Anecdotal records by teacher
Responsibility sheets			Good notes home	
Postive Behavior Interventions and Supports (PBIS)	School-aligned classroom plan with frequent rewards for positive behavior		Use of agenda	
			Social skills lessons	
Discipline approach that focuses on personal growth and reparation rather than punishment			Character ed	
			Role playing	
			MegaSkills	
			Follow restorative practices	

Multiple Tiered System of Support (MTSS)
Academic Pyramid - Tier 4

<table>
<tr><td colspan="5">Tier 4: Specialized intervention for students who have not responded to evidence-based interventions in Tiers 1, 2, and 3</td></tr>
<tr><td><u>Program</u></td><td><u>Environment</u></td><td><u>Parent Involvment</u></td><td><u>Strategies</u></td><td><u>Monitoring</u></td></tr>
<tr><td rowspan="2">IEP-driven with special education resource specialist</td><td rowspan="2">Regular classroom or resource room</td><td>Annual IEP</td><td>Teacher collaboration</td><td>Observation</td></tr>
<tr><td>Parent Conferences</td><td>Pull-out 1-1 or 1-2</td><td rowspan="2">Criterion-referenced tools</td></tr>
<tr><td rowspan="2">GATE</td><td rowspan="2"></td><td>Progress Reports</td><td>Individualized instruction</td></tr>
<tr><td rowspan="2"></td><td rowspan="2">Paper or technology-based options and/or alternate location for classroom testing if primary medium disadvantages student</td><td rowspan="2">Benchmark tools</td></tr>
<tr><td></td><td></td><td></td><td>Standardized tools</td></tr>
</table>

Multiple Tiered System of Support (MTSS)
Academic Pyramid - Tier 3

Tier 3: Intensive, individualized, or small group interventions for students who have insufficient response to evidence-based interventions in Tiers 1 and 2. Student may receive either Title I or special education RtI2 services based on the recommendation of the SST

Program	**Environment**	**Parent Involvment**	**Strategies**	**Monitoring**
SST-driven process - Title I or special education RtI2	MSE Reading Center	Annual Title I meeting	Teacher collaboration	Daily observation
	Sisson Reading Center	Parent conferences	Pull-out with 1-1 or small group support	Benchmark assessments
	Instructional plan	Informal and formal communication		
Bridges	Pull-out		MSE - Reading Recovery, Model (Tyner), Read Naturally, Zoo Phonics and/or other research-based programs	
Zero period in Reading Center	Intervention time does not mean missing especially fun activities, core instruction, or work time that will have to be made up	Progress reports		
GATE	Ability to complete work in Bridges	Daily reading log		
		Book bags	Sisson - Differentiated Teaching Models (Tyner)	
	Title I math			
			Examples: Backfilling and frontloading grade level concepts. 5-10 minutes daily spiral review Distributed practice emphasized over mass practice Conceptual knowledge, not only procedural	
			Teaching students how to obtain help from classroom teachers.	
			Paper or technology-based options and/or alternate location for classroom testing if primary medium disadvantages student	

Multiple Tiered System of Support (MTSS)
Academic Pyramid - Tier 2

Tier 2: Targeted, specific interventions for students whose academic performance lags behind or exceeds the norms of their grade level				
Program	**Environment**	**Parent Involvment**	**Strategies**	**Monitoring**
Book room	Task completion	Frequent grade checks	Teacher collaboration	Curriculum-based
Leveled readers and online resources	Flexible grouping	Daily/weekly reports	Extended learning - zero period and before/after school	Open-book/untimed
Study skills	Behavior management tools	Additional parent conference or SST		Diagnostic - prescriptive
Math Camp				Accurately identify, monitor, and prioritize Tier 2 students
Tech-based individualized math applications			Modified assignments (E.g. more time, less workload)	
			1-1 or small group (i.e. teachers work with Tier 2 while aides take Tier 1)	Clear path to triggering and documenting SSTs for Tier 2 students
Heart students, especially at Sisson				
Small group curriculum-based review and reteach			Physical proximity	
Access to grade level curriculum with fidelity			Teacher collaboration around Tier 2 strategies	
			Build relationships	
			Help for students after school and at breaks	
			Examples: Backfilling and frontloading; Daily spiral review; Balanced combination of conceptual and procedural knowledge	
			Paper or technology-based options and/or alternate location for classroom testing if primary medium disadvantages student	

Multiple Tiered System of Support (MTSS)
Academic Pyramid - Tier 1

<table>
<tr><td colspan="5">Tier 1: All students have access to and receive universal, guaranteed, and viable academic expectations</td></tr>
<tr><td><u>Program</u></td><td><u>Environment</u></td><td><u>Parent Involvment</u></td><td><u>Strategies</u></td><td><u>Monitoring</u></td></tr>
<tr><td rowspan="2">State-adopted and standards-based materials used with fidelity</td><td>Self-contained classes</td><td rowspan="2">Ongoing home/school communication</td><td rowspan="2">PLC collaboration/team effort</td><td rowspan="2">Continuous monitoring and adjustment</td></tr>
<tr><td rowspan="2">Departmentalized classes</td></tr>
<tr><td rowspan="3">Technology/library/book room</td><td rowspan="3">School-wide positive behavior plans</td><td>Parent conferences</td><td rowspan="3">Research-based instruction i.e. hands-on, manipulatives, art, movement, etc.</td><td rowspan="3">Initial/universal screening</td></tr>
<tr><td>Volunteers</td></tr>
<tr><td rowspan="2">Back-to-School Night & Open House</td><td>Differentiated instruction</td><td rowspan="2">Quarterly/trimester benchmark assessment</td></tr>
<tr><td rowspan="2">Accelerated Reader</td><td rowspan="2">K-3 Second Step and Peaceful Playground</td><td rowspan="2">Promote on-task behavior</td></tr>
<tr><td>Newsletters</td><td>Trimester K-3 RESULTS</td></tr>
<tr><td rowspan="2">Strong music, P.E., science, and social studies programs</td><td>Whole/small group</td><td rowspan="2">School/teacher websites</td><td>Flexible grouping</td><td rowspan="2">Report cards/progress reports</td></tr>
<tr><td rowspan="2">Positive classroom atmosphere</td><td>4-8 after-school tutoring</td></tr>
<tr><td rowspan="3">Tech-based or otherwise individualized math applications for review and extension--moved from Tier 2</td><td rowspan="3">4-8 study skills</td><td rowspan="3">Diagnostic assessments</td></tr>
<tr><td>Active student learning</td><td rowspan="3"></td></tr>
<tr><td rowspan="2">Post common/visual learning cues</td><td>4-8 computer instruction</td></tr>
<tr><td rowspan="2"></td><td>Field trips and guest speakers</td></tr>
<tr><td rowspan="2"></td><td>Extension and enrichment-based strategies to challenge as opposed to acceleration-based strategies</td><td rowspan="2"></td></tr>
<tr><td></td><td>Paper or technology-based options and/or alternate location for classroom testing if primary medium disadvantages student</td></tr>
</table>

Multiple Tiered System of Support (MTSS)
Social Emotional Pyramid - Tier 4

Tier 4: Specialized intervention for students who have not responded to evidence-based interventions in Tiers 1, 2, and 3				
Program	**Environment**	**Parent Involvment**	**Strategies**	**Monitoring**
Counseling	Individual sessions with Behavioral Health counselor	Agree to participate with behavioral health	Regular meetings with behavioral health counselor	Determined by treatment team
Bridges				
Behavioral Health		Counselors regularly communicate with family		
	Ability to complete work in Bridges		Continued consultation among treatment team members	

Multiple Tiered System of Support (MTSS)
Social Emotional Pyramid - Tier 3

Tier 3: Intensive, individualized, or small group interventions for students who have insufficient response to evidence-based interventions in Tiers 1 and 2				
Program	**Environment**	**Parent Involvment**	**Strategies**	**Monitoring**
Counseling	Small group or individual sessions with counselor	Counselor regularly communicates with family	Regular meetings with counselor	Data collection for an appropriate amount of time
Bridges				
Mentor Program and Girls Circle/Boys Council	Ability to complete work in Bridges		Consult with counselor, principal, and school psychologist	
			Social Stories	

Multiple Tiered System of Support (MTSS)
Social Emotional Pyramid - Tier 2

Tier 2: Targeted, specific prevention or remedial interventions for students whose behavior performance lags behind the norms of their grade level				
Program	**Environment**	**Parent Involvment**	**Strategies**	**Monitoring**
Possible SST Referral	Small group instruction	Teacher documents family contact	Gather student history	Data collection for an appropriate amount of time
Encourage peer support and modeling	Playgrounds		Consult with counselor, principal, or school psychologist	
The refocus process		Weekly contact		
Heart students, especially at Sisson		Counselor meets w/ families and teachers		
Counselor-led snack/lunch groups		Counselor contacts families about truancy		
Healthy play focus led by counselor to facilitate relationships				

Multiple Tiered System of Support (MTSS)
Social Emotional Pyramid - Tier 1

Tier 1: All students have access to and receive universal, guaranteed, and viable behavior expectations				
Program	**Environment**	**Parent Involvment**	**Strategies**	**Monitoring**
Second Step (MSE)	Teachers and aides provide support for minor issues	Teacher informs family of concerns if appropriate	Positive reinforcement	Observation by teacher
Adverse Childhood Experiences (ACEs) Scores			Preferential seating	Data collection by teacher
			Parent contact	
Postive Behavior Interventions and Supports (PBIS)	Staff members consider ACEs based upon known incidents	Teacher nurtures positive relationship with family	Planned ignoring	Anecdotal records by teacher
			Notes/calls home for good behavior	
Social emotional learning for all students			Social skills lessons	
			Role playing	
Discipline approach that focuses on personal growth and reparation rather than punishment			Follow restorative practices	
			Staff training on the risks of ACEs and how they may affect classroom behavior	
Counselor-led talks about kindness, sportsmanship, etc				
			Leverage natural consequences	

7. 7. AR 4119.12 Title IX Sexual Harassment Complaint Procedures

Background Information

On May 6, 2020, the United States Department of Education issued much anticipated regulations addressing how schools must respond to claims of sexual harassment covered by the Title IX of the Education Amendments of 1972. Title IX is the federal law which prohibits discrimination on the basis of sex in educational settings. The regulations make significant changes to current requirements and practices and require compliance.

Financial Impact

None

Supporting Documents

AR 4119.12 Marked-Up Policy.pdf

CSBA Sample

Administrative Regulation

Title IX Sexual Harassment Complaint Procedures

AR 4119.12
Personnel

Note: Title IX of the Education Amendments of 1972 (20 USC 1681-1688; 34 CFR 106.1-106.82) prohibits discrimination based on sex, including sexual harassment, and mandates that the district adopt and publish complaint procedures.

Note: The following administrative regulation reflects the Title IX complaint procedure detailed in 34 CFR 106.44-106.45, as added by 85 Fed. Reg. 30026, which must be used, effective August 14, 2020, to address any complaint of sexual harassment that meets the definition in 34 CFR 106.30. Pursuant to 34 CFR 106.30, allegations of sexual harassment governed by these regulations include (1) a district employee conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 and 34 USC 12291. Alleged sexual harassment in employment that does not meet this definition should be addressed through the district's complaint procedures described in AR 4030 - Nondiscrimination in Employment.

Note: 34 CFR 106.44 requires the district, when there is actual knowledge of sexual harassment, to respond promptly in a manner that is not deliberately indifferent. 34 CFR 106.30 defines "actual knowledge" as notice of sexual harassment or allegations of sexual harassment being submitted to the district's Title IX Coordinator, any official of the district who has authority to institute corrective measures, or any employee of an elementary or secondary school. A district is deliberately indifferent only if its response to Title IX sexual harassment is clearly unreasonable in light of the known circumstances.

Note: Application of the Title IX complaint procedures to the facts of a specific complaint may implicate complicated questions about the intersection of state law, federal law, and, in cases involving employees, the applicable collective bargaining agreement. Districts with questions about specific complaints are strongly encouraged to consult legal counsel.

Note: Also see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment for information about prohibited conduct, training, required notifications, and processes for reporting sexual harassment.

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a district employee was subjected to one or more of the following forms of sexual harassment: (34 CFR

106.30)

1. A district employee conditioning the provision of a district aid, benefit, or service on a person's participation in unwelcome sexual conduct

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity

3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

All other sexual harassment complaints shall be investigated and responded to pursuant to AR 4030 - Nondiscrimination in Employment.

(cf. 4030 - Nondiscrimination in Employment)

A report of sexual harassment shall be submitted directly to or forwarded to the district's Title IX Coordinator using the contact information listed in AR 4119.11/4219.11/4319.11 - Sexual Harassment.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the process for filing a formal complaint.

Note: Given the district's duty pursuant to 34 CFR 106.44 to respond to reports of sexual harassment in a manner that is not deliberately indifferent, the Title IX Coordinator should file a complaint in certain situations even when the victim chooses not to do so, including, but not limited to, when a safety threat exists.

Note: In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.

Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator shall file a formal complaint in situations in which a safety threat exists. In addition, the Title IX Coordinator may file a formal complaint in other situations as permitted under the Title IX regulations. In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.

A formal complaint, with the complainant's physical or digital signature, may be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

The Superintendent or designee shall ensure that the Title IX Coordinator, investigator, decision-maker, or a facilitator of an informal resolution process does not have a conflict of

interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such persons receive training in accordance with 34 CFR 106.45. (34 CFR 106.45)

Supportive Measures

Upon receipt of a report of Title IX sexual harassment, even if a formal complaint is not filed, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures which are nondisciplinary, nonpunitive, and do not unreasonably burden the other party. Such measures may include, but are not limited to, counseling, extensions of deadlines, modifications of work schedules, mutual restrictions on contact, changes in work locations, leaves of absence, increased security, and monitoring of certain areas of the campus. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures. (34 CFR 106.30, 106.44)

Emergency Removal

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

Note: Pursuant to Education Code 48900.2, a student in grades 4-12 may be suspended and/or expelled from school for sexual harassment. Districts should also note that Education Code 48915(c) requires the Superintendent or designee to recommend expulsion for any student, irrespective of grade, who commits sexual assault or battery as defined in the Penal Code. See AR 5144.1 - Suspension and Expulsion/Due Process.

Note: 34 CFR 106.44 allows a student to be removed in emergency situations as described below, but requires that a student should not be "disciplined" prior to a finding being made pursuant to the grievance process established by 34 CFR 106.45. Due to this inconsistency in state and federal law, districts are advised to consult legal counsel as to the manner of imposing an emergency removal.

If the respondent is a student, the district may, on an emergency basis, remove the student from the district's education program or activity, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. This authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

Dismissal of Complaint

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30 even if proved. The Title IX Coordinator shall also dismiss any complaint that did not occur in the district's education

program or activity or did not occur against a person in the United States, and may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly, and simultaneously to the parties, send written notice of the dismissal and the reasons for the dismissal. (34 CFR 106.45)

If a complaint is dismissed on the grounds that the alleged conduct does not constitute sexual harassment as defined in 34 CFR 106.30, the conduct may still be addressed pursuant to AR 4030 - Nondiscrimination in Employment as applicable.

Informal Resolution Process

When a formal complaint of sexual harassment is filed, the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint. (34 CFR 106.45)

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process, and any consequences resulting from participating in the informal resolution process, including that records will be maintained or could be shared.

2. Obtains the parties' voluntary, written consent to the informal resolution process

Formal Complaint Process

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process

2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview.

If, during the course of the investigation, the district investigates allegations about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator

shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process

4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence

5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

Note: The following paragraph is optional. Although not required by law, a best practice is to provide notice to the parties of the name of the investigator, facilitator, and decision-maker in order to give the parties an opportunity to raise concerns of conflict of interest or bias as prohibited by 34 CFR 106.45.

The above notice shall also include the name of the investigator, facilitator of an informal process, and decision-maker and shall provide either party with no less than three calendar days to raise concerns of conflict of interest or bias regarding any of these persons.

Note: Pursuant to 34 CFR 106.45, when investigating a formal complaint, the burden of proof rests on the district and not on the parties. However, the district must obtain the party's voluntary, written consent to access, consider, disclose, or otherwise use a party's records that are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, which are made and maintained in connection with the provision of treatment to the party.

Note: 34 CFR 106.45 authorizes, but does not require, the district to conduct a live hearing at which each party's advisor may ask the other party and any witnesses all relevant questions and follow-up questions. If the district chooses to include such a hearing as a component of its complaint procedure, the following list should be modified to include requirements for the hearing in accordance with 34 CFR 106.45.

During the investigation process, the district shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence

2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence

3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney

4. Not limit the choice or presence of an advisor for either the complainant or respondent in

any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties

5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate

6. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report

7. Objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and determine credibility in a manner that is not based on a person's status as a complainant, respondent, or witness

8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

9. After sending the investigative report to the parties and before reaching a determination regarding responsibility, afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

Note: Districts with questions about the application of a collective bargaining agreement in the context of a Title IX investigation should consult legal counsel.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

Written Decision

***Note: Pursuant to 34 CFR 106.45, the person designated as the decision-maker of the determination of responsibility cannot be the same person designated as the Title IX Coordinator,

an investigator, or the person who considers appeals. The following paragraph may be revised to reflect the position designated by the district to provide a written determination of responsibility. While designation decisions will depend on the size of the district, a best practice is to designate an upper-level administrator as the decision-maker and designate the Superintendent as the person to consider appeals.***

The Superintendent shall designate an employee as the decision-maker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation of the matter. (34 CFR 106.45)

The decision-maker shall issue, and simultaneously provide to both parties, a written decision as to whether the respondent is responsible for the alleged conduct. (34 CFR 106.45)

Note: 34 CFR 106.45 requires that the district's complaint process include a "reasonably prompt" timeframe for concluding the complaint process, but does not specify the number of days within which the final decision must be issued. Districts may revise the following paragraph to include a different timeline as long as it would satisfy the requirement to act promptly.

The written decision shall be issued within 45 calendar days of the receipt of the complaint.

The timeline may be temporarily extended for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

Note: 34 CFR 106.45 mandates that the district's complaint procedures state whether the district's determination of responsibility will be based on a "preponderance of evidence" standard or "clear and convincing evidence" standard. The following paragraph reflects the "preponderance of evidence" standard, which is a less stringent standard to prove misconduct, and should be revised if the district chooses to use a "clear and convincing evidence" standard. The standard selected by the district must be applied uniformly for all Title IX sexual harassment complaints. The district should consult with legal counsel in determining which standard to use.

In making this determination, the district shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30

2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process

3. Findings of fact supporting the determination

4. Conclusions regarding the application of the district's code of conduct to the facts

5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant

6. The district's procedures and permissible bases for the complainant and respondent to appeal

Appeals

Note: 34 CFR 106.45 allows either the complainant or respondent to appeal the district's decision. The district may revise the following section to reflect applicable timelines established by the district.

Note: The following section should also be revised to identify the person who has been designated as the decision-maker(s) for the appeal. Pursuant to 34 CFR 106.45, the decision-maker for the appeal cannot be the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.

Either party may appeal the district's decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome. If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties

2. Ensure that the decision-maker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator

3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome

4. Issue a written decision describing the result of the appeal and the rationale for the result

5. Provide the written decision simultaneously to both parties

An appeal must be filed in writing within 10 calendar days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal.

Appeals submitted after this deadline are not timely and shall not be considered. Either party has the right to file a complaint with the U.S. Equal Employment Opportunity Commission.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Remedies

Note: 34 CFR 106.45 mandates that the district's Title IX complaint process list, or describe the range of, possible remedies that the district may implement following any determination of responsibility. The following section may be revised to reflect district practice.

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

Disciplinary Actions

The district shall not impose any disciplinary sanctions or other actions against a respondent, other than supportive measures as described above in the section "Supportive Measures," until the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44)

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Report)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Record-Keeping

The Superintendent or designee shall maintain for a period of seven years a record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, any appeal or informal resolution and the results therefrom, and responses made pursuant to 34 CFR 106.44. (34 CFR 106.45)

The Superintendent or designee shall also maintain for a period of seven years all materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process. The district shall make such training materials publicly available on its web site, or if the district does not maintain a web site, available upon request by

members of the public. (34 CFR 106.45)

(cf. 3580 - District Records)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
48900 Grounds for suspension or expulsion
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48985 Notices, report, statements and records in primary language
CIVIL CODE
51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor
GOVERNMENT CODE
12950.1 Sexual harassment training
CODE OF REGULATIONS, TITLE 5
4600-4670 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1092 Definition of sexual assault
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 34
12291 Definition of dating violence, domestic violence, and stalking
UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
106.1-106.82 Nondiscrimination on the basis of sex in education programs
COURT DECISIONS
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Reese v. Jefferson School District, (2000, 9th Cir.) 208 F.3d 736
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:
WEB SITES
CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

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