

Eureka City Schools Board of Education
2100 J Street - Eureka, CA 95501 | Frances H. Taplin Board Room

Regular Meeting

6:30 PM

August 4, 2022

AGENDA

A. CALL TO ORDER OF OPEN SESSION (5:00 p.m.)

B. PUBLIC COMMENT ON CLOSED SESSION ITEMS

C. CLOSED SESSION (Room 118)

- (1) Employee Discipline, Dismissal, Release, Accept the Resignation of a Public Employee (GC § 54957)
- (2) Public Employment (Gov. Code §54957) - See Personnel Action Report Consent Agenda Item No. J(11)
- (3) Public Employee Appointment (Gov. Code §54957) - See Personnel Action Report Consent Agenda Item No. J(11)
- (4) Conference with Labor Negotiator Superintendent Van Vleck Regarding Eureka Teachers Association, Classified White and Blue Collar Units, and/or Unrepresented Employees (Confidential and Classified and Certificated Management) (GC § 54957.6)
- (5) Conference with Real Property Negotiator Superintendent Van Vleck Regarding Jacobs Building Property Concerning Price and/or Terms of Payment (GC § 54956.8) (Interested Parties: City of Eureka / Lead Negotiator: Brian Gerving and California Highway Patrol / Lead Negotiator: NaTonya Forbes)
- (6) Conference with Legal Counsel – Existing Litigation (Gov. Code §54956.9(d)(1)) Kristina Christiansen vs. Eureka City Schools, et al. – Humboldt County Superior Court (CV2200815)

D. RECONVENING OF OPEN SESSION

E. REPORT OUT FROM CLOSED SESSION

F. PLEDGE OF ALLEGIANCE TO THE FLAG

G. ADJUSTMENT TO THE AGENDA

The Board of Trustees reserves the right to change the order in which agenda items are discussed and/or acted upon at this meeting. Subject to further action by the Board, this meeting will proceed as provided in this agenda. Items may be added to this agenda for discussion or action only as permitted by law.

- (7) Approval of Agenda

H. INFORMATION

- (8) Student Reports

- (9) Superintendent's Report
- (10) Board Members' Reports

I. PUBLIC COMMENT ON NON-AGENDA ITEMS

*** IN ORDER TO ADDRESS THE BOARD, PLEASE COMPLETE THE GREEN SPEAKER'S FORM AT THE DOOR AND GIVE TO THE BOARD PRESIDENT.**

Individual speakers shall be allowed three (3) minutes to address the Board on each non-agenda or agenda item. The Board shall limit the total time for public input on each item to twenty (20) minutes (BB 9323(b)).

J. CONSENT CALENDAR

- (11) Approval of Personnel Action Report No. 1

Referred to the Board by:

Renae Will, Director of Personnel Services and Public Affairs

- (12) Approval and Acceptance of the Grant Award Notification (GAN) for the California Community Schools Partnership Program (CCSPP): Implementation Grant

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

- (13) Approval of Minutes from the Regular Meeting on June 23, 2022 and Regular Meeting on June 28, 2022

Referred to the Board by:

Fred Van Vleck, Ed.D., Superintendent

- (14) Approval of Bus Fleet Inspection Service Agreements for Freshwater and South Bay School Districts

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

- (15) Approval of Waste Removal Agreements for Cutten School District, HCOE, and Northcoast Children's Services

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

- (16) Approval of 2022-2023 Special Education Facility Use Agreement-Lafayette

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

- (17) Approval of 2022-2023 Special Education Facility Use Agreement-Winzler

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

- (18) Approval of Consulting Agreement with Laura Joseph for 2022-2023 (Board Policy Consulting)

Referred to the Board by:

Fred Van Vleck, Ed.D., Superintendent

- (19) Approval and Acceptance of the Grant Award Notification (GAN) Amendment for the 2021-2022 Supporting Inclusive Practices Preschool
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (20) Approval of Declaration of Equipment as Surplus and Authorization to Sell
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (21) Approval of Grant Awards: Rural School Bus Pilot Project (RSBPP) and FY 2020-2021 State Clean Diesel Program - Diesel Emission Reduction Act (DERA)
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (22) Approval and Acceptance of the Grant from the Humboldt Area Foundation and Wild Rivers Community Foundation: EHS Wellness Center
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (23) Approval of June 2022 Warrants
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (24) Approval of Receipt of Grant Award Notification: 2022-23 Fresh Fruit and Vegetables Program
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (25) Approval to Dissolve Lease Leaseback Agreement for Eureka High School Science Building Project
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (26) Approval of the 2022-2023 Indian Education Title VI Grant Award Notification
Referred to the Board by:
Gary Storts, Assistant Superintendent of Educational Services
- (27) Approval to Surplus CPM Math (Middle School) Materials
Referred to the Board by:
Gary Storts, Assistant Superintendent of Educational Services
- (28) Approval to Surplus AP Statistics Textbook Materials
Referred to the Board by:
Gary Storts, Assistant Superintendent of Educational Services
- (29) Approval of the College and Career Access Pathway (CCAP) Dual Enrollment Agreement with College of the Redwoods
Referred to the Board by:
Gary Storts, Assistant Superintendent of Educational Services
- (30) Approval of the Quarterly Report to the Governing Board as Mandated by the

State, In Regards to the Williams Lawsuit
Referred to the Board by:

Gary Storts, Assistant Superintendent of Educational Services

- (31) Approval of 2022-2023 Food Services Agreement Between Northern United Charter Schools (NUCS) and Eureka City Schools (ECS)

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

- (32) Approval of Open Door Community Health Centers 2022-2023 Memorandum of Understanding for the School Based Wellness Center Collaboration

Referred to the Board by:

Lisa Claussen, Director of Student Services

- (33) Approval of City of Eureka 2022-2023 Memorandum of Understanding for School Resource Officer Services

Referred to the Board by:

Gary Storts, Assistant Superintendent of Educational Services

- (34) Approval of Field Trip Requests: Various Field Trips - Eureka High School FFA

Referred to the Board by:

Renae Will, Director of Personnel Services and Public Affairs

K. DISCUSSION/ACTION

- (35) Approval of Change Order No. 3: EHS Gymnasium Project

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

- (36) Employment Contract for the Assistant Superintendent of Educational Services

Referred to the Board by:

Fred Van Vleck, Ed.D., Superintendent

- (37) New Classified Management Job Description - Executive Director of Personnel Services and Public Affairs

Referred to the Board by:

Fred Van Vleck, Ed.D., Superintendent

- (38) New Classified Job Description – School Custodian/Trainer/Rover

Referred to the Board by:

Renae Will, Director of Personnel Services and Public Affairs

- (39) Revised Classified Job Descriptions: Early Education Assistant and Restorative Practices Support Specialist

Referred to the Board by:

Renae Will, Director of Personnel Services and Public Affairs

- (40) Revised Classified Job Description: Student Information Support Specialist (SISS), and a New Job Description: SISS II

Referred to the Board by:

Renae Will, Director of Personnel Services and Public Affairs

- (41) New Classified Management Job Description – Director of Maintenance, Facilities, and Operations

Referred to the Board by:

Renae Will, Director of Personnel Services and Public Affairs

- (42) New Classified Management Job Description – District Safety and Security Coordinator

Referred to the Board by:

Renae Will, Director of Personnel Services and Public Affairs

- (43) New Certificated Management Job Description – Special Education Program Specialist

Referred to the Board by:

Renae Will, Director of Personnel Services and Public Affairs

- (44) Revised Certificated Management Salary Schedule

Referred to the Board by:

Renae Will, Director of Personnel Services and Public Affairs

- (45) Revised Classified Management Salary Schedule

Referred to the Board by:

Renae Will, Director of Personnel Services and Public Affairs

L. DISCUSSION

- (46) Review of Draft 2022 Local Agency Biennial Conflict of Interest Code and Resolution 22-23-001: Resolution of the Eureka City Schools Governing Board Affirming Changes to the Conflict of Interest Code Appendix of Designated Employees and Disclosure Categories (1st Review)

Referred to the Board by:

Fred Van Vleck, Ed.D., Superintendent

M. CLOSED SESSION (continued)

N. RECONVENING OF OPEN SESSION (continued)

O. REPORT OUT FROM CLOSED SESSION (continued)

P. INFORMATIONAL ONLY ITEMS

- (47) Information Only: September 2022 - Review of CDE Calendar of Events

Q. ADJOURNMENT

Notice: Documents and materials relating to an open session agenda that are provided to the Board less than 72 hours prior to a regular meeting will be available for public inspection and copying at the Eureka City Schools District Office, Superintendent's Office (Room 108), 2100 J Street, Eureka, CA 95501.

Notice: Eureka City Schools adheres to the Americans with Disabilities Act. Should you require special accommodations or auxiliary aids and services in order to participate in the Board meeting, please contact the Superintendent's Office (Room 108) in writing three days prior to the meeting at

2100 J Street, Eureka, CA 95501.

Notice: Regular Board meetings may be digitally recorded. Per Board policy, recordings may be erased or destroyed 30 days after the meeting.

Notice: The Governing Board reserves the right to take action on any item listed on this agenda.

AGENDA ITEM

Agenda Title: Approval of Personnel Action Report No. 1

Meeting Date: August 4, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve Personnel Action Report No. 1.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

N/A

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 7: Human Resources

HISTORY *(list previous staff or board action(s) with dates if possible)*

N/A

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

N/A

WHO *(list the name of the contact person(s), job title, and site location)*

Renae M. Will, Director of Personnel Services and Public Affairs

ATTACHMENTS:

Description

- ▣ Updated Personnel Report #1

**EUREKA CITY SCHOOLS
PERSONNEL REPORT NO. 1
August 4, 2022**

The following personnel are submitted to the Board of Education of the Eureka City Schools for approval:

CERTIFICATED PERSONNEL

RETIREMENTS

Silva, Michele	School Nurse, 1.0 FTE, (District), eff. 6/16/23
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RESIGNATIONS

Bade, Wendy	Speech Language Pathologist, 1.0 FTE, (District), eff. 8/4/22
Bean, Chandler	Probationary II Teacher, 1.0 FTE, (Alice Birney), eff. 6/16/22
Cruz, Guadalupe	Educational Specialist, 1.0 FTE, (Alice Birney), eff. 6/16/22
Vilcone, Effie	School Psychologist, 1.0 FTE, (District), eff. 7/1/22
Waterhouse, Teresa	Middle School Principal, 215 work day, (Winship), eff. 7/1/22

ASSIGNMENTS

Anderson, Erin	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 7/15/22
Bracamonte, Christina	Temporary Elementary Teacher, 1.0 FTE, (Washington), eff. 8/17/22 – 6/15/23
Brakeman, Rachel	Temporary Summer School Principal, (Alice Birney), eff. 6/24/22 – 8/4/22
Breyer, Katherine	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 7/18/22 – 8/4/22
Cagle, Haillie	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 8/4/22
Cavazo, Ariana	Temporary Summer School Teacher, Hourly, (EHS), eff. 6/27/22 – 7/22/22
Chavez, Diana	Probationary I Math Teacher, 1.0 FTE, (EHS), eff. 8/17/22
Christansen, Corrine	Temporary Summer School Principal, (Zane), eff. 6/24/22 – 8/4/22
Claussen, Paul	Assistant Principal, 205 Days, (EHS), eff. 8/01/22
Couch, Steven	Temporary Summer School Principal, (EHS), eff. 6/24/22 – 7/22/22
Crandell, Joan	Temporary Summer School Teacher, Hourly, (Zane), eff. 6/24/22 – 8/4/22
Crandell, Molly	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 8/4/22
Cummesky, Morgan	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 7/18/22 – 8/4/22
De Los Santos, Bobby	Temporary Summer School Teacher, Hourly, (EHS), eff. 6/27/22 – 7/22/22
Dolan, Alanna	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 8/4/22
Donaldson, Ryan	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 7/18/22 – 8/4/22
Eden, Daniel	Temporary Summer School Teacher, Hourly, (EHS), eff. 6/27/22 – 7/22/22
Fanucchi, Julie	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 7/15/22
Forbes, Garrett	Probationary I Ag Mechanics and Welding Teacher, 1.0 FTE, (EHS), eff. 8/17/22
Graeser, Megan	Temporary Summer School Teacher, Hourly, (Zane), eff. 6/24/22 – 8/4/22
Harden, Leah	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 8/4/22
Hernandez, Bridgett	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 7/15/22
Hoover, Kelly	Temporary Summer School Teacher, Hourly, (EHS), eff. 6/27/22 – 7/22/22
Hutcheon, Tara	Temporary Summer School Teacher, Hourly, (EHS), eff. 6/27/22 – 7/22/22

Jensen, Sheri	Temporary Summer School Principal, (Zane), eff. 6/24/22 – 8/4/22
Johnson, Morgan	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 7/15/22
Kobernik-Conn, Jenny	Temporary Summer School Teacher, Hourly, (EHS), eff. 6/27/22 – 7/22/22
Lucas, Deborah	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 8/4/22
Mandy, Hannah	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 7/15/22
Munguia, Emma	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 7/15/22
Oetinger, Sam	Temporary Summer School Teacher, Hourly, (Zane), eff. 6/24/22 – 8/4/22
Pennsy, Terra	Temporary Summer School Teacher, Hourly, (EHS), eff. 6/27/22 – 7/22/22
Puzz, Alexander	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 8/4/22
Racanelli, Natalie	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 7/18/22 – 8/4/22
Reano, Jade	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 8/4/22
Rivera, Stephanie	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 8/4/22
Robinson, Romel	Temporary Summer School Teacher, Hourly, (Zane), eff. 6/24/22 – 8/4/22
Sanders, Trisha	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 7/18/22 – 8/4/22
Schlesiger, Heidi	Temporary Summer School Teacher, Hourly, (EHS), eff. 6/27/22 – 7/22/22
Smith, Gary	Temporary ESY Summer School Teacher, Hourly, (EHS), eff. 6/27/22 – 7/22/22
Sosa, Jessica	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 7/18/22 – 8/4/22
Sosa, Jessica	Probationary I Teacher, 0.4 FTE, (EHS), eff. 8/17/22 and
	Temporary Teacher, 0.4 FTE, (EHS), eff. 8/17/22 – 6/15/22
Steinbock, Christine	Probationary I Teacher, 1.0 FTE, (Grant), eff. 8/17/22
Storm, Eric	Temporary ESY Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 8/4/22
Storts, Shawna	Probationary I Teacher, 1.0 FTE, (Lafayette), eff. 8/17/22
Trischum, Jonathan	Temporary Summer School Teacher, Hourly, (EHS), eff. 6/27/22 – 7/22/22
Vanella, Stan	Probationary I Speech Language Pathologist, 0.8 FTE, (District), eff. 8/17/22
Warren, Kathy	Temporary Summer School Teacher, Hourly, (Alice Birney), eff. 6/24/22 – 8/4/22
Wenzel, Yuko	Probationary I 6 th Grade Teacher, 1.0 FTE, (Zane), eff. 8/17/22
Wright, Laura	Temporary ESY Summer School Teacher, Hourly, (EHS), eff. 6/27/22 – 7/22/22

CHANGE OF STATUS

Grant, Janis	From: Probationary I School Nurse, 0.9 FTE, (District)
	To: Probationary I School Nurse, 0.1 FTE, (District) and
	Probationary II School Nurse, 0.9 FTE, (District), eff. 7/1/22

DAY TO DAY SUBSTITUTE TEACHERS

Newman, Althea	Day-to-Day Substitute Teacher, eff. 7/14/22 – 6/30/23
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CLASSIFIED PERSONNEL

RETIREMENT

Dean, Doug	Lead Carpenter (CY), 8 hrs/day, eff. 7/1/23
Hagans, Jacquee	Sr. Account Clerk - Benefits (DO), 8 hrs/day, eff. 7/7/23
Meglemre, Kathleen	Literacy Technician (Alice Birney), 3.25 hrs/day, eff. 6/17/22

RESIGNATIONS

Conley, Michelle	Middle School Secretary (Zane), 8 hrs/day, eff. 7/30/22
Cox, Rachel	EL Technician (Lincoln), 2 hrs/day, eff. 6/17/22
Cox, Rachel	Literacy Technician (Zoe Barnum), 4 hrs/day, eff. 6/17/22
Cox, Rachel	After-School Prog Asst (Grant), 2 hrs/day, eff. 6/17/22
Gasparyan, Ruzanna	Children's Center Secretary (Winzler), 6.5 hrs/day, eff. 7/28/22
Guidry, Jade	Monitor (Zane), 2.75 hrs/day, eff. 6/17/22
Jensen, Karyn	Classroom Aide (Alice Birney), 6.5 hrs/day, eff. 6/17/22
Lemos, Joann	Intermediate Clerk Typist (Lafayette), 4 hrs/day, eff. 6/25/22
Lemos, Joann	Intermediate Clerk Typist (Winship), .6 hrs/day, eff. 6/25/22
Munguia, Emma	Classroom Aide (Grant), 6.5 hrs/day, eff. 6/17/22
Naker, Amber	Elementary Library Tech (Lafayette), 4.5 hrs/day, eff. 6/25/22
Naker, Amber	Math Technician (Lafayette), 3 hrs/day, eff. 6/25/22
Jeffares, Amanda	Sr. Food Service Worker - Middle (DW), 8 hrs/day, eff. 6/17/22
Olson, Spencer	Secondary Math Technician (EHS), 4 hrs/day, eff. 6/17/22
Wright, Laura	Instr Asst Spec Ed III (EHS), 6.5 hrs/day, eff. 6/17/22

ASSIGNMENTS

Ramirez-Moctezuma, Elisaveth	Food Service Worker (DW), 6.5 hrs/day, eff. 6/17/22
Ramirez Sloan, Elise	HS Principal's Secretary/Office Mgr (EHS), 8 hrs/day, eff. 7/11/22
Schlesiger, Michele	Children's Center Secretary (Winzler), 6.5 hrs/day, eff. 7/20/22

SPECIAL APPOINTMENTS

Adair, Cassandra	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Adams, Mark	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Alves, Cassidy	Instr Asst Spec Ed III (Summer), 5.25 hrs/day, eff. 6/23/22-8/5/22
Alves, Cassidy	Classroom Aide (Summer), 2.75 and 8 hrs/day, eff. 6/23/22-7/8/22
Anderson, Deanna	Painter Asst/Summer Maint. (CY), 8 hrs/day, eff. 6/27/22-8/19/22
Anderson, Lisa	Instr Asst Spec Ed III (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Barrera, Grant	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Boone, Logan	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Borgelin, Cortney	Instr Asst Spec Ed III (Summer), 5 hrs/day, eff. 6/23/22-8/5/22
Borgelin, Cortney	Classroom Aide (Summer), 3 and 8 hrs/day, eff. 6/23/22-8/5/22
Botzler-Washington, Nelson	Painter Asst/Summer Maint. (CY), 8 hrs/day, eff. 6/27/22-8/30/22
Bricco, June	Middle School Secretary (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Carrick, Ayla	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Cortes, Elena	Student Svcs Navigator (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Cramer, George	Campus Supervisor (Summer), 7.5 hrs/day, eff. 6/22/22-7/22/22
Davis, Lora	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Davis, Wendy	Family Support Coach (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Dutra, Laurie	Food Service Worker (Summer), 5 hrs/day, eff. 6/21/22-8/5/22
Ethridge, Cyndal	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Fix, Alia	Instr Asst Spec Ed III (Summer), 5 hrs/day, eff. 6/23/22-8/5/22
Fuentes-Zittel, Diana	Behavior Support Asst (Summer), 8 hrs/day, eff. 6/23/22-8/5/22

Gauthier, Luke	Instr Asst Spec Ed III (Summer), 6 hrs/day, eff. 6/22/22-7/22/22
German, Elena	Classroom Aide (Summer), 5.5 hrs/day, eff. 6/23/22-8/5/22
Goodrich, Sara	Paraprofessional Sub, eff. 6/17/22-6/30/23
Harris, Candes	Instr Asst Spec Ed III (Summer), 6 hrs/day, eff. 6/22/22-7/22/22
Herrera, Julian	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Hubbard, Kara	Classroom Aide (Summer), 4.75 hrs/day, eff. 6/23/22-8/5/22
Huffman, Debbie	Instr Asst Spec Ed III (Summer), 5.5 hrs/day, eff. 6/23/22-8/5/22
Jewell, Kayla	Instr Asst Spec Ed III (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Karges, Caleb	Behavior Support Asst (Summer), 6 hrs/day, eff. 6/22/22-7/22/22
Kasper, Jeffrey	Instr Asst Spec Ed III (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Khousinvong, Chellyn	Food Service Worker (Summer), 5 hrs/day, eff. 6/21/22-8/5/22
Kleyn-Schoorel, Teresa	High School Secretary (Summer), 8 hrs/day, eff. 6/22/22-7/22/22
Landry, Kristy	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Lane, Nigel	Information Tech II (DW), 8 hrs/day, eff. 7/25/22 - 10/31/22
Lee, Loua	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Letter, Madisyn	Behavior Support Asst (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Lopez, Max	Painter Asst/Summer Maint. (CY), 3 hrs/day, eff. 6/27/22-8/30/22
MacMillan, Ken	Painter Asst/Summer Maint. (CY), 2 hrs/day, eff. 6/20/22-8/30/22
Marsh, Allison	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Martin, Nancy	Food Service Worker (Summer), 5 hrs/day, eff. 6/21/22-8/5/22
Martinez, Jenny	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
McKay, Angela	Food Service Worker (Summer), 5 hrs/day, eff. 6/21/22-8/5/22
Meglemre, Kathleen	Literacy Technician Sub, eff. 6/17/22-6/30/23
Montero, Ashley	Classroom Aide (Summer), 5.5 hrs/day, eff. 6/23/22-8/5/22
Omey, William	Grounds Maint Specialist (CY), 8 hrs/day, eff. 6/21/22-8/30/22
Palmer, Eric	Instr Asst Spec III (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Payne, Christian	FS Delivery Driver (Summer), 4 hrs/day, eff. 6/21/22-8/5/22
Peper, Wanda	Classroom Aide (Summer), 5.5 and 8 hrs/day, eff. 7/18/22-8/5/22
Perez, Melody	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Popoff, Natalie	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Priolo, John	Grounds Maint Specialist (CY), 8 hrs/day, eff. 7/5/22-8/30/22
Rainwater, Jana	Behavior Support Asst (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Ross, Kelby	Sr. Food Service Worker (Summer), 6 hrs/day, eff. 6/21/22-8/5/22
Scott, Ashtyn	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Singh-Janklow, Theresa	NECEP Stud & Fam Liaison (DW), 8 hrs/day, eff. 6/23/22-8/5/22
Smit, Nicole	Elem School Secretary (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Smith, Lucy	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Sorden, Jeana	Food Service Worker (Summer), 6 hrs/day, eff. 6/21/22-8/5/22
Souza, Sal	Student Services Coord (Summer), eff. 7/18/22-8/5/22
Souza, Vanessa	Instr Asst Spec Ed III (Summer), 5 hrs/day, eff. 6/23/22-8/5/22
Sparrow, Joseph	FS Delivery Driver (Summer), 8 hrs/day, 6/21/22-8/5/22
Spelick, Nicki	Student Services Coord (Summer), eff. 6/23/22-7/15/22
Staley, Glenda	Sr. Food Service Worker (Summer), 6 hrs/day, eff. 6/21/22-8/5/22
Stone, Lindsey	Instr Asst Spec Ed III (Summer), 6 hrs/day, eff. 6/22/22-7/22/22
Taylor, Lila	Student Services Coord (Summer), eff. 7/18/22-8/5/22
Thode, Carl	School Bus Mechanic Sub, eff. 7/1/22-6/30/23
Toomata, Tina	Student Services Coord (Summer), eff. 6/23/22-7/15/22

Vasquez, Josie	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Vaughan-Fowler, Malea	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Vickers, Haley	Food Service Worker (Summer), 5 hrs/day, eff. 6/21/22-8/5/22
Webb, Hannah	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Weist, Debbie	Classroom Aide (Summer), 8 hrs/day, eff. 6/23/22-8/5/22
Wicklander, Colleen	Cook Manager (Summer), 7 hrs/day, eff. 6/21/22-8/5/22
Temme, Christopher	Food Service Sub, eff. 6/15/22

CHANGE OF STATUS

Anderson, Lisa	<p>From: Instr Asst Spec Ed III (DW), 6 hrs/day After-School Program Asst (Wash), 1.5 hrs/day</p> <p>To: Instr Asst Spec Ed III (DW), 6 hrs/day After-School Program Asst (Wash), 2 hrs/day, eff. 5/6/22</p>
Heidger, Val	<p>From: Monitor (Grant), 2 hrs/day, Lit Tech (Grant), 3 hrs/day and After-School Program Asst (Grant), 3 hrs/day</p> <p>To: Family and Medical Leave, eff. 4/19/22-6/6/22</p> <p>To: Family and Medical Leave, eff. 4/19/22-6/16/22</p>
James, Tiffany	<p>From: Asst Dir of Transportation/Risk Management (CY), 8 hrs/day</p> <p>To: Dir of Transportation/Risk Management (CY), 8 hrs/day, eff. 7/1/22</p>
Vaughan-Fowler, Malea	<p>From: Monitor (Grant), 2.25 hrs/day and After-School Program Asst (Grant), 3 hrs/day</p> <p>To: After-School Program Asst (Grant), 3 hrs/day, eff. 6/17/22</p>

LEAVES

Mullins, Taylor	<p>From: Family Services Advocate (MFRC), 7.5 hrs/day</p> <p>To: Pregnancy Disability, eff. 6/6/22</p>
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AGENDA ITEM

Agenda Title: Approval and Acceptance of the Grant Award Notification (GAN) for the California Community Schools Partnership Program (CCSPP): Implementation Grant

Meeting Date: August 4, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve and accept the Grant Award Notification (GAN) for the California Community Schools Partnership Program (CCSPP): Implementation Grant.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Approving and accepting the GAN for the California Community Schools Partnership Program (CCSPP) is important to support all ECS students. Bringing more than 3 million dollars of funding over the course of 5 years, the CCSPP Grant will allow ECS to provide resources and supports in the form of highly qualified staff to implement and support Trauma Informed Practices to ECS students. These supports will have a direct influence on Alice Birney, Grant and Lafayette, our three Community Schools, by establishing integrated Social Emotional Learning supports, increasing family and community engagement, expanding learning time and opportunities with collaborative leadership practices. The California Community Schools Partnership Program grant aligns with ECS strategic plan goals by positively affecting an increase in the social emotional health of all ECS students.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 12: Student Transitions

HISTORY *(list previous staff or board action(s) with dates if possible)*

This is a new grant to Eureka City Schools.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

The grant award is \$3,562,500.

WHO*(list the name of the contact person(s), job title, and site location)*

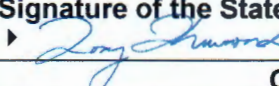
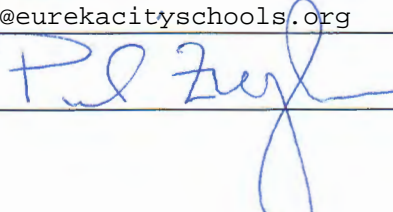
Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

▣ GAN

Grant Award Notification

GRANTEE NAME AND ADDRESS Fred Van Vleck, Ed.D., Superintendent Eureka City Schools 2100 J Street Eureka, CA 95501-3055				CDE GRANT NUMBER			
				FY	PCA	Vendor Number	Suffix
				2021	25622	75515	00
Attention Fred Van Vleck, Ed.D., Superintendent				STANDARDIZED ACCOUNT CODE STRUCTURE			COUNTY
Program Office Accounting Office, Grant Funds				Resource Code		Revenue Object Code	12
Telephone 707-441-2400				6332		8590	INDEX
Name of Grant Program California Community Schools Partnership Program: Implementation Grant							0615
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date	
	\$3,562,500	N/A	\$3,562,500	N/A	07/01/2021	06/30/2024	
CFDA Number	Federal Grant Number	Federal Grant Name				Federal Agency	
N/A	N/A	N/A				N/A	
Eureka City Schools has been funded for the California Community Schools Partnership Program (CCSPP) Implementation Grant. This award is contingent upon the availability of funds. If the Legislature reduces or defers the funding upon which this award is based, this award will be amended accordingly. Please return the original, signed Grant Award Notification (AO-400) to: <div style="text-align: center;"> Neda Ismail, Associate Governmental Program Analyst Career and College Transition Division California Department of Education 1430 N Street, Suite 4202 Sacramento, CA 95814-5901 </div>							
California Department of Education Contact Lisa Reimers				Job Title Education Programs Consultant			
E-mail Address CCSPP@cde.ca.gov					Telephone 916-322-1762		
Signature of the State Superintendent of Public Instruction or Designee 					Date July 14, 2022		
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
Printed Name of Authorized Agent Paul Ziegler				Title Assistant Superintendent			
E-mail Address zieglerp@eurekacityschools.org					Telephone 707-441-2413		
Signature 					Date July 25, 2022		

Grant Award Notification (Continued)

The following Grant conditions apply:

1. The grant award will be processed upon receipt of the signed Grant Award Notification (AO-400). This AO-400 must be signed by the superintendent or an authorized official and **returned within 10 working days**.
2. All approved program funds must be expended within the dates designated and for the maximum amount indicated on the AO-400. Encumbrances may be made at any time after the beginning date of the grant stated on the AO-400. No extensions to this grant will be allowed.
3. The grantee will support the expansion, continuation, or addition of community schools in accordance with the CCSPP application that was submitted by the grantee. The purpose of this program is to help build the capacity of local educational agencies (LEAs) to plan, implement, and coordinate community schools. The AO-400 is in accordance with the provisions of California *Education Code (EC)* sections 8900–8902 and the Community Schools Framework. These funds may not supplant current costs. Expenditures shall comply with all applicable provisions of federal, state, and local rules, regulations, and policies relating to the administration and accounting of public school funds, including but not limited to the *EC*.
4. The grantee must limit administrative indirect costs to the rate approved by the California Department of Education (CDE) for the applicable fiscal year in which the funds are spent.
5. Scheduled payments of grant funds will be as follows:
 - The first payment: 90 percent of the grant funds for the first program year will be released upon completion and return of the AO-400 and the receipt and approval by the High School Innovations and Initiatives Office (HSIIO) of a community school plan for each new community school, as indicated in the grantee's application, before funds can be released.
 - The second through fifth payment: 90 percent of the grant funds for the current program year and five percent from the previous year's withholding will be released upon the receipt and approval by the HSIIO and/or a Technical Assistance Center (TAC) of the Annual Progress Report, Implementation Plan Update, Sustainability Plan, and Expenditure Report that is due annually no later than June 30, 2023, June 30, 2024, June 30, 2025, and June 30, 2026, before funds can be released.
 - The final payment: the remaining portion thereof of the entire grant budget pending receipt and approval by the HSIIO and/or a TAC of the required End of Project Report and Expenditure Report that is due no later than June 30, 2027, before funds can be released.
6. General Assurances are hereby incorporated by reference. The CDE has agreed to accept the assurances currently provided in the LEAs Consolidated Application. The CDE will verify if the agency has submitted the required certifications and assurances.
7. The grantee agrees to submit all required deliverables no later than the due dates set forth in the RFA. The grantee also agrees to participate in technical assistance activities provided by the CDE, Lead, and Regional TAC(s). Late submissions will delay progress payments. All required reports must be approved by the HSIIO and/or a TAC before progress payments will be made. Failure to submit the required deliverables by the established due dates may jeopardize LEA funding. Late or non-submission of the required deliverables may result in termination of the grant with the CDE and billing for any funds given to the LEA in advance. Failure to submit required deliverables may also jeopardize future eligibility for grant funding.
8. Under the authority of the CDE, if the LEA is identified as noncompliant, special conditions may be imposed. The State Superintendent of Public Instruction may authorize the CDE to withhold partial or total funding. LEAs with sanctions will receive notification of special conditions. No payments will be released to LEAs with special conditions until the CDE receives written notification from the LEA agreeing to the special conditions.

If there are any questions regarding the CCSPP grant requirements, please email CCSPP@cde.ca.gov.

AGENDA ITEM

Agenda Title: Approval of Minutes from the Regular Meeting on June 23, 2022 and Regular Meeting on June 28, 2022
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the minutes from the Regular Meetings on June 23, 2022 and June 28, 2022.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Not applicable.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

Not applicable.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Not applicable.

WHO *(list the name of the contact person(s), job title, and site location)*

Fred Van Vleck, Ed.D. - Superintendent

ATTACHMENTS:

Description

- ▣ Reg Mtg Mins - 06.28.22
- ▣ Reg Mtg Mins - 06.23.22

Eureka City Schools | Board of Education

District Office - 2100 J Street - Eureka, CA 95501
Frances H. Taplin Board Room

Regular Meeting

12:00 PM

June 28, 2022

MINUTES

A. CALL TO ORDER OF OPEN SESSION

President Ollivier called the open session to order at 12:01 p.m.

Members Present: Johnson, Ollivier, Duncan, Rebholtz

Members Absent: Fernandez

Staff Present: Van Vleck, Ziegler, Storts, Will, Harris

B. PLEDGE OF ALLEGIANCE TO THE FLAG

C. ADJUSTMENT TO THE AGENDA

- (1) Approval of Agenda

No adjustments to the Agenda.

It was M/S by Johnson/Duncan to approve the Agenda. Governing Board:
yes 4, noes 0, absent 1 (Fernandez). Motion carried.

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment.

E. CONSENT CALENDAR

It was M/S by Johnson/Duncan to approve the following Consent Calendar items:

- (2) Approval of Extended School Year Only Agreement for Facility Use and Support Services between HCOE and ECS at the Winzler and Lafayette Sites

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

- (3) Approval of Elementary Furniture as Surplus

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

- (4) Approval of Grant Award: Rural School Bus Pilot Project

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

- (5) Approval of Declaration of Equipment as Surplus and Authorization to Sell
Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

- (6) Approval of Corp Yard Solar/Microgrid Project Change Order
Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

Governing Board: yes 4, noes 0, absent 1 (Fernandez). Motion carried.

F. DISCUSSION/ACTION

- (7) Approval of the 2022-2023 Local Control Accountability Plan

Referred to the Board by:

Gary Storts, Assistant Superintendent of Educational Services

Storts presented to the Board on the LCAP and requested Board approval.

It was M/S by Johnson/Duncan to approve the 2022-2023 Local Control Accountability Plan. Governing Board: yes 4, noes 0, absent 1 (Fernandez). Motion carried.

- (8) Approval of Resolution #21-22-034, Education Protection Account

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

Ziegler provided information to the Board on Resolution 21-22-034 regarding the Education Protection Account.

It was M/S by Duncan/Ollivier to approve Resolution #21-22-034, Education Protection Account. Governing Board: yes 4, noes 0, absent 1 (Fernandez). Motion carried.

- (9) Adoption of the 2022-2023 Eureka City Schools' Budget

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

Ziegler presented to the Board on the 2022-2023 budget adoption. He reviewed the process for the budget and the how the budget is built off of the May Revise. This is being presented for adoption, knowing some of the figures do change, as they are only projections. Ziegler reviewed the key considerations and operating assumptions of the proposed budget.

It was M/S by Duncan/Ollivier to adopt the 2022-2023 Eureka City Schools' Budget. Governing Board: yes 4, noes 0, absent 1 (Fernandez). Motion carried.

- (10) Approval of Resolution No. 21-22-036: Committing Funds
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services

Ziegler provided information to the Board on Resolution 21-22-036 to commit funds to various reserves as outlined in the resolution.

It was M/S by Duncan/Johnson to adopt Resolution No. 21-22-036: Committing Funds. Governing Board: yes 4, noes 0, absent 1 (Fernandez). Motion carried.

G. ADJOURNMENT

President Ollivier adjourned the meeting at 12:53 p.m.

Respectfully submitted,

Fred Van Vleck, Ed.D.
Secretary of the Board of Education

Micalyn Harris, Recording Secretary

Eureka City Schools | Board of Education
District Office - 2100 J Street - Eureka, CA 95501
(Room 116)

Regular Meeting
6:30 PM
June 23, 2022
MINUTES

A. CALL TO ORDER OF STUDY SESSION (5:00 p.m. - Eureka High School - Gym Construction Site - 1915 J Street, Eureka, CA)

President Ollivier called the open session to order at 5:00 p.m

Members Present: Duncan, Ollivier, Rebholtz

Members Absent: Johnson, Fernandez

Staff Present: Van Vleck, Ziegler, Storts, Harris

B. STUDY SESSION

- (1) Tour of Gymnasium Construction Site at Eureka High School (1915 J Street)

Referred to the Board by:

Lisa Ollivier, Trustee

The Board toured the construction site for the new gymnasium at Eureka High School.

C. RECESS STUDY SESSION AND RETURN TO EUREKA CITY SCHOOLS DISTRICT OFFICE (Room 116)

D. RECONVENING OF OPEN SESSION (Room 116)

President Ollivier called the open session to order at 5:30 p.m.

Members Present: Duncan, Ollivier, Rebholtz

Members Absent: Johnson, Fernandez

Staff Present: Van Vleck, Ziegler, Storts, Will, Harris

E. PUBLIC COMMENT ON CLOSED SESSION ITEMS

No public comment on closed session items.

F. CLOSED SESSION (Closed to Public) (Room 118)

President Ollivier moved the meeting to closed session to discuss closed session Items.

- (2) Employee Discipline, Dismissal, Release, Accept the Resignation of a Public Employee (GC § 54957)

- (3) Public Employment (Gov. Code §54957) - See Personnel Action Report Consent Agenda Item No. P(17)

- (4) Public Employee Appointment (Gov. Code §54957) - See Personnel ` Action Report Consent Agenda Item No. P(17)
- (5) Conference with Labor Negotiator Superintendent Van Vleck Regarding Eureka Teachers Association, Classified White and Blue Collar Units, and/or Unrepresented Employees (Confidential and Classified and Certificated Management) (GC § 54957.6)
- (6) Consideration of Retention, Student #21-22-0423
- (7) Consideration of Retention, Student #21-22-9347

G. RECONVENING OF OPEN SESSION (Room 116)

President Ollivier reconvened the meeting at 6:30 p.m.

Members Present: Ollivier, Duncan, Rebholtz

Members Absent: Johnson, Fernandez

Staff Present: Van Vleck, Ziegler, Storts, Will, Leonard, Harris

H. REPORT OUT FROM CLOSED SESSION

There was no action to report on closed session items.

I. PLEDGE OF ALLEGIANCE TO THE FLAG

J. ADJUSTMENTS TO THE AGENDA

- (8) Approval of the Agenda

Superintendent Van Vleck requests that D/A Item Q(40) be moved to take place under "Board Recognition". No additional adjustments to the Agenda.

It was M/S by Duncan/Ollivier to approve the Agenda, moving Item Q(40) to "Board Recognition". Governing Board: yes 3, noes 0, absent 2 (Johnson, Fernandez). Motion carried.

K. BOARD RECOGNITION

- (9) Recognition for Past Board Trustee Fran Taplin for Over 57 Years of Service as an Educator and Board Member at Eureka City Schools

Q(40) Consider Approval of Resolution 21-22-035 Naming the Board Room (Room 116) at the Eureka City School District Office the Frances H. Taplin Board Room
Referred to the Board by:
Fred Van Vleck, Ed.D., Superintendent

It was M/S by Duncan/Ollivier to approve Resolution 21-22-035 Naming the Board Room (Room 116) at the Eureka City School's District Office the

Frances H. Taplin Board Room. Governing Board: ayes 3, noes 0, absent 2 (Johnson, Fernandez). Motion carried.

L. OATH OF OFFICE

- (10) Oath of Office Taken by Trustee to Area 5 - Jessica Rebholtz

Executive Assistant Harris issued the Oath of Office to Jessica Rebholtz to serve the remaining term for Trustee Area 5 through December 2022.

M. PUBLIC HEARING

President Ollivier opened the Public Hearings for Items M(11), M(12), and M(13).

- (11) Notice of Public Hearing - 2022-2023 Local Control Accountability Plan

No public comments.

- (12) Notice of Public Hearing - Education Protection Act (EPA) Expenditures

No public comments.

- (13) Notice of Public Hearing - Adoption of the 2022-2023 School Year Budget

No public comments.

President Ollivier closed the public hearing.

N. INFORMATION

- (14) Student Reports – No student report.

- (15) Superintendent's Report – Van Vleck noted the promotions and graduations went well. This is the last year for graduations in Albee Stadium prior to modernization, as construction will be happening next spring. He reported all graduations and promotions were back to normal this year.

- (16) Board Members' Reports

Duncan attended the promotions for Washington, Grant, and Alice Birney. He also attended the graduation at EHS, which was very special.

Ollivier attended all the elementary promotions and the Zoe Barnum graduation. Everything was well-attended and went well. She also attended the Zane and Winship promotions back-to-back. It was a busy week but great to see everyone celebrating.

Rebholtz attended the Winzler promotion, which went well. There were a lot of parents and the kids were excited.

O. PUBLIC COMMENT ON NON-AGENDA ITEMS

Sean McLaughlin, Executive Director of Access Humboldt, thanked the Board for working with Access Humboldt and the Media Center. It has been a productive 16 years working in collaboration with Eureka City Schools. He thanked Superintendent Van Vleck, the Admin Team, the Board, and everyone who has supported Access Humboldt. Access Humboldt is moving to College of the Redwoods. He invited the Board to attend the open house on July 1st at 5:00 p.m. If Board members cannot attend that date, please contact McLaughlin for a personal tour.

P. CONSENT CALENDAR

It was M/S by Duncan/Ollivier to approve the following Consent Calendar items:

- (17) Approval of Personnel Action Report No. 16
Referred to the Board by:
Renaë Will, Director of Personnel Services and Public Affairs

Note: Director Will provided the Board with a revised Personnel Report in Closed Session. The updated Personnel Report is available in hardcopies for the public at the meeting and will be added to the Board pack.
- (18) Approval of Minutes from the Regular Meeting on June 2, 2022 and Special Meetings on June 3, 2022, June 9, 2022, and June 14, 2022
Referred to the Board by:
Fred Van Vleck, Ed.D., Superintendent
- (19) Approval of Revision of Warrant Distribution Authorization Form CS-1 and Certification Form CS-7 for 2022-2023
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (20) Approval of 2022-2023 Food Services Agreement Between Humboldt County Office of Education (HCOE) and Eureka City Schools (ECS) for Glen Paul School and Educational Resource Center
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (21) Approval of 2022-2023 Food Services Agreement Between Pacific View Charter School (PVCS) and Eureka City Schools (ECS)
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (22) Approval of May 2022 Warrants
Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

- (23) Approval of Pre-Qualified Contractors and Sub-Contractors
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (24) Approval of Individual School Bell Schedule/Instructional Minutes for 2022-2023
Referred to the Board by:
Gary Storts, Assistant Superintendent of Educational Services
- (25) Approval and Receipt of Grant Award Notice: National School Lunch Program Equipment Assistance Grant
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (26) Approval of Middle School Math Curriculum Adoption, Big Ideas
Referred to the Board by:
Gary Storts, Assistant Superintendent of Educational Services
- (27) Approval of Pre-Qualified Lease-Leaseback Contractors and Subcontractors; EHS Albee Stadium Increment #1 Project
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services
- (28) Approval of 22-23 Child Development Contract CSPP-2105, California State Preschool Program
Referred to the Board by:
John Leonard, Director of Student Services
- (29) Approval of the MOU between the Marshall Family Resource Center and the Mattole Valley Resource Center
Referred to the Board by:
John Leonard, Director of Student Services
- (30) Approval of PresenceLearning Contract for 2022-2023
Referred to the Board by:
John Leonard, Director of Student Services
- (31) Approval of AMN Healthcare Contract 22-23
Referred to the Board by:
John Leonard, Director of Student Services
- (32) Approval of Temporary Food Service Agreement for Summer Meal Service between Cutten Elementary School District and Eureka City Schools
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services

- (33) Approval of Intent to Apply for the Humboldt Area Foundation School Enrichment Grant
Referred to the Board by:
John Leonard, Director of Student Services
- (34) Approval of Intent to Apply for The Humboldt Area Foundation Community Health Grant
Referred to the Board by:
John Leonard, Director of Student Services
- (35) Approval of the Intent to Apply for the Youth Leadership Fund
Referred to the Board by:
John Leonard, Director of Student Services
- (36) Approval of Intent to Apply for the Rotary Club of Eureka Grant
Referred to the Board by:
John Leonard, Director of Student Services
- (37) Approval of the Intent to Apply for the Coast Central Credit Union Community Investment Program
Referred to the Board by:
John Leonard, Director of Student Services
- (38) Approval of Intent to Apply for the Christine & Jalmer Berg Foundation Grant
Referred to the Board by:
John Leonard, Director of Student Services
- (39) Hiring a Speech Language Pathologist on a Variable Term Waiver
Referred to the Board by:
Renaë Will, Director of Personnel Services and Public Affairs

Governing Board: ayes 3, noes 0, absent 2 (Johnson, Fernandez). Motion carried.

Q. DISCUSSION/ACTION

- ~~(40) Consider Approval of Resolution 21-22-035 Naming the Board Room (Room 116) at the Eureka City School District Office the Frances H. Taplin Board Room
Referred to the Board by:
Fred Van Vleck, Ed.D., Superintendent~~
Note: Item Moved on the Agenda to Take Place after Board Recognition
- (41) Consideration of Retention, Student #21-22-0423
Referred to the Board by:
John Leonard, Director of Student Services

It was M/S by Duncan/Rebholtz to approve the Retention, Student #21-22-0423. Governing Board: ayes 3, noes 0, absent 2 (Johnson, Fernandez). Motion carried.

- (42) Consideration of Retention, Student #21-22-9347
Referred to the Board by:
John Leonard, Director of Student Services

It was M/S by Duncan/Ollivier to approve the Retention, Student #21-22-9347. Governing Board: ayes 3, noes 0, absent 2 (Johnson, Fernandez). Motion carried.

- (43) Approval of the Revised Multi-District Interdistrict Attendance Agreement
Referred to the Board by:
John Leonard, Director of Student Services

Van Vleck provided the history regarding the historical County Agreement, which is now a Multi-District Interdistrict Agreement. Most school districts will adopt it and historically ECS has done the same. However, it is disappointing as the HCOE Board routinely overturns appeals when requests are submitted outside of the approval timelines outlined in the agreement. A trustee notes concern with HCOE not upholding the decisions of school districts, when the process in the agreement is followed.

It was M/S by Duncan/Ollivier to approve the Revised Multi-District Interdistrict Attendance Agreement. Governing Board: ayes 3, noes 0, absent 2 (Johnson, Fernandez). Motion carried.

- (44) Recommendation for New Job Description – Director of Community Schools and Social Emotional Supports
Referred to the Board by:
Renaë Will, Director of Personnel Services and Public Affairs

Will notes the District has received the Community Schools Implementation Grant which sets up funding for a community school. This job description relates to the Director for the new Community School.

It was M/S by Johnson/Ollivier to approve the New Job Description – Director of Community Schools and Social Emotional Supports. Governing Board: ayes 3, noes 0, absent 2 (Johnson, Fernandez). Motion carried.

- (45) Classified White Collar Reallocation: Instructional Assistant - Indian Education
Referred to the Board by:
Renaë Will, Director of Personnel Services and Public Affairs

The CSEA contract has a section outlining the process for reallocation requests. The committee met and reviewed a request for reallocation of

the Instructional Assistant – Indian Education position. It is recommended the Board approve the reallocation, as presented.

It was M/S by Duncan/Rebholtz to approve the Classified White Collar Reallocation: Instructional Assistant - Indian Education. Governing Board: ayes 3, noes 0, absent 2 (Johnson, Fernandez). Motion carried.

- (46) Resolution for Exemption to the CalSTRS Separation from Service Requirement Pursuant to Section 24214.5 or 26812 of the California Education Code – Resolution No. 21-22-032

Referred to the Board by:

Rena Will, Director of Personnel Services and Public Affairs

Will notes it is staff's recommendation the Board approve Resolution No. 21-22-032. The approval will allow a recently retired teacher to work 0.2 in supporting teachers and students.

It was M/S by Duncan/Ollivier to approve the Resolution for Exemption to the CalSTRS Separation from Service Requirement Pursuant to Section 24214.5 or 26812 of the California Education Code – Resolution No. 21-22-032. Governing Board: ayes 3, noes 0, absent 2 (Johnson, Fernandez). Motion carried.

- (47) Approval of GASB 87 Lease Capitalization Policy

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

Ziegler requests the Board approve the GASB 87 Lease Capitalization Policy. He provided information to the Board on the item.

It was M/S by Duncan/Ollivier to approve the GASB 87 Lease Capitalization Policy. Governing Board: ayes 3, noes 0, absent 2 (Johnson, Fernandez). Motion carried.

- (48) Approval of Change Order No. 1 and Change Order No. 2: EHS Gymnasium Project

Referred to the Board by:

Paul Ziegler, Assistant Superintendent of Business Services

Ziegler provided information regarding each of the changes orders. Van Vleck notes being this far into the project with only two change orders is very impressive.

It was M/S by Duncan/Ollivier to approve the Change Order No. 1 and Change Order No. 2: EHS Gymnasium Project. Governing Board: ayes 3, noes 0, absent 2 (Johnson, Fernandez). Motion carried.

R. DISCUSSION

- (49) Annual Update on Athletic Programs at Eureka High School
Referred to the Board by:
Fred Van Vleck, Ed.D., Superintendent

Van Vleck introduced Ed Sonia, Assistant Principal and Athletic Director at Eureka High School. Van Vleck notes Sonia has done a great job bringing the programs together. Sonia provided the annual update to the Board on the athletic programs at Eureka High School. He reviewed information on ECS coaches (71 paid coaches, 40 volunteer), programs at each site, information on “coaching coaches” and Logger Core Values. He also shared about sports-related traditions including Logger Olympics, ESPYS Award Night, Physical Night, etc. Sonia notes he has a 1-year, 3-year, and 5-year plans and goals. He reviewed plan goals with the Board. A trustee notes the importance of all students being included and Sonia notes the creation of athlete leaders is multi-faceted and is a priority.

- (50) UPK Planning and Implementation Grant Program
Referred to the Board by:
Gary Storts, Assistant Superintendent of Educational Services

Storts provide information to the Board on the Universal Pre-Kindergarten (UPK) Planning and Implementation Grant Program. He reviewed the program, funding, plan requirements, eligibility and ratios by school year, implementation schedule, focus areas, etc.

- (51) Science Building Modernization Update
Referred to the Board by:
Paul Ziegler, Assistant Superintendent of Business Services

Ziegler provided an update to the Board on the science building modernization. Dinsmore Construction has informed the District they are unable to work on the science building modernization. With that, the District is unable to move forward with a competitive grant application for the Title 5 classrooms. The District will be applying for the grant funding during the next round in April 2023. In terms of the next steps, the District will be working with Gary Mallory to go back through the science building to update the plan and discussed the differences between the lease-leaseback and the low bid process. It is possible the District will go through the low bid process after going through a pre-qualification round. The District is in the process of moving the science classrooms into other parts of the District, including Lincoln and the District Office. Staff held a virtual meeting with the teachers and addressed questions and concerns. Despite the changes, the District is hopeful the schedule will remain the same.

S. CLOSED SESSION

Closed session did not continue.

T. RECONVENING OF OPEN SESSION

Not applicable. Closed session did not continue.

U. REPORT OUT FROM CLOSED SESSION

Not applicable. Closed session did not continue.

V. INFORMATIONAL ONLY ITEMS

(52) Information Only: Revised IRS Mileage Rate

W. ADJOURNMENT

President Ollivier adjourned the meeting at 7:39 p.m.

Respectfully submitted,

Fred Van Vleck, Ed.D.
Secretary of the Board of Education

Micalyn Harris, Recording Secretary

AGENDA ITEM

Agenda Title: Approval of Bus Fleet Inspection Service Agreements for Freshwater and South Bay School Districts
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the Bus Fleet Inspection Services Agreements with Freshwater and South Bay School Districts.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Education code Section 35160 provides authority for the District to enter into consolidated services with other governmental agencies that are fiscally prudent.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

These are annual renewals.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

The District will be paid \$85.00 per hour for labor and all parts shall be charged at cost plus 15%. An environmental disposal fee of five (5) percent will be charged on the cost of oil, lubricants, and filters.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

- ▣ Freshwater Agreement
- ▣ South Bay Agreement



Eureka City Schools

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Business Services

2100 J Street Eureka, CA 95501
(707) 441-2412 Fax (707) 441-0292

BUS FLEET INSPECTION SERVICES AGREEMENT 2022-2023

This is an agreement between **Freshwater School District** and Eureka City Schools.

Whereas the Freshwater School District is in need of inspection and minor maintenance services for their bus fleet.

Whereas Eureka City Schools has available inspection and maintenance services;

Whereas Education Code Section 1200 et seq provides authority for the Freshwater School District to enter into arrangements that assist school districts.

Therefore, the Freshwater School District and Eureka City Schools agree as follows:

1. Eureka City Schools agrees to perform school bus inspection services required by the California Highway Patrol every 45 days or 3000 miles, whichever occurs first. As part of those services Eureka City Schools agrees to also provide "B" services and provide minor adjustments, and minor repairs to items such as lights or wipers.
2. Eureka City Schools' School Bus Mechanic shall perform all school bus inspection and maintenance adjustments as required by the California Highway Patrol to the Freshwater School District Bus Fleet. Eureka City School's School Bus Mechanic shall inform Freshwater School District of any School bus maintenance needs that exceed the Eureka City Schools maintenance capabilities (repairs that will take more than 1 hour shop time) so they can be directed to an outside vendor, at the direction of Freshwater School District.
3. The Freshwater School District shall pay to Eureka City Schools the sum of \$85.00 per hour for labor, parts at cost plus 15% and a 5% environmental disposal fee on the cost of oil, lubricants and filters. Eureka City Schools will bill Freshwater School District for charges on a quarterly basis (October 1, January 1, April 1, June 1). An interdistrict transfer will be processed within fifteen (15) days of the billing date.
4. Eureka City Schools will supply Freshwater School District with all paperwork needed to verify the inspection services for the District's California Bus Terminal Inspection.
5. The Freshwater School District shall hold Eureka City Schools harmless and indemnify it for any and all liability that may result from Freshwater School District's actions under this agreement.
6. The Freshwater School District and Eureka City Schools shall provide Workers' Compensation coverage for their respective employees. Nothing in this agreement shall be construed as providing that the employees of one entity are employees of the other entity.
7. Either party may cancel this agreement upon sixty (60) days written notice to the other party.
8. This agreement will be in effect from July 1, 2022 to June 30, 2023.

Suzanne M. Nichols
Superintendent or Authorized Designee
Freshwater School District

Date: 7/7/22

Paul Ziegler, Assistant Superintendent
Eureka City Schools

Date: _____



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(707) 441-2412 Fax (707) 441-0292

BUS FLEET INSPECTION SERVICES AGREEMENT 2022-2023

This is an agreement between **South Bay Union School District** and Eureka City Schools.


Whereas the South Bay Union School District is in need of inspection and minor maintenance services for their bus fleet.

Whereas Eureka City Schools has available inspection and maintenance services;

Whereas Education Code Section 1200 et seq provides authority for the South Bay Union School District to enter into arrangements that assist school districts.

Therefore, the South Bay Union School District and Eureka City Schools agree as follows:

1. Eureka City Schools agrees to perform all school bus inspection and maintenance services required by the California Highway Patrol every 45 days or 3000 miles, whichever occurs first. As part of those services Eureka City Schools agrees to also provide "B" services and minor adjustments, and minor repairs to items such as lights or wipers.
2. Eureka City Schools' School Bus Mechanic shall perform all school bus inspection and maintenance adjustments as required by the California Highway Patrol to the South Bay Union School District Bus Fleet. Eureka City School's School Bus Mechanic shall inform South Bay School District of any School bus maintenance needs that exceed the Eureka City Schools maintenance capabilities (repairs that will take more than 1 hour shop time) so they can be directed to an outside vendor, at the direction of South Bay Union School District.
3. The South Bay Union School District shall pay to Eureka City Schools the sum of \$85.00 per hour for labor, parts at cost plus 15% and a 5% environmental disposal fee on the cost of oil, lubricants and filters. Eureka City Schools will bill South Bay Union School District for charges on a quarterly basis (October 1, January 1, April 1, June 1). An interdistrict transfer will be processed within fifteen (15) days of the billing date.
4. Eureka City Schools will supply South Bay Union School District with all paperwork needed to verify the inspection services for the District's California Bus Terminal Inspection.
5. The South Bay Union School District shall hold Eureka City Schools harmless and indemnify it for any and all liability that may result from South Bay Union School District's actions under this agreement.
6. The South Bay School District and Eureka City Schools shall provide Workers' Compensation coverage for their respective employees. Nothing in this agreement shall be construed as providing that the employees of one entity are employees of the other entity.
7. Either party may cancel this agreement upon sixty (60) days written notice to the other party.
8. This agreement will be in effect from July 1, 2022 to June 30, 2023.



Superintendent or Authorized Designee
South Bay School District

Date: 7/8/2022

Paul Ziegler, Assistant Superintendent
Eureka City Schools

Date: _____

AGENDA ITEM

Agenda Title: Approval of Waste Removal Agreements for Cutten School District, HCOE, and Northcoast Children's Services
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve Waste Removal Agreements between ECS with Cutten School District, HCOE, and Northcoast Children's Services effective July 1, 2022 to June 30, 2023.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

California Education Code Section 35160 provides authority for the District to enter into consolidated services with other governmental agencies that are fiscally prudent.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

Annual agreements since 1999.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Revenue received will cover expenditures for ECS to provide this service.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

- ▢ Cutten Agreement
- ▢ HCOE Agreement
- ▢ NCS Agreement



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WASTE REMOVAL AGREEMENT

- Whereas the Cutten School District is in need of waste removal services;
- Whereas Eureka City Schools has available waste removal services;
- Whereas Education Code Section 35160 provides authority for Eureka City Schools to enter into arrangements that are not violative of existing law; and
- Whereas Education Code Section 1200 et seq provides authority for the Cutten School District to enter into arrangements that assist school districts;
- Therefore, the Cutten School District and Eureka City Schools agree as follows:
 1. The term of this agreement is from July 1, 2022 through June 30, 2023.
 2. This agreement may be terminated by either party at any time by the giving of sixty (60) days written notice.
 3. Eureka City Schools shall provide waste removal services for the Cutten School District at the following sites:

Cutten School	Ridgewood School
4182 Walnut Drive	2060 Ridgewood Drive
Cutten, CA 95534	Cutten, CA 95534
(1) two-yard container	(1) two-yard container

Cutten School District shall provide and maintain one (1) two-yard container at Cutten School and one (1) two-yard container at Ridgewood School. ECS will provide for the pick-up of waste twice per week between 10:00 am and 12:00 pm on Tuesday & Thursday. Cutten School District agrees not to place hazardous waste or construction debris in the containers, and agrees to be fully responsible for any cost associated with the removal of any Hazardous Waste placed in the containers.
 4. The Cutten School District shall pay to Eureka City Schools \$703.00 per site per month for a sum of \$1406.00 per month beginning July 1, 2022. Such amount may be adjusted by the percentage of increase in the transfer site disposal fees and fuel cost. Cutten School District agrees to pay from a monthly invoice via inter-district transfer for waste disposal services. Eureka City School District will have the responsibility for keeping appropriate records of disposal charges at the landfill.
 5. Eureka City Schools (ECS) and the Cutten School District (CSD) shall mutually agree to indemnify and hold harmless each other and their employees against any and all loss, damage, or liability (including court costs and attorney's fees) arising against the other as a result of their own discharge of their obligations identified in this agreement. If liability is shared between the parties, each party shall be responsible only to the extent of its proportionate liability. This obligation shall survive the termination of this agreement, and shall apply to any and all claims asserted with regard to the services provided for in this agreement.
 6. The Cutten School District and Eureka City Schools shall provide Workers Compensation coverage for their respective employees. Nothing in this agreement shall be construed as providing that the employees of one entity are employees of the other entity.

Superintendent or Authorized Designee
Cutten School District

Paul Ziegler, Assistant Superintendent
Eureka City Schools

Date: _____

Date: _____



Eureka City Schools

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(707) 441-2412 Fax (707) 441-0292

WASTE REMOVAL AGREEMENT

- Whereas the HCOE is in need of waste removal services;
- Whereas Eureka City Schools has available waste removal services;
- Whereas Education Code Section 35160 provides authority for Eureka City Schools to enter into arrangements that are not violative of existing law; and
- Whereas Education Code Section 1200 et seq provides authority for the HCOE to enter into arrangements that assist school districts;
- Therefore, the HCOE and Eureka City Schools agree as follows:
 1. The term of this agreement is from July 1, 2022 through June 30, 2023.
 2. This agreement may be terminated by either party at any time by the giving of sixty (60) days written notice.
 3. Eureka City Schools shall provide waste removal services for the HCOE at the following sites:

HCOE	Glen Paul Center	Educational Resource Community School (ERCS)
901 Myrtle Avenue	2501 Cypress Avenue	1820 Sixth Street
Eureka, CA 95501	Eureka, CA 95501	Eureka, CA 95501
(1) two-yard container	(1) two-yard container	(1) two-yard container

HCOE shall provide and maintain one (1) two-yard container at HCOE, one (1) two-yard container at the Glen Paul Center, and one (1) two-yard container at ERCS. ECS will provide for the pick-up of waste twice per week at HCOE, Glen Paul Center, and ERCS. HCOE agrees not to place hazardous waste or construction debris in the containers, and agrees to be fully responsible for any cost associated with the removal of any Hazardous Waste placed in the containers.

4. The HCOE shall pay to Eureka City Schools \$703.00 per month for service at Glen Paul Center, HCOE, and ERCS for a sum of \$2,109.00 per month beginning July 1, 2022. Such amount may be adjusted by the percentage of increase in the transfer site disposal fees, and fuel cost. HCOE agrees to pay from a monthly invoice via inter-district transfer for waste disposal services. Eureka City Schools will have the responsibility for keeping appropriate records of disposal charges at the landfill.
5. The HCOE shall hold Eureka City Schools harmless and indemnify it for any and all liability that may result from HCOE's actions under this agreement.
6. The HCOE and Eureka City Schools shall provide Workers Compensation coverage for their respective employees. Nothing in this agreement shall be construed as providing that the employees of one entity are employees of the other entity.

Assistant Superintendent or Authorized Designee
HCOE

Paul Ziegler, Assistant Superintendent
Eureka City Schools

Date: _____

Date: _____



Eureka City Schools

Business Services

2100 J Street Eureka, CA 95501
(707) 441-2412 Fax (707) 441-0292

WASTE REMOVAL AGREEMENT

- Whereas the Northcoast Children's Services is in need of waste removal services;
- Whereas Eureka City Schools has available waste removal services;
- Whereas Education Code Section 35160 provides authority for Eureka City Schools to enter into arrangements that are not violative of existing law; and
- Whereas Education Code Section 1200 et seq provides authority for the Northcoast Children's Services to enter into arrangements that assist school districts;
- Therefore, the Northcoast Children's Services and Eureka City Schools agree as follows:
 1. The term of this agreement is from July 1, 2022 through June 30, 2023.
 2. This agreement may be terminated by either party at any time by the giving of sixty (60) days written notice.
 3. Eureka City Schools shall provide waste removal services for the Northcoast Children's Services at the following site:

Alice Birney Elementary
717 South Avenue
Eureka, CA 95501
(1) one-yard container

Northcoast Children's Services shall provide and maintain one (1) one container at Alice Birney. ECS will provide for the pick-up of waste two (2) times per week. Northcoast Children's Services agrees not to place hazardous waste or construction debris in the containers, and agrees to be fully responsible for any cost associated with the removal of any Hazardous Waste placed in the containers.

4. The Northcoast Children's Center shall pay to Eureka City Schools \$351.50 per month beginning July 1, 2022. Such amount may be adjusted by the percentage of increase in the transfer site disposal fees and fuel cost. Northcoast Children's Services agrees to pay from a monthly invoice provided by Eureka City Schools. Eureka City Schools will have the responsibility for keeping appropriate records of disposal charges at the landfill.
5. The Northcoast Children's Services shall hold Eureka City Schools harmless and indemnify it for any and all liability that may result from Northcoast Children's Services actions under this agreement.
6. The Northcoast Children's Services and Eureka City Schools shall provide Workers Compensation coverage for their respective employees. Nothing in this agreement shall be construed as providing that the employees of one entity are employees of the other entity.

Director or Authorized Designee
Northcoast Children's Services

Paul Ziegler, Assistant Superintendent
Eureka City Schools

Date: _____

Date: _____

AGENDA ITEM

Agenda Title: Approval of 2022-2023 Special Education Facility Use Agreement-Lafayette
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Board is asked to approve the Facility Use Agreement between Humboldt County Office of Education and Eureka City Schools for the use of a classroom at Lafayette for a SDC program.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Humboldt County Office of Education leases the classroom space from Eureka City Schools.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

HCOE has been leasing a classroom since the beginning of the 2017-2018 school year.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

HCOE will pay ECS \$11,625.09 for the use of the classroom at Lafayette.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

▣ Agreement

Humboldt County Office of Education

Special Education

Agreement for Facility Use and Support Services

REGULAR SCHOOL YEAR ONLY 2022-23

This Agreement is entered into this 1st day of July 2022, between the EUREKA CITY SCHOOLS, A UNIFIED DISTRICT, hereafter known as DISTRICT; and the Humboldt County Office of Education, hereafter known as COUNTY.

The County, on behalf of the districts in the county, operates certain special education classes to meet the educational needs of pupils in those districts. Education Code Section 39470 et al authorizes school districts to lease space to the County; and, since the County does not have classroom space to house said pupils, the District agrees to provide a classroom for housing and certain support services.

Under this Agreement, the DISTRICT will provide and will be compensated by the COUNTY as follows:

School Site:	Lafayette Elementary School	# of Sch Days:	180
Classroom:	SE SDC	Rm#:	9
		Teacher:	Donna Marais

1. The District shall submit billings to the County in June for costs to be reimbursed under this Agreement. The County shall transfer funds within 30 days for reimbursement to the District upon approval of billings.
2. The term of this Agreement will be for the 2022-23 school year beginning August 22, 2022 and ending June 15, 2023.
3. Should an agreement be made to terminate this Agreement during the regular school year, the facility use and administrative support fee will be prorated on a daily basis, for days that have passed.
4. In the event of default in payment by the County, the District shall give the County ten (10) days written notice of its intention to terminate this Agreement. The County is relieved of default if it makes payment to the District according to the terms of this Agreement within said ten day period.
5. The County shall not sub-lease the above premises without the expressed written permission of the District.

6. The County shall not use or permit said classroom, or any parts thereof, to be used for any purpose or purposes other than the purpose or purposes for which said premises are hereby leased.
7. The County shall make no major alterations to the classroom without the expressed written consent of the District. The County may, however, make minor alterations to allow the use of said classroom by the special education students, subject to the approval of the District.
8. The County shall keep the property free from any liens arising out of any work performed, materials furnished, or obligations incurred by the County.
9. The District shall be responsible for all major mechanical problems or other major repairs to the classroom unless the damage was caused by negligence of the County. The District shall be responsible for routine maintenance and clean-up of said classroom.
10. The District shall pay for all water, gas, heat, light, power and all similar services except direct telephone lines supplied to the premises during the term of this lease.
11. The County shall carry fire insurance on its personal property placed on said premises.
12. The County shall carry comprehensive liability insurance which shall protect the District from claims for damages or personal injury, including accidental death, as well as from claims for property damages, which may arise from operations under this Agreement, whether such operations are carried on by the County or anyone directly or indirectly under the control of said County.

At the end of the term of this Agreement, or upon any other termination thereof, the County shall return possessions of said premises to District in as good condition as when received by the County, subject to reasonable wear and tear during the interim.

Estimated Costs

Facility square footage and administrative support costs are determined using the Humboldt-Del Norte SELPA Allowable Costs for Special Education Program Reimbursements.

Facility Use

Included: Utilities (excluding telephone), custodial support services, rental.

Rate Per sq.ft.		sq.ft		Estimated Costs
\$9.97	x	897	=	\$8,943.09

Site Administrator roles: IEP meetings (in some cases), student discipline, scheduling, etc.

Clerical support: Typing, filing, telephone, attendance accounting, etc.

Administrative Support	=	\$2,482.00
Classroom Support (copy machine, etc.)	=	\$200.00
Total Estimated costs	=	\$11,625.09

All cost estimated costs were calculated using Governor's May 2022 budget revision COLA estimates. Costs are subject to change based on CA state approved COLA for July 1, 2022 only.

IN WITNESS WHEREOF, the said parties have hereunto set their hands this day and year.

Fred Van Vleck, Ed.D., Superintendent
Eureka City Schools, A Unified District

Date

District/School Acct Number:	01-6500-0-5001-0000-8677-900-9024
Budget Technician Signature:	<u>Paul Ziegler</u> <small>Paul Ziegler (Jul 5, 2022 08:15 PDT)</small>

Katie Cavanagh, Special Education Director
Humboldt County Office of Education

Date

*NOTE: Personnel provided by the District are to be considered District employees for all purposes. Reimbursement levels for personnel include costs for workers' compensation insurance coverage, unemployment insurance, Social Security, Medicare and appropriate retirement contributions.

AGENDA ITEM

Agenda Title: Approval of 2022-2023 Special Education Facility Use Agreement-Winzler
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Board is asked to approve the Special Education Facility Use Agreement between Humboldt County Office of Education (HCOE) and Eureka City Schools (ECS) for the use of a classroom at Winzler Children's Center.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

HCOE leases a classroom at Winzler to house a SDC program that is run by HCOE.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

HCOE has leased the classroom since the completion of the Winzler remodel in 2017.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

HCOE will pay \$10,857.40 for use of the classroom.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

- Agreement

Humboldt County Office of Education

Special Education

Agreement for Facility Use and Support Services

REGULAR SCHOOL YEAR ONLY 2022-23

This Agreement is entered into this 1st day of July 2022, between the EUREKA CITY SCHOOLS, A UNIFIED DISTRICT, hereafter known as DISTRICT; and the Humboldt County Office of Education, hereafter known as COUNTY.

The County, on behalf of the districts in the county, operates certain special education classes to meet the educational needs of pupils in those districts. Education Code Section 39470 et al authorizes school districts to lease space to the County; and, since the County does not have classroom space to house said pupils, the District agrees to provide a classroom for housing and certain support services.

Under this Agreement, the DISTRICT will provide and will be compensated by the COUNTY as follows:

School Site:	Winzler Children's Center	# of Sch Days:	180
Classroom:	Preschool SDC	Rm#:	5
		Teacher:	Courtney Shayne

1. The District shall submit billings to the County in June for costs to be reimbursed under this Agreement. The County shall transfer funds within 30 days for reimbursement to the District upon approval of billings.
2. The term of this Agreement will be for the 2022-23 school year beginning August 22, 2022 and ending June 15, 2023.
3. Should an agreement be made to terminate this Agreement during the regular school year, the facility use and administrative support fee will be prorated on a daily basis, for days that have passed.
4. In the event of default in payment by the County, the District shall give the County ten (10) days written notice of its intention to terminate this Agreement. The County is relieved of default if it makes payment to the District according to the terms of this Agreement within said ten day period.
5. The County shall not sub-lease the above premises without the expressed written permission of the District.

6. The County shall not use or permit said classroom, or any parts thereof, to be used for any purpose or purposes other than the purpose or purposes for which said premises are hereby leased.
7. The County shall make no major alterations to the classroom without the expressed written consent of the District. The County may, however, make minor alterations to allow the use of said classroom by the special education students, subject to the approval of the District.
8. The County shall keep the property free from any liens arising out of any work performed, materials furnished, or obligations incurred by the County.
9. The District shall be responsible for all major mechanical problems or other major repairs to the classroom unless the damage was caused by negligence of the County. The District shall be responsible for routine maintenance and clean-up of said classroom.
10. The District shall pay for all water, gas, heat, light, power and all similar services except direct telephone lines supplied to the premises during the term of this lease.
11. The County shall carry fire insurance on its personal property placed on said premises.
12. The County shall carry comprehensive liability insurance which shall protect the District from claims for damages or personal injury, including accidental death, as well as from claims for property damages, which may arise from operations under this Agreement, whether such operations are carried on by the County or anyone directly or indirectly under the control of said County.

At the end of the term of this Agreement, or upon any other termination thereof, the County shall return possessions of said premises to District in as good condition as when received by the County, subject to reasonable wear and tear during the interim.

Estimated Costs

Facility square footage and administrative support costs are determined using the Humboldt-Del Norte SELPA Allowable Costs for Special Education Program Reimbursements.

Facility Use

Included: Utilities (excluding telephone), custodial support services, rental.

Rate Per sq.ft.		sq.ft		Estimated Costs
\$9.97	x	820	=	\$8,175.40

Site Administrator roles: IEP meetings (in some cases), student discipline, scheduling, etc.

Clerical support: Typing, filing, telephone, attendance accounting, etc.

Administrative Support	=	\$2,482.00
Classroom Support (copy machine, etc.)	=	\$200.00
Total Estimated costs	=	\$10,857.40

All cost estimated costs were calculated using Governor's May 2022 budget revision COLA estimates. Costs are subject to change based on CA state approved COLA for July 1, 2022 only.

IN WITNESS WHEREOF, the said parties have hereunto set their hands this day and year.

Fred Van Vleck, Ed.D., Superintendent
Eureka City Schools, A Unified District

Date

District/School Acct Number:	01-6500-0-5001-0000-8677-900-9024
Budget Technician Signature:	<u>Paul Ziegler</u> <small>Paul Ziegler (Jul-5, 2022 08:14 PDT)</small>

Katie Cavanagh, Special Education Director
Humboldt County Office of Education

Date

*NOTE: Personnel provided by the District are to be considered District employees for all purposes. Reimbursement levels for personnel include costs for workers' compensation insurance coverage, unemployment insurance, Social Security, Medicare and appropriate retirement contributions.

AGENDA ITEM

Agenda Title: Approval of Consulting Agreement with Laura Joseph for 2022-2023 (Board Policy Consulting)
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Board is asked to approve the Consulting Agreement with Laura Joseph for 2022-2023.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Laura Joseph assists ECS in policy updates relating to changes in the law and recommendations from the California School Boards Association.

STRATEGIC PLAN/PRIORITY AREA:

Governance and Policy updating is not reflected in the Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

This is an annual item.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

\$5,600 for the 2022-2023 School Year

WHO *(list the name of the contact person(s), job title, and site location)*

Fred Van Vleck, Ed.D., Superintendent

ATTACHMENTS:

Description

- ▢ Consulting Agreement

LAURA JOSEPH

CONSULTING AGREEMENT

THIS AGREEMENT, made and entered into this first day of July, 2022 by and between EUREKA CITY SCHOOLS (hereinafter "ECS"), an Educational Organization, and Laura Joseph, Consultant (hereinafter "Consultant").

RECITALS

WHEREAS, California Government Code Section 53060 authorizes a school district to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters if such persons are specifically trained and experienced and competent to perform the special services required, and to pay from any available funds such compensation to such persons as it deems proper for the services rendered.

WHEREAS, Consultant has demonstrated training, experience, and competency to perform the special services required by this Agreement throughout his/her career in serving schools and school districts in California.

WHEREAS, Consultant represents that he/she has expertise in the area of BOARD POLICY Consulting and is ready, willing, and able to provide consulting assistance to ECS on the terms and conditions set forth herein; and

WHEREAS, ECS, in reliance on Consultant's representations, is willing to engage Consultant as an independent contractor, and not as an employee, on the terms and conditions set forth herein;

NOW THEREFORE, in consideration of the obligations herein made and undertaken, the parties, intending to be legally bound, covenant and agree as follows:

Article 1

SERVICES TO BE DELIVERED

- 1.1 Consultant shall provide consulting services in the area of Policy Review and Maintenance. Consultant shall render such services and deliver the required reports in accordance with the timetable and milestones set forth in Attachment
- 1.2 Consultant shall provide and make available to ECS such resources as shall be necessary to perform the services called for by this Agreement.
- 1.3 ECS shall, within 14 days of receipt of each Deliverable submitted to ECS, advise Consultant of ECS's acceptance or rejection of such Deliverable. Any rejection shall specify the nature and scope of the deficiencies in such Deliverable. Consultant shall, upon receipt of such a notice of rejection, act diligently to correct such deficiencies. The failure of ECS to provide such a notice of rejection within such period shall constitute acceptance by ECS of said Deliverable.

Article 2

AGREEMENT TERM

- 2.1 This Agreement shall cover the 2022-2023 academic year, and unless modified by mutual agreement of the parties or terminated earlier pursuant to the terms of this Agreement, shall continue until the satisfactory completion of the services set forth in Attachment A.
- 2.2 This Agreement may be terminated by either party upon 30 days' prior written notice.

- 2.3 Upon termination of this Agreement for any reason, Consultant shall promptly return to ECS all copies of any ECS data, records, or materials. Consultant shall also furnish to ECS all work in progress or portions thereof, including all incomplete work.
- 2.4 Within 14 days of termination of this Agreement for any reason, Consultant shall submit to ECS an itemized invoice for any fees or expenses theretofore accrued under this Agreement. ECS, upon payment of accrued amounts so invoiced, shall thereafter have no further liability or obligation to Consultant whatsoever for any further fees, expenses, or other payment.

Article 3

COMPENSATION AND PAYMENT

- 3.1 In consideration of the services to be performed by Consultant, ECS shall, within 30 days of acceptance of each of the Deliverables, pay Consultant the fees set forth in Attachment A attached hereto with respect to each such Deliverable.
- 3.2 ECS shall pay all fees and expenses owing to Consultant within 45 days after Consultant has submitted to ECS an itemized invoice.

Article 4

DELIVERABLE OWNERSHIP

- 4.1 All right, title, and interest in and to any programs, systems, data, and materials furnished to Consultant by ECS are and shall remain the property of ECS.

Article 5

AGREEMENT PRIVACY

- 5.1 Without the permission of ECS, for a period of 2 years from the date of termination of this Agreement, Consultant shall not disclose the nature of the effort undertaken for ECS or the terms of this Agreement to any other person or entity, except as may be necessary to fulfill Consultant's obligations hereunder.

Article 6

REPRESENTATIONS AND WARRANTIES

- 6.1 ECS warrants that it owns all right, title, and interest in and to any programs, systems, data, or materials furnished to Consultant hereunder.
- 6.2 Consultant represents and warrants that:
- a. Consultant's performance of the services called for by this Agreement do not and shall not violate any applicable law, rule, or regulation; any contracts with third parties; or any third-party rights in any patent, trademark, copyright, trade secret, or similar right.

Article 7

LIABILITY LIMITS

- 7.1 In no event shall either party be liable to the other for any consequential damages or lost profits of the other party.

Article 8

MISCELLANEOUS

- 8.1 Consultant shall not assign, transfer, or subcontract this Agreement or any of its obligations hereunder without the prior written consent of ECS.
- 8.2 This Agreement shall be governed and construed in all respects in accordance with the substantive laws of the State of California.
- 8.3 The parties are and shall be independent contractors to one another, and nothing herein shall be deemed to cause this Agreement to create an agency, partnership, or joint venture between the parties. Except as expressly provided in this Agreement, ECS shall not be liable for any debts, accounts, obligations, or other liabilities whatsoever of Consultant, including (without limitation) Consultant's obligation to withhold Social Security and income taxes for itself or any of its employees.
- 8.4 This Agreement constitutes the entire agreement of the parties hereto and supersedes all prior representations, proposals, discussions, and communications, whether oral or in writing. This Agreement may be modified only in writing and shall be enforceable in accordance with its terms when signed by the party sought to be bound.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives, on the date and year first above written. This contract would cover the 2022-2023 policy packets.

EUREKA CITY SCHOOLS

By: 

Title: Superintendent

Date: 7/1 2022

Laura Joseph Consultant

By: _____

Title: _____

Date: _____ 20____

Attachment A

School Board Policy Review and Maintenance:

Effective policies are the core of successful school governance. Therefore, it is the recommendation that each district and county office of education work with CSBA (California School Board Association) to develop a customized policy manual that is compliant with state and federal mandates. Laura Joseph will contract with your district or county office of education to assist you in the review and maintenance of your policy manual according to the following schedule:

School Board Policy Maintenance and Review:

The process of reviewing and updating the files for a district/county office will include:

- ✓ A comparison of the policies with the most recent CSBA recommended updates for maintenance and review (generally issued September, December, March, and June)
- ✓ Presentation binder of suggested revisions, additions, or deletions with noted options requiring approval
- ✓ Five meetings with the Superintendent and/or Representative regarding option decisions, which are required
- ✓ One draft copy of proposed revisions suitable to be copied for presentation to the Board for each review process
- ✓ One digital clean copy of the proposed revisions suitable to be forwarded to CSBA for updates for each review process
- ✓ Intermediary facilitation with CSBA if necessary to facilitate Board approved changes
- ✓ It is expected that any changes to local policies made by the district outside of the CSBA timeline will be channeled through the office of the Superintendent.
- ✓ Any special or off-cycle revisions proposed by CSBA will be included in the next schedule revision for no extra fee. If the Superintendent deems it urgent and requires the revision sooner a separate binder can be prepared on the following pay scale, payable on the same 45-day invoice schedule. This schedule also applies to any special (outside of CSBA proposed) revisions the district may request my services on. Each Board Policy and Administrative Regulation is billed as a separate unit for this pay schedule.
 - o 1-5 Off Cycle Policies \$350
 - o 6-10 Off Cycle Policies \$450
 - o 11-15 Off Cycle Policies \$700
 - o 16-20 Off Cycle Policies \$1400

The fee for School Board Policy Review and Maintenance for the 2022-2023 academic year is \$5,600.00 divided into 4 invoices of \$1400.00. Invoices will be mailed to the district/county office accounts payable department upon completion of the binder.



EUREKA CITY SCHOOLS

Initial
Laura Joseph Consultant

AGENDA ITEM

Agenda Title: Approval and Acceptance of the Grant Award Notification (GAN) Amendment for the 2021-2022 Supporting Inclusive Practices Preschool

Meeting Date: August 4, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve and accept the Grant Award Notification (GAN) Amendment for the Supporting Inclusive Practices (SIP) Preschool.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The funds will be used to support the District to increase access to and achievement in the general education environment for students with disabilities.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 12: Student Transitions

HISTORY *(list previous staff or board action(s) with dates if possible)*

The original 2021-22 SIP GAN was approved and accepted at the February 3, 2022 Board meeting.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

The amended grant award is \$29,000, bringing the total grant award to \$44,000.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

- ▣ Amended GAN

Grant Award Notification

GRANTEE NAME AND ADDRESS Fred Van Vleck, Superintendent Eureka City Schools Unified School District 2100 J Street Eureka, CA 95501-3055				CDE GRANT NUMBER			
				FY	PCA	Vendor Number	Suffix
				21	13839	75515	00
Attention Fred Van Vleck, Superintendent				STANDARDIZED ACCOUNT CODE STRUCTURE			COUNTY
Program Office Eureka City Schools Unified				Resource Code		Revenue Object Code	12
Telephone 707-441-2414				3326		8182	INDEX
Name of Grant Program 2021–22 Supporting Inclusive Practices Preschool							0663
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date	
	\$15,000	\$29,000	\$44,000	01	07/01/2021	09/30/2023	
CFDA Number	Federal Grant Number	Federal Grant Name			Federal Agency		
84.173A	H027A210116	Individuals with Disabilities Education Act Part B, Section 619			United States Department of Education		
<p>This Grant Award has been amended to include an increase in the grant amount for the 2021–22 Fiscal Year.</p> <p>I am pleased to inform you that you have been funded for the Supporting Inclusive Practices Preschool grant. Funds will be used to support districts to increase access to and achievement in general education environment for students with disabilities.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please mail the original, signed Grant Award Notification AO-400 (GAN) to:</p> <p style="text-align: center;">Nellie Amaro, Associate Governmental Program Analyst California Department of Education 1430 N Street, Room 2401 Sacramento, CA 95814-5901</p> <p>Please email a copy of the signed Grant Award Notification (GAN) to SEDContractsGrants@cde.ca.gov.</p>							
California Department of Education Contact Erin Rodrigues, Special Education Division				Job Title Education Programs Assistant			
E-mail Address ERodrigues@cde.ca.gov					Telephone 916-455-4559		
Signature of the State Superintendent of Public Instruction or Designee 					Date 6/28/22		
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS							
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i>							
Printed Name of Authorized Agent				Title			
E-mail Address					Telephone		
Signature ▶					Date		

Grant Award Notification (Continued)

The following grant conditions apply:

1. This grant was awarded to the California Department of Education (CDE) by the U.S. Department of Education (ED). This program is authorized under the Individuals with Disabilities Education Act (IDEA), Part B, Section 619, as amended on December 3, 2004, and codified under Public Law (PL) 108–446, 20 *United States Code (USC)* 1400 et seq. Implementing regulations for this program are in Title 34 of the *Code of Federal Regulations (CFR)* Part 300. This grant shall be administered in accordance with the provisions of the IDEA.
2. IDEA Part B funds are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, codified in 2 *CFR* Part 200 and commonly referred to as the Uniform Guidance. The Uniform Guidance provisions in 2 *CFR* Part 200 replace provisions previously found in the Education Department General Administrative Regulations or EDGAR in 34 *CFR* parts 74 and 80 and prior Office of Management and Budget Circulars A-87 and A-133.
3. General assurances and certifications are required for grants supported by federal funds and are hereby incorporated by reference. The CDE has agreed to accept the assurances your agency currently provides in the Consolidated Application. Information about the general assurances and certifications are available on the CDE General Assurances 2021–22 web page at <https://www.cde.ca.gov/fq/fo/fm/generalassurances2021-22.asp>.
4. The grantee must sign and complete the Certification of Acceptance of Grant Requirements section of the AO-400 which certifies the grantee accepts and agrees to the conditions of the grant. The grantee must return the signed AO-400 to the CDE.
5. The grantee must complete and return the enclosed Expenditure Report to the CDE. Please ensure these funds are appropriately reported by using the Standardized Account Code Structure indicated on this award. All approved project funds must be expended within the designated award period. Refer to the Expenditure Report for detailed information on reporting requirements and payment reimbursements. **Note:** The Federal Cash Management Improvement Act of 1990 was enacted by PL 101–453 and codified at 31 *USC* sections 3335, 6501, and 6503. The implementing regulations are provided in Title 31 of the *CFR* Part 205. In accordance with Title 31 *CFR* Part 205.10, the CDE grant allocations must be limited to the actual, immediate cash requirements of the grantee.
6. Upon completion of grant conditions 3 through 5, the initial payment will be processed up to the actual expenditures reported.
7. The grantee must have a negotiated, approved, federally recognized indirect cost rate (ICR) for agency-wide and general management costs according to *CFR* Part 200.331(a)(4). The CDE-approved rates for local educational agencies are available on the CDE ICR web page at <https://www.cde.ca.gov/fq/ac/ic/>. The grantee must provide their ICR and the total indirect cost claimed on the Final Expenditure Report.
8. The grantee must return the Final Expenditure Report to the CDE no later than October 6, 2023, in order to meet end-of-year federal reporting and payment deadlines. Upon receipt of the Final Expenditure Report, up to 100 percent of the grant will be reimbursed.

Grant Award Notification (Continued)

9. Under the False Claims Act, each recipient awarded funds under the IDEA shall promptly refer to the ED Office of Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. Information about the ED OIG Hotline is available on the OIG Hotline Fraud Prevention Web page at <https://www2.ed.gov/about/offices/list/oig/hotline.html>.
10. Under authority of the CDE, if your agency is identified as noncompliant, special conditions may be imposed. The State Superintendent of Public Instruction may authorize the CDE to withhold partial or total funding. Agencies with sanctions will receive notification of special conditions. No payments will be released to agencies with special conditions until the CDE receives written notification from the agency agreeing to the special conditions.
11. By signing this document, you are agreeing to the terms and conditions of this grant, if selected, and will utilize grant funding for the purposes allowable to implement Supporting Inclusive Practices (SIP), including:
 - Increased inclusion of students with disabilities in the general education environment
 - Creation of a new or updates to an existing action plan for increasing Least Restrictive Environment targets by June 2022
 - Participation in scheduled Supporting Inclusive Practices events, which include but are not limited to: attending webinars, sending at least one Local Education Agency (LEA) representative to the Spring Institute, sending at least one LEA representative to other SIP trainings scheduled in the 2021–22 fiscal year
 - Scheduling of ongoing coaching/training with your assigned LEAs which will include at least one site visit per the 2021–22 fiscal year
 - Participation in quarterly conference calls to update SIP Directors and the California Department of Education Contract Monitor of regional technical assistance and support provided
 - Use of a digital data collection system
 - An administrator to serve as the project lead

Additionally, if personnel changes occur within the project or you are unable to complete the project due to an unforeseen issue, you must notify the SIP Directors. Grant funding will be prorated for sites that are unable to complete the project.

If you have any fiscal questions regarding this grant, please contact Nellie Amaro, Associate Governmental Program Analyst, Special Education Division, by phone at 916-327-3639 or by email at SEDContractsGrants@cde.ca.gov.

If you have any questions regarding payment status, please contact the Special Education Division, Administrative Services Unit, by email at SEDGrants@cde.ca.gov.

cc: Business Fiscal Officer: Expenditure Report
Special Education Local Plan Area Director

AGENDA ITEM

Agenda Title: Approval of Declaration of Equipment as Surplus and Authorization to Sell
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to authorize the District to sell and/or dispose of surplus school equipment that is no longer suitable or required for school use.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The following equipment is obsolete and no longer suitable or required for school use at the Corp Yard: Toro Lawn Mower, Model# 74255, Serial No. 260000150; Toro Lawn Mower, Model# 74240, Serial No. 220000212.

STRATEGIC PLAN/PRIORITY AREA:

Applied to the "Fiscal Integrity of the District" portion of the Strategic Plan

HISTORY *(list previous staff or board action(s) with dates if possible)*

Not applicable.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

There is potential for revenue if items are sold at district surplus sales.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

AGENDA ITEM

Agenda Title: Approval of Grant Awards: Rural School Bus Pilot Project (RSBPP) and FY 2020-2021 State Clean Diesel Program - Diesel Emission Reduction Act (DERA)

Meeting Date: August 4, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve and accept the grant awards for the Rural School Bus Pilot Project (RSBPP) and FY 2020-2021 State Clean Diesel Program - Diesel Emission Reduction Act (DERA).

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Through a partnership with Senator Mike McGuire and the California Air Resources Board (CARB), the North Coast Unified Air Quality Management District is administering the Rural School Bus Pilot Project and FY 2020-2021 State Clean Diesel Program - DERA, for the State of California.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 15: Equipment

HISTORY *(list previous staff or board action(s) with dates if possible)*

The Governing Board approved Resolution No. 18-19-003: Authorizing Participation in the Rural School Bus Pilot Project at the August 2, 2018 Board meeting.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

RSBPP Funding (Infrastructure): \$5,000

RSBPP Funding (Bus): \$220,000

DERA Funding (Bus): \$180,000

TOTAL Bus Funding: \$400,000

Total cost for the bus is \$429,555.72 and the District will be responsible for the

\$29,555.72 difference between the cost of the bus and the two bus funding grant awards.

WHO*(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

- ▣ RSBPP Grant Agreement
- ▣ DERA Grant Agreement
- ▣ Bus Quote

**RURAL SCHOOL BUS PILOT PROJECT
FLEET EXPANSION (ZERO-EMISSION BATTERY ELECTRIC OR FUEL CELL)
GRANT AGREEMENT
BETWEEN
THE NORTH COAST UNIFIED AIR QUALITY MANAGEMENT DISTRICT
AND
Eureka City Schools a Unified School District**

PROJECT NO. RSBPP 20-08

This Agreement is made and entered into by and between the Eureka City Schools a Unified School District, hereinafter referred to as "Grantee," and the North Coast Unified Air Quality Management District, hereinafter referred to as the "Air District," and shall be effective as of the date of the last party signing below ("Effective Date").

RECITALS

WHEREAS, California Climate Investments are funded by the State proceeds from Cap-and-Trade auctions, which provide an opportunity for the State to invest in projects that help achieve the State's climate goals and provide benefits to disadvantaged communities; and

WHEREAS, the California Air Resources Board (CARB) created the Rural School Bus Pilot Project (RSBPP), and has allocated funding from the California Climate Investments; and

WHEREAS, on January 14, 2016, the Governing Board of the Air District adopted Resolution 2016-2, authorizing the Air Pollution Control Officer ("APCO") to enter into an agreement with the California Air Resources Board ("CARB") to implement said Grant Program on CARB's behalf; and

WHEREAS, on December 28, 2020, the Air District entered into Grant Agreement, Number G19-RBUS-01, with the CARB to administer the Rural School Bus Pilot Project ("RSBPP"); and

WHEREAS, Pursuant to Grantee *School District Resolution ECS Resolution 18-19-003*, Grantee has submitted a RSBPP Grant Application dated 08/07/18, on file in the Air District office; and

WHEREAS, the APCO has evaluated Grantee's Grant Application, has determined that the Application complies with the CARB RSBPP Guidelines and criteria and shall meet all RSBPP requirements for the full term of this Agreement, and on that basis has approved Grantee's project for funding in accordance with the terms of this Agreement.

NOW THEREFORE, based on the representations made in the Grant Application, which are incorporated herein and made a material part hereof, the parties agree as follows:

1. GRANT AWARD

- 1.1 *Funding Award*. Grantee is hereby awarded RSBPP grant funds for the project described in Attachment A, Project Specific Information, attached hereto and incorporated herein, and hereafter referred to as the "Project". The maximum amount of grant funds for which Grantee is eligible is set forth in Section 5 of Attachment A. In consideration of said grant award, Grantee agrees to implement the Project based on all terms of this Agreement, including but not limited to the purchase and use of

new equipment, the re-designation and subsequent use of existing equipment, and the performance of specific duties on or before key dates identified as the Project Milestones in Section 6 of Attachment A. Grantee may not begin any work on this project until full execution of this Agreement.

- 1.2 *Reimbursement Request, Disbursement of Funds.* The Air District shall reimburse the school bus vendor and/or Grantee for eligible Project costs and expenses using RSBPP Grant Funds, or other funding mechanisms as determined appropriate by the APCO, consistent with the Project description and implementation schedule contained in Attachment A. No reimbursement may be made until the new bus has been delivered and a reimbursement request has been received. Grantee's reimbursement request must include: a completed copy of Attachment B, the Reimbursement Request Form, or District approved equivalent; a copy of the invoice from the bus vendor for the purchased bus; evidence of payment of the invoice and its delivery (if applicable); the make, model and vehicle identification number (VIN) of the new bus; photographs of the new bus depicting the manufacturer's ID tag, the engine serial number, the bus identification number, and the license plate if available; proof of California Highway Patrol (CHP) certification signifying that the new school bus is safe to operate with children aboard; the CARB Executive Order certification for the new bus engine, if applicable, a completed copy of Attachment D, the Old School Bus Designation form, or District approved equivalent, and Attachment C, the Dismantle Certification form, or District approved equivalent.
- 1.3 *Project Cost:* Project cost overruns are the sole responsibility of the Grantee unless expressly approved in writing by the Air District. The Air District's funding obligation is limited to the "RSBPP Funding" as identified in Attachment A, Section 5.
- 1.4 *Grant Reduction:* The APCO will reduce the Air District contribution to the Project in the event that the total Project cost is less than the amount listed in Attachment A.
- 1.5 *Use of Funds.* Grantee shall use all funds received under this Agreement in accordance with all applicable provisions of law and implementation regulations.

2. AGREEMENT TERM AND PROJECT PHASES

- 2.1 *Term, Term Components.* This Agreement will commence as of the Effective Date (the date the last party signs this Agreement) and remain in effect for three (3) years and one day after the date the new school bus is put into active service. This time period shall be referred to as the Agreement "Term". The Agreement shall remain in effect over the full length of the Term unless terminated earlier as specified in Section 6 below. The Term has two phases, "Equipment Acquisition Phase" and the "Equipment Utilization Phase" as follows:

- (1) *Equipment Acquisition Phase:* This Phase will begin on the Effective Date of this Agreement, and last until such time as the Air District confirms, in writing, that the Equipment has become operational. Project milestones within this Phase include the execution of a purchase order for the new bus, the delivery of the new bus, the placing into active service of the new bus, and the dismantling / destruction of the old bus. The activities and deliverables listed as part of the Equipment Acquisition Phase must be completed and/or satisfied on or before the dates specified in Section 6 of Attachment A. The Grantee shall notify the Air District upon completion of the Project Milestones listed in Section 6 of Attachment A within the timeframe specified therein.

- (2) *Equipment Utilization Phase*: This Phase will begin on the date the new bus is placed into active service and conclude on the date three (3) years and one day thereafter. During this Phase, the Grantee is required to retain ownership of the new bus, to maintain the new bus as recommended by the manufacturer, to maintain CHP certification for the new bus, and to make reasonable efforts to utilize the bus in the same manner and for the same purpose as the old bus it replaced was used. The Grantee shall also collect information on the operation of the new bus and the old bus, and shall prepare and submit reports at twelve month intervals.
- 2.2 *Time is of the Essence, Equipment Delivery Date*. In the performance of the duties established in this Agreement, time is of the essence, as a delay in placing the new school bus into active service would result in the continued use of the higher-polluting older bus. Such use would result in the unnecessary exposure of school children to air toxics (diesel particulate matter) and in the additional discharge of greenhouse gases. Such emissions would have an adverse effect on air quality within the affected air district and may cause or contribute to a violation of an ambient air quality standard. Delivery of the new bus to the Grantee must occur on or before August 1, 2024 (“Final Delivery Date”). Delivery of the new school bus after the “Final Delivery Date” would be considered a Grantee Default of this Agreement and subject to the terms of Section 6.2 of this Agreement.
- 2.3 *Grantee Purchase Order Contracts With School Bus Vendors*. Grantee must include the Final Delivery Date deadline in the purchase order agreement between Grantee and the school bus distributor/vendor. Additionally, the Grantee must include language in the purchase order agreement notifying the distributor/vendor that disbursement of grant funds may not take place for up to 90 days after the delivery of the new bus. Language must also be included to notify the distributor/vendor that if the old bus will not be retained by the Grantee, the unit must be dismantled in accordance with Section 3 prior to payment being issued.
- 3. NEW BUS OPERATION AND MAINTENANCE, OLD BUS REQUIREMENTS**
- 3.1 *Reserved*.
- 3.2 *Maintenance Requirements*. Grantee shall operate and maintain the new bus according to the manufacturer’s warranty specifications.
- 3.3 *Operational Status*. Grantee shall maintain records and information describing the operational status of the new bus and of the status of the old bus if still in the fleet. The types of records and documents which can be used to satisfy this requirement may include, but not be limited to records of routine maintenance performed and the corresponding purchase orders, repair estimates or work orders, and communication with the vehicle manufacturer. Within ten (10) calendar days of a request from the Air District, the Grantee shall supply said records and information in the manner specified by the Air District.
- 3.4 *Disposal / Dismantle Requirements for Old Bus*. The old bus that is replaced must be dismantled in accordance with the CARB RSBPP Grant Agreement no later than 60 days after receipt of the new replacement bus. For purposes of this Agreement, “Dismantle” means to punch, crush, stamp, hammer, shred, or otherwise render the old bus chassis permanently and irreversibly incapable of functioning as originally intended. In addition, it means the cutting or punching of a hole no less than five (5) inches diameter in the engine block. Grantee shall provide the Air District with notice of the date of dismantling, method and VIN of the dismantled bus.

3.5 **Required Proof of Disposal / Dismantle.** After disposing / dismantling the old bus in accordance with Section 3.4, the Grantee shall prepare the documentation listed in this Section, and shall submit copies to the Air District on or before the Project milestones listed in Section 6 of Attachment A. Records shall be maintained at the physical location of the Grantee Contact listed in Section 10 of Attachment A. Upon request, records shall be made accessible within a reasonable amount of time. The records required to be maintained pursuant to this Agreement shall be retained by the Grantee throughout the duration of the Equipment Acquisition and Utilization Phases, and for a period of three (3) additional years beginning on the date the Equipment Utilization Phase ends.

- A copy of the Department of Motor Vehicles Dismantlers Notice of Acquisition/Report of Vehicle to be Dismantles (REG 42); or
- A DMV Junk Slip and Certificate of Destruction from the entity destroying the vehicle noting the vehicle has been junked and is non-revivable; and
- A completed copy of Attachment C, the Dismantle Certification Form, and applicable photographic evidence. A District approved form equivalent to Attachment C may be used. Using the form, the Grantee must attest that the vehicle and engine were dismantled in accordance with the definition of "Dismantle" set forth in Section 3.4, above. In addition the following photographs must be submitted:
 - 1) The Vehicle Identification Number
 - 2) The engine serial number
 - 3) Photographic representation of the methods used to dismantle both the engine and non-engine portion of the bus

3.6 **Recordkeeping and Annual Reporting.** The Grantee shall collect data on the operation of the new bus, and on the operation of the old bus if it is retained as part of the fleet. The data points to be collected are: mileage, maintenance, CHP certification status, and any other pertinent information the Air District may request to verify the performance of the duties specified in this Agreement. Mileage information shall be recorded, at minimum, twice per year on the following dates: 1) The anniversary date the new bus was placed into active service; and 2) On December 31st. Maintenance and certification information shall be recorded and logged upon occurrence. The Grantee shall prepare and submit a report of the information collected throughout the reporting period for the duration of the Equipment Utilization Phase as defined in Section 2.1(2) and in accordance with the requirements and schedule in Section 6 of Attachment A.

4. ON-SITE INSPECTIONS, RECORDS RETENTION, AND AUDITS

4.1 **New & Old Vehicle.** The Grantee shall allow the Air District, CARB employees, and their designated representatives to physically inspect both the new bus and the old bus, unless it was dismantled, for the purpose of verifying Grantee's performance of the duties under this Agreement. Access to conduct an inspection shall be granted, after reasonable notice, during normal business hours throughout the duration of the Equipment Acquisition and Utilization Phases, and for a period of three (3) years beginning on the date the Equipment Utilization Phases ends.

- 4.2 **Records Retention.** Grantee shall retain the following records: 1) Mileage logs for the new bus and old bus; 2) Purchase orders, invoices, and work orders required for reimbursement of equipment, infrastructure, and fuel costs pursuant to Section 4 of Attachment A; and 3) Annual reports required pursuant to Section 3.4. Records shall be maintained at the physical location of the Grantee Contact listed in Section 8 of Attachment A. Upon request, records shall be made accessible within a reasonable amount of time. The records required to be maintained pursuant to this Agreement shall be retained by the Grantee throughout the duration of the Equipment Acquisition and Utilization Phases, and for a period of three (3) years beginning on the date the Equipment Utilization Phase ends.
- 4.3 **Records Inspection, Audits.** Grantee shall allow the Air District, the CARB, the California Department of General Services, the California Department of Finance (DoF), the Bureau of State audits, or any of their designated representatives to inspect, audit, and make copies of any Project records or supporting documentation related to the performance of this Agreement. Grantee shall allow access to records during normal business hours with reasonable notice. Additionally, Grantee shall allow interviews of any employees who might reasonably have information related to such records.
- 4.4 **Survival of Termination.** The requirements in this Section 4 shall survive the termination of this Agreement.

5. CHANGE IN OPERATIONAL STATUS

- 5.1 **Notification of Change in Operational Status.** Grantee shall provide written notification to the Air District in the event of a Change in Operational Status for the Project Equipment. Notice shall be made within thirty (30) calendar days of its occurrence. For purposes of this Section, a “Change in Operational Status” shall mean: 1) the wrecking, scrapping or rendering of the Project Equipment such that it is unfit for service; 2) the selling or transferring of ownership of the Project Equipment to another entity; or, 3) the removal of the Project Equipment from active service for a period or periods longer than 30 consecutive calendar days for reasons beyond the control of the Grantee including but not limited to mechanical defect, accident, or *Force Majeure* pursuant to Section 7.8 of this Agreement.
- 5.2 **Change in Operational Status.** In the event of a Change in Operational Status that the APCO determines is permanent, the Grantee shall repay a prorated amount of the total grant funds received under this Agreement. Payment in full of the prorated amount shall be received by the Air District within sixty (60) days of the date the Change in Operational Status event occurred. The amount of the repayment shall be determined using the following schedule which is prorated and set on a sliding scale based upon the timing of the change in status event relative to the Equipment Utilization Phase start date.
- If prior to the anniversary date of the first year of operation by Grantee: ninety percent (90%) proration of the Total Grant Award; and
 - If after the first year of operation, but prior to the anniversary of the second year of operation by Grantee: sixty percent (60%) proration of the Total Grant Award; and
 - If after the second year of operation, but prior to the anniversary date of the third year of operation by Grantee: thirty percent (30%) of the Total Grant Award.

In the event of the sale or transfer of ownership of the Project Equipment, the APCO may, in his discretion, waive the repayment requirements of this Section if the subsequent owner or operator of the new vehicle signs a successor contract with the Air District guaranteeing that the new vehicle will continue to be used within the Air District in compliance with the terms of this Agreement, and will provide equal or greater emission reductions than would have been achieved in this initial Agreement.

6. TERMINATION

- 6.1 Prior to Disbursement of Funds. Either party may terminate this Agreement at any time prior to transfer of grant funds by giving written notice of termination to the other party, in accordance with this Section. Notice of termination under this paragraph shall be given at least thirty (30) days before the effective date of such termination, and said notice shall specify the effective date thereof. Notwithstanding the above, failure by either Party to execute this Agreement within sixty (60) days of the signature by the other Party will result in cancellation of the Agreement without notice.
- 6.2 Reimbursement Request, Grantee Default. The Air District may cancel or withhold payment of any grant fund disbursement if the APCO determines that Grantee has failed to comply with, or meet any obligation of this Agreement. The APCO shall give 10-day notice of his/her intent to cancel or withhold such payment and the basis therefore. Grantee will be given a reasonable opportunity to cure the non-compliance prior to the Air District canceling or withholding such payment. If Grantee is found to be in default of operation and maintenance requirements as defined in Section 3 above, a prorated repayment of the grant award will be required as per Section 5.2.
- 6.3 Grantee Ineligibility. The Grantee shall be required to repay/return awarded grant funds should the project be deemed ineligible.

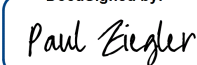
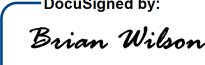
7. MISCELLANEOUS

- 7.1 Indemnification. Each party shall indemnify, defend and hold harmless the other party, its officers, employees, agents, and successors-in-interest against any and all claims, suits or actions resulting solely from the performance by the indemnifying party of its duties under this Agreement, excepting only such claims, suits or actions that are caused by the sole negligence or willful misconduct of the indemnifying party.
- 7.2 Notices and Contact. All notices required by this Agreement shall be given in writing and shall be effective when served by personal delivery, upon confirmation of receipt by the recipient when sent by e-mail or facsimile transmission, or four (4) calendar days after being deposited, postage prepaid, registered or certified, in the United States mail, to the relevant address(es) or facsimile number as set forth in Attachment A. Other communications as may be required from time to time shall be sent to the Contact person identified in Attachment A. Either party may change Notice and Contact information at any time by written notice. All communication to the Air District shall reference the Project Number.
- 7.3 Entire Agreement. This Agreement represents the entire Agreement of the parties with respect to the subject matter described in this Agreement, and no representation, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.

- 7.4 **Amendment.** This Agreement may not be changed or modified except in writing and signed by the parties hereto.
- 7.5 **Independent Contractor.** None of the Grantee's agents, subcontractors or employees shall be construed as agents or employees of the Air District.
- 7.6 **Assignment.** This Agreement may not be assigned, transferred, hypothecated, subcontracted or pledged by Grantee without the express prior written consent of the Air District. Assignment of this Agreement must be a condition of transfer of the vehicle identified in Attachment A to any successor organization to the Grantee.
- 7.7 **Severability.** Should any part of this Agreement be declared unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect; provided that, the remainder of this Agreement can, absent the invalid portion(s), reasonably be interpreted to give effect to the intentions of the parties.
- 7.8 **Force Majeure.** Neither the Air District nor Grantee shall be liable or deemed to be in default for any delay or failure in performance under this Agreement or interruption of services, directly or indirectly, from the acts of God, civil or military authority, acts of public enemy, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of the Air District or Grantee (each, a "Force Majeure Event"). The party justly claiming the occurrence of a Force Majeure Event must notify the other party of the Force Majeure Event within ten (10) calendar days of discovery of the Force Majeure Event, and will have thirty (30) days following such Force Majeure Event to resume its performance under this Agreement; *provided*, however, that the other party's corresponding obligations (including the corresponding obligation, if any, to pay monies when otherwise due) will be similarly suspended during such time period, and *provided further*, that if the Grantee's Force Majeure Event continues for more than thirty (30) days, the Air District may terminate this Agreement immediately and without any liability to any party, other than for obligations incurred up to the date the Force Majeure Event commenced.
- 7.9 **Right to Claim Emission Reductions.** The CARB retains the exclusive right to claim any emission reduction credits under state or federal law that might result from emissions reduced by the Project implemented pursuant to this Agreement.
- 7.10 **CEQA Review.** The Grantee must fulfill all requirements of the California Environmental Quality Act (CEQA) with regard to the Project. This includes ensuring that all necessary permits and environmental documents are prepared and that clearances are obtained from the appropriate agencies prior to construction in compliance with the Act, state law, and local ordinance.
- 7.11 **Grant Publicity.** The Grantee must acknowledge the California Climate Investments program as a funding source from CARB's Low Carbon Transportation program whenever projects funded, in whole or in part by this Agreement, are publicized in any news media, websites, brochures, publications, audiovisuals, or other types of promotional material. The acknowledgement must read as follows: 'This publication (or project) was supported by the "California Climate Investments" (CCI) program. Guidelines for the usage of the CCI logo can be found at www.arb.ca.gov/ccifundingguidelines.'
- 7.12 **Attorney Fees.** In the event the Air District is required to enforce any terms or conditions of this Agreement by court action, it shall be entitled to an award of attorney's fees and costs.

- 7.13 *Third Party Beneficiary Rights*. The CARB is an intended third party beneficiary of this Agreement and reserves the right to audit and enforce the terms of this Agreement at any time throughout the duration of the Equipment Acquisition and Utilization Phases, and for a period of three (3) years beginning on the date the Equipment Utilization Phases ends.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on their behalf by their authorized representatives effective as of the date of the last party signing below.

Eureka City Schools a Unified School District <div> DocuSigned by:  93CA771346EE43C... </div>	North Coast Unified Air Quality Management District <div> DocuSigned by:  770A6710288442D... </div>
Paul Ziegler, Superintendent	Brian Wilson, Air Pollution Control Officer
Date: 6/26/2022 11:59 AM PDT	Date: 6/26/2022 12:10 PM PDT

ATTACHMENT A - PROJECT SPECIFIC INFORMATION

Except as otherwise provided, all capitalized terms shall have the meanings set forth in the Agreement.

1. **Grantee:** Eureka City Schools a Unified School District
2. **Project Number:** RSBPP 20-08
3. **District Approval Date:** Date signed by APCO
4. **Scope of Work - Project Description:** The purchase of one (1) eligible school bus ("New Bus") to replace an existing in-use school bus ("Old Bus"). Project Equipment includes the Old Bus, New Bus, and purchase of renewable fuel (diesel, compressed natural gas, or propane) necessary for the operation of the New Bus. The New Bus must meet or exceed the emission specifications listed in the table below. During the *Equipment Acquisition Phase*, the Grantee shall purchase the New Bus and a sufficient quantity of renewable fuel to propel the New Bus for the length of the agreement term. The Old Bus shall be scrapped, wrecked, and dismantled in accordance with Section 3 of the Agreement. During the *Equipment Utilization Phase*, and after securing the proper CHP certifications, the Grantee shall place the New Bus into active service and make all reasonable efforts to use it in the same manner as the Old Bus it replaced. The Grantee shall collect and record information on the operation of the Project Equipment for annual reporting. The report shall be prepared using a form provided by the Air District, however, the Grantee may submit additional information or materials as deemed appropriate. Each reporting period shall be twelve (12) months in length and shall begin on December 31 of the year the New Bus is placed into active service. There are four reporting events, which will capture calendar year usage and usage based on 12, 24, and 36 months of operation.

Project Equipment

In-Use Bus ("Old Bus")				
License Plate #	Vehicle Identification Number	Bus make and model	Model year	Designation
022430	1BAANB7A0TF065099	BLUEBIRD, ALL AMERICAN	1996	Dismantle / Scrap

An eligible school bus ("New Bus") is defined as a new (current model year) zero-emission (battery electric vehicle or fuel cell powered) school bus. A charging unit or charging infrastructure is defined as equipment required to charge/power the New Bus. This includes all types of units (Level 1, Level 2, DC Fast Charging).

5. Maximum Amount of Grant Funds Awarded: \$225,000.00

According to program guidelines, the reimbursement of eligible project costs for the project described in Section 4 above shall not exceed \$405,000 in Rural School Bus Pilot Project grant awards. The maximum amount of grant funds awarded for this project is **\$225,000.00. The actual amount paid under this agreement is further limited to eligible project costs.** Eligible project costs include: The cost of the New Bus (vehicle price, taxes, and environmental disposal fees), and the vehicle charging station (parts and labor). Rural School Bus Pilot Project grant awards may not exceed the Maximum Funding Levels allowed under the

grant and the total project costs for each category. Rural School Bus Pilot Project grant awards combined with other funding sources may not exceed eligible project costs.

RSBPP Funding (Bus)	RSBPP Funding (Infrastructure)	Additional Funding*	Total
\$220,000.00	\$5,000.00	\$0.00	\$225,000.00

*Rural School Bus Pilot Project funded vehicle(s) cannot be co-funded with the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) program.

- 6. Project Schedule (Milestones):** The following is a list of the deliverables (performance duties), under the Agreement which must be completed on or before the dates indicated below.

Milestone	Due Date(s) / Timetable
1) Issue Purchase Order (PO) for New Bus	Complete within 30 days of contract execution
2) Submit copy of PO to the Air District	Within 10 days of execution
3) Deliver New Bus to Grantee, AND place New Bus into active service	On or before August 1, 2024
4) Notify Air District of New Bus Delivery and Operation	Within 10 days of delivery
5) Dismantle / Scrap "Old Bus"	Within 60 days of delivery of the New Bus to the Grantee (Milestone #3).
Final Date to Submit Reimbursement Request is November 1, 2024	
6) First Annual Report	Record mileage on December 31 st of the year the New Bus is placed into active service. Reports will be due the following January 31 st
7) Second Annual Report	Record mileage on December 31 st and 12 months after the New Bus was first placed into service. Reports will be due the following January 31 st
8) Third Annual Report	Record mileage on December 31 st and 24 months after the new bus was first placed into service. Reports will be due the following January 31 st
9) Fourth Annual Report	Record mileage on December 31 st and 36 months after the New Bus was first placed into service. Reports will be due the following January 31 st

- 7. Reimbursement Schedule Limits:** The following represent the maximum allowable reimbursement possible for each of the milestones listed.

Milestone	Maximum Payment
#5 - New Bus in Service & Old Bus Dismantled	\$220,000.00
#5 - Charging Station / Infrastructure	\$5,000.00

8. **Notices:** Any required written notice shall be addressed to:

Grantee:
Paul Ziegler
Superintendent
Eureka City Schools a Unified School District
2100 J Street
Eureka, CA 95501
707-441-2503

District:
Brian Wilson
Air Pollution Control Officer
North Coast Unified AQMD
707 L Street
Eureka, CA 95501
(707) 443-3093

9. **Contacts:** Contact persons for day-to-day activities of the Project are:

Grantee:
Dan Pires
Director of Transportation
Eureka City Schools a Unified School District
2100 J Street
Eureka, CA 95501
707-441-2503
piresd@eurekacityschools.org

District:
Stacy Calles
Grant Administrator
North Coast Unified AQMD
707 L Street
Eureka, CA 95501
scalles@ncuaqmd.org

10. **Vehicle Garage & Location of Records:** The physical address where the new bus and old bus are housed (vehicle yard) and the location where operational records are kept.

Vehicle Garage:
642 W. 14th Street
Eureka, CA 95501

Location of Records:
2100 J Street
Eureka, CA 95501

**FY 2020-2021 State Clean Diesel Program – Diesel Emission Reduction Act
ZERO-EMISSION BATTERY ELECTRIC SCHOOL BUS REPLACEMENT
GRANT AGREEMENT
BETWEEN
THE NORTH COAST UNIFIED AIR QUALITY MANAGEMENT DISTRICT
AND
Eureka City Schools a Unified School District**

PROJECT NO. 20-08

This Agreement is made and entered into by and between the Eureka City Schools a Unified School District, hereinafter referred to as "Grantee," and the North Coast Unified Air Quality Management District, hereinafter referred to as the "Air District," and shall be effective as of the date of the last party signing below ("Effective Date").

RECITALS

WHEREAS, the U.S. Environmental Protection Agency's (EPA) Diesel Emissions Reduction Program (DERA) was originally authorized by Title VII, Subtitle G (Section 791 to 797) of the Energy Policy Act of 2005 (Public Law 109-58); and

WHEREAS, the California Air Resources Board (CARB) has entered into a cooperative Agreement Assistance Amendment with the U.S. EPA to replace diesel school buses with zero-emission battery electric school buses; and the CARB created the Rural School Bus Pilot Project (RSBPP), and has allocated funding from the California Climate Investments Fund; and

WHEREAS, on November 21, 2019 the Governing Board of the Air District adopted Resolution 2019-7, authorizing the Air Pollution Control Officer ("APCO") to enter into an agreement with the California Air Resources Board ("CARB") to implement said Grant Program on CARB's behalf; and

WHEREAS, on January 11, 2022, the Air District entered into Grant Agreement, Number G21-DERA-01, with the CARB to administer the FY 2019-2020 State Clean Diesel Program –DERA; and

WHEREAS, Pursuant to Grantee *School District Resolution ECS Resolution 18-19-003*, Grantee has submitted a RSBPP Grant Application dated 08/07/18, on file in the Air District office, and the Grantee represents that said application also serves as a request for DERA grant funding;

WHEREAS, the APCO has evaluated Grantee's Grant Application, has determined that the Application complies with the CARB Lower Emission School Bus Program (LESBP) Guidelines excluding any mail outs or advisories; the DERA Guidelines and criteria and shall meet all LESBP requirements for the full term of this Agreement, and on that basis has approved Grantee's project for funding in accordance with the terms of this Agreement.

NOW THEREFORE, based on the representations made in the Grant Application, which are incorporated herein and made a material part hereof, the parties agree as follows:

1. GRANT AWARD

- 1.1 Funding Award. Grantee is hereby awarded DERA grant funds for the project described in Attachment A, Project Specific Information, attached hereto and incorporated herein, and hereafter referred to as the "Project". The maximum amount of grant funds for which Grantee is eligible is set forth in Section 5 of Attachment A. In consideration of said grant award, Grantee agrees to implement the Project based on all terms of this Agreement, including but not limited to, the purchase and use of new equipment, and the performance of specific duties on or before key dates identified as the Project Milestones in Section 6 of Attachment A. Grantee may not begin any work on this project until full execution of this Agreement unless the APCO waives this requirement and provides notice to the Grantee.
- 1.2 Reimbursement Request, Disbursement of Funds. The Air District shall reimburse the school bus vendor and/or Grantee for eligible Project costs and expenses using DERA Grant Funds, or other funding mechanisms as determined appropriate by the APCO, consistent with the Project description and implementation schedule contained in Attachment A. No reimbursement may be made until the new bus has been delivered and a reimbursement request has been received. Grantee's reimbursement request must include: the Reimbursement Request Form, or District approved equivalent; a copy of the itemized invoice from the bus vendor for the purchased bus; evidence of: payment of the invoice (if applicable) and its delivery, the new bus make, model, gross vehicle weight, horsepower, vehicle identification number (VIN) of the new bus; photographic evidence of the new bus depicting: the manufacturer's ID tag, the engine serial number, the bus identification number, the EPA Vehicle Family Number and the license plate (if available); proof of California Highway Patrol (CHP) certification signifying that the new school bus is safe to operate with children aboard; proof of DMV registration; the CARB Executive Order certification for the new bus, and the Dismantle Certification Form with supporting documentation, or District approved equivalent. See Section 3.4 for dismantle documentation requirements.
- 1.3 Project Cost: Project cost overruns are the sole responsibility of the Grantee unless expressly approved in writing by the Air District. The Air District's funding obligation is limited to the "DERA Funding" as identified in Attachment A, Section 5.
- 1.4 Grant Reduction: The APCO will reduce the Air District contribution to the Project in the event that the total Project cost is less than the amount listed in Attachment A.
- 1.5 Use of Funds. Grantee shall use all funds received under this Agreement in accordance with all applicable provisions of law and implementation regulations.

2. AGREEMENT TERM AND PROJECT PHASES

- 2.1 Term, Term Components. This Agreement will commence as of the Effective Date (the date the last party signs this Agreement) and remain in effect for five (5) years and one day after the date the new school bus is put into active service. This time period shall be referred to as the Agreement "Term". The Agreement shall remain in effect over the full length of the Term unless terminated earlier as specified in Section 6 below. The Term has two phases, "Equipment Acquisition Phase" and the "Equipment Utilization Phase" as follows:

(1) *Equipment Acquisition Phase:* This Phase will begin on the Effective Date of this Agreement, and last until such time as the Air District confirms, in writing, that the Equipment has become operational. Project milestones within this Phase include the execution of a purchase order for the new bus, the delivery of the new bus, the placing into active service of the new bus, and the dismantling/destruction of the old bus. The activities and deliverables listed as part of the Equipment Acquisition Phase must be completed and/or satisfied on or before the dates specified in Section 6 of Attachment A. The Grantee shall notify the Air District upon completion of the Project Milestones listed in Section 6 of Attachment A within the timeframe specified therein.

(2) *Equipment Utilization Phase:* This Phase will begin on the date the new bus is placed into active service and conclude on the date five (5) years and one day thereafter. During this Phase, the Grantee is required to retain ownership of the new bus, to maintain the new bus as recommended by the manufacturer, to maintain CHP certification for the new bus, and to make reasonable efforts to utilize the bus in the same manner and for the same purpose as the old bus it replaced was used. The Grantee shall also collect information on the operation of the new bus and the old bus, and shall prepare and submit reports at twelve-month intervals.

2.2 *Time is of the Essence. Equipment Delivery Date.* In the performance of the duties established in this Agreement, time is of the essence, as a delay in placing the new school bus into active service would result in the continued use of the higher-polluting older bus. Such use would result in the unnecessary exposure of school children to air toxics (diesel particulate matter) and in the additional discharge of greenhouse gases. Such emissions would have an adverse effect on air quality within the affected air district and may cause or contribute to a violation of an ambient air quality standard. Delivery of the new bus to the Grantee must occur on or before May 1, 2022 ("Final Delivery Date"). Delivery of the new school bus after the "Final Delivery Date" would be considered a Grantee Default of this Agreement and subject to the terms of Section 6.2 of this Agreement. *Ok to Amend SLC 2023*

2.3 *Grantee Purchase Order Contracts with School Bus Vendors.* Grantee must include the Final Delivery Date deadline in the purchase order agreement between Grantee and the school bus distributor/vendor. Additionally, the Grantee must include language in the purchase order agreement notifying the distributor/vendor that disbursement of grant funds may not take place for up to 90 days after the delivery of the new bus. Language must also be included to notify the distributor/vendor that the old unit must be dismantled in accordance with Section 3 prior to payment being issued.

3. NEW BUS OPERATION AND MAINTENANCE, OLD BUS REQUIREMENTS

3.1 *Maintenance Requirements.* Grantee shall operate and maintain the new bus according to the manufacturer's warranty specifications.

3.2 *Operational Status.* Grantee shall maintain records and information describing the operational status of the new bus. The types of records and documents which can be used to satisfy this requirement may include, but not be limited to records of routine maintenance performed and the corresponding purchase orders, repair estimates or work orders, and communication with the vehicle manufacturer. Within ten (10) calendar days of a request from the Air District, the Grantee shall supply said records and information in the manner specified by the Air District.

3.3 *Disposal / Dismantle Requirements for Old Bus.* The old bus that is replaced must be dismantled in accordance with the DERA Grant Agreement no later than 90 days after receipt of the new replacement bus. For purposes of this Agreement, "Dismantle" means to punch, crush, stamp,

hammer, shred, or otherwise render the old bus chassis permanently and irreversibly incapable of functioning as originally intended. In addition, it means the cutting or punching of a hole no less than three (3) inches diameter in the engine block. Grantees shall provide the Air District with notice of the date of dismantling, method and VIN of the dismantled bus, via the Dismantle Certification Form, or District approved equivalent.

3.4 **Required Proof of Disposal / Dismantle for Old Bus.** After disposing / dismantling of the old bus in accordance with Section 3.3, the Grantee must prepare the documentation listed in this Section, and submit copies to the Air District on or before the Project milestone dates listed in Section 6 of Attachment A. Records shall be maintained at the physical location of the Grantee Contact listed in Section 10 of Attachment A. Upon request, records shall be made accessible within a reasonable amount of time. The records required to be maintained pursuant to this Agreement shall be retained by the Grantee throughout the duration of the Equipment Acquisition and Utilization Phases, and for a period of three (3) additional years beginning on the date the Equipment Utilization Phase ends.

- A copy of the Department of Motor Vehicles Dismantlers Notice of Acquisition/Report of Vehicle to be Dismantled (REG 42); and
- A signed Certificate of Destruction (attached); and
- A completed copy of the Dismantle Certification Form, or District approved equivalent, and applicable photographic evidence. The following photographs must be submitted as digital photos and in JPEG format:
 - 1) The Vehicle Identification Number;
 - 2) The engine plate including: engine serial number, engine model year and engine family number;
 - 3) The vehicle side profile, prior to disabling;
 - 4) The engine block before and after destruction; and
 - 5) The cut chassis frame rails on both sides at any point between the front and rear axles. The frame rails must be cut completely through.

3.5 **Recordkeeping and Annual Reporting.** The Grantee shall collect data on the operation of the new bus. The data points to be collected are: mileage, maintenance, CHP certification status, and any other pertinent information the Air District may request to verify the performance of the duties specified in this Agreement. Mileage information shall be recorded, at minimum, twice per year on the following dates: 1) The anniversary date the new bus was placed into active service; and 2) On December 31st. Maintenance and certification information shall be recorded and logged upon occurrence. The Grantee shall prepare and submit a report of the information collected throughout the reporting period for the duration of the Equipment Utilization Phase as defined in Section 2.1(2) and in accordance with the requirements and schedule in Section 6 of Attachment A.

4. ON-SITE INSPECTIONS, RECORDS RETENTION, AND AUDITS

4.1 **New & Old Vehicle.** The Grantee shall allow the Air District, CARB employees, and their designated representatives to physically inspect both the new bus and the old bus, for the purpose of verifying Grantee's performance of the duties under this Agreement. Access to conduct an inspection shall be granted, after reasonable notice, during normal business hours throughout the duration of the

Equipment Acquisition and Utilization Phases, and for a period of three (3) years beginning on the date the Equipment Utilization Phases ends.

- 4.2 **Record Retention.** Grantee shall retain the following records: 1) Mileage logs for the new bus; 2) Purchase orders, invoices, and work orders required for reimbursement of equipment and; and 3) Annual reports required pursuant to Section 3.4. Records shall be maintained at the physical location of the Grantee Contact listed in Section 8 of Attachment A. Upon request, records shall be made accessible within a reasonable amount of time. The records required to be maintained pursuant to this Agreement shall be retained by the Grantee throughout the duration of the Equipment Acquisition and Utilization Phases, and for a period of three (3) years beginning on the date the Equipment Utilization Phase ends.
- 4.3 **Records Inspection, Audits.** Grantee shall allow the Air District, the CARB, the California Department of General Services, the California Department of Finance (DoF), the Bureau of State audits, or any of their designated representatives to inspect, audit, and make copies of any Project records or supporting documentation related to the performance of this Agreement. Grantee shall allow access to records during normal business hours with reasonable notice. Additionally, Grantee shall allow interviews of any employees who might reasonably have information related to such records.
- 4.4 **Survival of Termination.** The requirements in Section 4 shall survive the termination of this Agreement.

5. CHANGE IN OPERATIONAL STATUS

- 5.1 **Notification of Change in Operational Status.** Grantee shall provide written notification to the Air District in the event of a Change in Operational Status for the Project Equipment. Notice shall be made within thirty (30) calendar days of its occurrence. For purposes of this Section, a "Change in Operational Status" shall mean: 1) the wrecking, scrapping or rendering of the Project Equipment such that it is unfit for service; 2) the selling or transferring of ownership of the Project Equipment to another entity; or, 3) the removal of the Project Equipment from active service for a period or periods longer than 30 consecutive calendar days for reasons beyond the control of the Grantee including but not limited to mechanical defect, accident, or *Force Majeure* pursuant to Section 7.8 of this Agreement.
- 5.2 **Change in Operational Status.** In the event of a Change in Operational Status that the APCO determines is permanent, the Grantee shall repay a prorated amount of the total grant funds received under this Agreement. Payment in full of the prorated amount shall be received by the Air District within sixty (60) days of the date the Change in Operational Status event occurred. The amount of the repayment shall be determined using the following schedule which is prorated and set on a sliding scale based upon the timing of the change in status event relative to the Equipment Utilization Phase start date.
- If prior to the anniversary date of the first year of operation by Grantee: ninety percent (90%) proration of the Total Grant Award; and
 - If after the first year of operation, but prior to the anniversary of the second year of operation by Grantee: sixty percent (60%) proration of the Total Grant Award; and
 - If after the second year of operation, but prior to the anniversary date of the third year of operation by Grantee: thirty percent (30%) of the Total Grant Award.

In the event of the sale or transfer of ownership of the Project Equipment, the APCO may, in his discretion, waive the repayment requirements of this Section if the subsequent owner or operator of the new vehicle signs a successor contract with the Air District guaranteeing that the new vehicle will continue to be used within the Air District for which it was originally awarded, in compliance with the terms of this Agreement, and will provide equal or greater emission reductions than would have been achieved in this initial Agreement.

6. TERMINATION

- 6.1 Prior to Disbursement of Funds. Either party may terminate this Agreement at any time prior to transfer of grant funds by giving written notice of termination to the other party, in accordance with this Section. Notice of termination under this paragraph shall be given at least thirty (30) days before the effective date of such termination, and said notice shall specify the effective date thereof. Notwithstanding the above, failure by either Party to execute this Agreement within sixty (60) days of the signature by the other Party will result in cancellation of the Agreement without notice.
- 6.2 Reimbursement Request, Grantee Default. The Air District may cancel or withhold payment of any grant fund disbursement if the APCO determines that Grantee has failed to comply with, or meet any obligation of this Agreement. The APCO shall give 10-day notice of his/her intent to cancel or withhold such payment and the basis therefore. Grantee will be given a reasonable opportunity to cure the non-compliance prior to the Air District canceling or withholding such payment. If Grantee is found to be in default of operation and maintenance requirements as defined in Section 3 above, a prorated repayment of the grant award will be required as per Section 5.2.
- 6.3 Grantee Ineligibility. The Grantee shall be required to repay/return awarded grant funds should the project be deemed ineligible.



7. MISCELLANEOUS

- 7.1 Indemnification. Each party shall indemnify, defend and hold harmless the other party, its officers, employees, agents, and successors-in-interest against any and all claims, suits or actions resulting solely from the performance by the indemnifying party of its duties under this Agreement, excepting only such claims, suits or actions that are caused by the sole negligence or willful misconduct of the indemnifying party.
- 7.2 Notices and Contact. All notices required by this Agreement shall be given in writing and shall be effective when served by personal delivery, upon confirmation of receipt by the recipient when sent by e-mail or facsimile transmission, or four (4) calendar days after being deposited, postage prepaid, registered or certified, in the United States mail, to the relevant address(es) or facsimile number as set forth in Attachment A. Other communications as may be required from time to time shall be sent to the Contact person identified in Attachment A. Either party may change Notice and Contact information at any time by written notice. All communication to the Air District shall reference the Project Number.
- 7.3 Entire Agreement. This Agreement represents the entire Agreement of the parties with respect to the subject matter described in this Agreement, and no representation, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.

- 7.4 **Amendment.** This Agreement may not be changed or modified except in writing and signed by the parties hereto.
- 7.5 **Independent Contractor.** None of the Grantee's agents, subcontractors or employees shall be construed as agents or employees of the Air District.
- 7.6 **Assignment.** This Agreement may not be assigned, transferred, hypothecated, subcontracted or pledged by Grantee without the express prior written consent of the Air District. Assignment of this Agreement must be a condition of transfer of the vehicle identified in Attachment A to any successor organization to the Grantee.
- 7.7 **Severability.** Should any part of this Agreement be declared unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect; provided that, the remainder of this Agreement can, absent the invalid portion(s), reasonably be interpreted to give effect to the intentions of the parties.
- 7.8 **Force Majeure.** Neither the Air District nor Grantee shall be liable or deemed to be in default for any delay or failure in performance under this Agreement or interruption of services, directly or indirectly, from the acts of God, civil or military authority, acts of public enemy, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of the Air District or Grantee (each, a "Force Majeure Event"). The party justly claiming the occurrence of a Force Majeure Event must notify the other party of the Force Majeure Event within fifteen (15) calendar days of discovery of the Force Majeure Event, and will have thirty (30) days following such Force Majeure Event to resume its performance under this Agreement; provided, however, that the other party's corresponding obligations (including the corresponding obligation, if any, to pay monies when otherwise due) will be similarly suspended during such time period, and provided further, that if the Grantee's Force Majeure Event continues for more than thirty (30) days, the Air District may terminate this Agreement immediately and without any liability to any party, other than for obligations incurred up to the date the Force Majeure Event commenced.
- 7.9 **Right to Claim Emission Reductions.** The CARB retains the exclusive right to claim any emission reduction credits under state or federal law that might result from emissions reduced by the Project implemented pursuant to this Agreement.
- 7.10 **CEQA Review.** The Grantee must fulfill all requirements of the California Environmental Quality Act (CEQA) with regard to the Project. This includes ensuring that all necessary permits and environmental documents are prepared and that clearances are obtained from the appropriate agencies prior to construction in compliance with the Act, state law, and local ordinance.
- 7.11 **Grant Publicity.** The Grantee agrees that any reports, documents, publications or other materials developed for public distribution supported by this Grant Agreement shall contain the following statement: "This project has been funded wholly or in part by the United States Environmental Protection Agency under Assistance Agreement numbers DS-99T92101-0 and DS-99T92101-1 to the California Air Resources Board. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the U.S. EPA endorse trade names or recommend the use of commercial products mentioned in this document."
- 7.12 **Attorney Fees.** In the event the Air District is required to enforce any terms or conditions of this Agreement by court action, it shall be entitled to an award of attorney's fees and costs.

- 7.13 *Third Party Beneficiary Rights.* The CARB is an intended third-party beneficiary of this Agreement and reserves the right to audit and enforce the terms of this Agreement at any time throughout the duration of the Equipment Acquisition and Utilization Phases, and for a period of three (3) years beginning on the date the Equipment Utilization Phases ends.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on their behalf by their authorized representatives effective as of the date of the last party signing below.

Eureka City Schools a Unified School District DocuSigned by:  93CA771346EE43C...	North Coast Unified Air Quality Management District DocuSigned by:  770A6710288442D...
Paul Ziegler, Superintendent	Brian Wilson, Air Pollution Control Officer
Date: 6/26/2022 11:59 AM PDT	Date: 6/26/2022 12:10 PM PDT

ATTACHMENT A - PROJECT SPECIFIC INFORMATION

Except as otherwise provided, all capitalized terms shall have the meanings set forth in the Agreement.

1. **Grantee:** Eureka City Schools a Unified School District
2. **Project Number:** 20-08
3. **District Approval Date:** Date Signed by APCO
4. **Scope of Work - Project Description:** The purchase of one (1) eligible school bus ("New Bus") to replace an existing in-use school bus ("Old Bus"). Project Equipment shall include the Old Bus, New Bus, and any supporting infrastructure necessary for the operation of the New Bus (e.g. charging station). During the *Equipment Acquisition Phase*, the Grantee shall purchase the New Bus, and shall also purchase and install any necessary charging equipment. The Grantee shall secure all required construction permits and shall complete all required CEQA analyses prior to erecting any building, or installing any equipment necessary for this project. During the *Equipment Utilization Phase*, and after securing the proper CHP certifications, the Grantee shall place the New Bus into active service and make all reasonable efforts to use it in the same manner as the Old Bus it replaced. The Grantee shall collect and record information on the operation of the Project Equipment for annual reporting. The report shall be prepared using a form provided by the Air District, however, the Grantee may submit additional information or materials as deemed appropriate. Each reporting period shall be twelve (12) months in length and shall begin on December 31 of the year the New Bus is placed into active service. There are six reporting events, which will capture calendar year usage and usage based on 12, 24, 36, 48, and 60 months of operation.

Project Equipment

In-Use Bus ("Old Bus")				
License Plate #	Vehicle Identification Number	Bus make and model	Model year	Designation
022430	1BAANB7A0TF065099	BLUEBIRD, ALL AMERICAN	1996	Destroyed

An eligible school bus ("New Bus") is defined as a new (current model year) zero-emission (battery electric vehicle or fuel cell powered) school bus. A charging unit or charging infrastructure is defined as equipment required to charge/power the New Bus. This includes all types of units (Level 1, Level 2, DC Fast Charging).

5. **Maximum Amount of Grant Funds Awarded: \$180,000.00**

The maximum amount of grant funds awarded for this project is \$180,000.00. **The actual amount paid under this agreement is further limited to eligible project costs.** Eligible project costs include: The cost of the New Bus (vehicle price, taxes, and environmental disposal fees). DERA grant awards combined with other funding sources may not exceed eligible project costs.

DERA Funding (Bus)	DERA Funding (Infrastructure)	Additional Funding*	Total
\$180,000.00	\$0	\$0	\$180,000.00

*No commingling of additional grant funds is permitted under this Agreement.

6. **Project Schedule (Milestones):** The following is a list of the deliverables (performance duties), under the Agreement which must be completed on or before the dates indicated below.

Milestone	Due Date(s) / Timetable
1) Issue Purchase Order (PO) for New Bus	Complete within 30 days of contract execution
2) Submit copy of PO to the Air District	Within 10 days of execution
3) Deliver New Bus to Grantee, AND place New Bus into active service	On or before May 1, 2023
4) Notify Air District of New Bus Delivery and Operation	Within 10 days of delivery
5) Dismantle / Scrap "Old Bus"	Within 90 days of delivery of the New Bus to the Grantee.
Final Date to Submit Reimbursement Request is August 1, 2023	
6) First Annual Report	Record mileage on December 31 st of the year the New Bus was placed into active service. Reports will be due the following January 31 st
7) Second Annual Report	Record mileage on December 31 st and 12 months after the New Bus was first placed into service. Reports will be due the following January 31 st
8) Third Annual Report	Record mileage on December 31 st and 24 months after the new bus was first placed into service. Reports will be due the following January 31 st
9) Fourth Annual Report	Record mileage on December 31 st and 36 months after the New Bus was first placed into service. Reports will be due the following January 31 st
10) Fifth Annual Report	Record mileage on December 31 st and 48 months after the New Bus was first placed into service. Reports will be due the following January 31 st
11) Sixth Annual Report	Record mileage on December 31 st and 60 months after the New Bus was first placed into service. Reports will be due the following January 31 st

7. **Reimbursement Schedule Limits:** The following represent the maximum allowable reimbursement possible for each of the milestones listed.

Milestone	Maximum Payment
#5 - New Bus in Service & Old Bus Dismantled	\$180,000.00
#5 - Charging Station / Infrastructure	\$0

8. **Notices:** Any required written notice shall be addressed to:

Grantee:
Paul Ziegler
Superintendent
Eureka City Schools a Unified School District
2100 J Street
Eureka, CA 95501
707-441-2503

District:
Brian Wilson
Air Pollution Control Officer
North Coast Unified AQMD
707 L Street
Eureka, CA 95501
(707) 443-3093

9. **Contacts:** Contact persons for day-to-day activities of the Project are:

Grantee:
Dan Pires
Director of Transportation
Eureka City Schools a Unified School District
2100 J Street
Eureka, CA 95501
707-441-2503
piresd@eurekacityschools.org

District:
Stacy Calles
Grant Coordinator
North Coast Unified AQMD
707 L Street
Eureka, CA 95501
scalles@ncuaqmd.org

10. **Vehicle Garage & Location of Records:** The physical address where the new bus and old bus are housed (vehicle yard) and the location where operational records are kept.

Vehicle Garage:
642 W. 14th Street
Eureka, CA 95501

Location of Records:
2100 J Street
Eureka, CA 95501



3418 52nd Ave Sacramento CA 95823
 Quote #22741
 May 20, 2022
 (415) 720-0008
<https://a-zbus.com>



Kim DiNapoli
 kdinapoli@a-zbus.com
 (415) 720-0008

2022 or newer Blue Bird T3RE 3904

Customer: Eureka City Schools
 Mailing: 2100 J Street
 Address: Eureka, CA 95501-3055

Attn: Dan Pires
 Phone: (707) 441-2503
 Email: piresd@eurekacityschools.org

Quantity: 1
 GVWR: 36,200
 Engine: ELECTRIC
 Fuel Type: Electric
 Fuel Port: Right Rear
 Capacity: 78 Amb
 AC: N/A

Wheelbase: 259"
 Transmission:
 Suspension: Spring/Air
 Brakes: Air Drum
 Upholstery: Brown
 WC Lift: N/A

Body Content

- Locking Battery Compartment Door
- Vandal Lock - Rear Emerg Win
- Sliding Bolt Vandal Lock - Side Emerg Door
- Forward Grabrail
- Emergency Door Left - 28 inch
- Rear wheel front flaps
- Mud Flaps w/logo - Rear
- Mud Flap Extension - Rear
- Rubber Fenders - Rear
- Rubber Fenders - Front
- Floor - 1/2" Plywood
- Floor - Plywood Screwed Down
- Acoustic Headlining - Drvrs & 1st Body Sect.
- Lettering - Emerg. Door Arrows
- Lights - Day Run Lights w/park brake deactive
- Yellow Entrance Door
- Paint - NSB Yellow Exterior
- Green Electric Blue Bird Logo
- Paint Front Bumper Bright Green
- Paint Rear Bumper Bright Green
- Driver 3pt belt Retractable Buzzer - Orange
- Visor Left Arcylic Adjust., Opaque
- 2 Piece Curved Tinted Wndshld
- 77" Headroom
- Aux. Fan Upper Left 6"
- Aux. Fan Upper Center 6"
- Spheros "Smart Hatch" Roof Hatch
- Driver's 12k Heater

- 50k Left Rear Floor Heater
- Dome Lights - LED
- LED 8 Way Lights - Amber/Red
- Warning Flashing Pilot Light - Right
- Radio - W/ PA System
- 8 Speaker Deluxe System w/wiring
- Pre-Wire 2Way Radio Center Dash
- Stop Arm - LED Strobe Cluster
- Stop Arm Location - Rear
- Backing Safety Horn 112DB
- Rubrails - Full Width Black
- Interior Paint Astro White
- Rearview 6X30 Int. Mirror w/monitor
- Remote Ctrl Rearview Mirror
- Heated Mirror Ext 15 Min Timer
- Exterior Open View Split System Mirror
- Crossview Eye-Max Mirror
- Modesty Panel Barrier Ent. Door
- Modesty Panel Left Driver Barrier
- National Ped Proform Gray Driver Seat
- 39" High Back Barrier
- Barrier - Brown Uph Fire Block
- 39" 3pt NextGen Floor Mount Seat
- 39" 3pt Convert NextGen Flip Seat
- Arm Rest - Driver's Console

- Overhead Storage - Non-Lock
- Galvanized Stepwell
- Entrance Door Outward Open - Electric
- Door Control - Electric Power Mom. Switch 2-Pos
- Security Lock Entrance Door
- Rear Emergency Window
- Black Rubber Floor
- Vinyl Ribbed Steptread
- Vinyl Black Steptread
- Ent. Door Barrier Handrail 3.25"-5.25"
- Stepwell Light LED, ADA
- Dark Tint Temp Rear Emerg Window
- 12" S/S Temp Tint P/O Window Black Frame
- Driver Green Lam. Window Black Frame
- Rear Emerg Window Buzzer
- Left Emerg Door Buzzer
- Mid P/O Window Buzzer
- 12" S/S Tint Lam Window Black Frame
- Back-Up Camera
- Delete Roof Hatch Buzzer
- Slider Tray Battery Compt - Chas Mntd
- All American Rear Engine, 259" Wheelbase

Chassis Content

- Accessory Pwr Socket w/Cap
- 60 kW DC Fast Chrg CCS1
- Air Drum Brakes 6" Frt/8.62" RR
- Bendix AD-IP Air Dryer
- Steel Rear Bumper
- 12" Steel Front Bumper
- Rear Tow Hooks
- 1 Group 31 12V Battery with 700 CCA
- Governor, 65 MPH
- EV Power Drive System
- EV Battery System 155kW / 630V
- TIRE,KUMHO,12R22.5,LRH,KRS02
- Front Tow Hooks
- Adjustable Pedals

Dealer Added Content

- Lettering & CEC Logo Decal
- Hand held stop sign & holder
- FE/FAK/Decals - CA spec
- Fog lights in front bumper
- Child Check EP1 safety system - Meeting CA specs

Pricing

Unit Price:	\$393,186.01
Taxable Amount:	\$393,186.01
Non-Taxable Amount:	\$0.00
9.250 % Sales Tax Total:	\$36,369.71
Total Per Unit w/Tax Included:	\$429,555.72
Grand Total For 1 Unit(s):	\$429,555.72

Acceptance

Signature: Tiffany James Title: Waterford Transportation
 Name: Tiffany James Date: 7-7-22

***Notice of Intent to Purchase:**

By signing this vehicle quotation above, it signifies the intent of Eureka City Schools to purchase the vehicle(s) as listed on this document, from A-Z Bus Sales, Inc. This purchase is based on this Vehicle quotation and is subject to approval by our School Board at their _____ (date) Board meeting. _____ (Initial Here)

*All pricing is based upon the Waterford Unified School District piggyback bid awarded to A-Z Bus Sales. A copy of all piggyback bid documents is available from A-Z Bus Sales, Incorporated.

By initialing, we certify that our district is moving forward with plans for Electric Vehicle Infrastructure, and that A-Z Bus Sales is responsible for the bus(es) ordered ONLY. Should there be delays with infrastructure, this will not affect the district's ability to accept delivery of the bus(es) or make payment. TS (Initial Here)

*This build meets or exceeds all minimum requirements of CEC specifications. Quote valid for CEC award only and cannot be used with other grants.

All pricing valid for 90 days, or availability of stock units at time of purchase order. Prices quoted herein are based upon Federal, State, and Local Laws and Regulations governing truck equipment and performance levels in effect as of the date hereof. Buyer will pay for any equipment or performance changes, modifications, or additions required by any changes in such laws or regulations subsequent to the date hereof at the increased cost to Seller.

A-Z Bus Sales, Inc.

Quote #22741 - R32 05/20/2022

- 247 (3) Head camera system

- Electric Air Drains In Drivers Compartment

Required Information

Delivery Address:

Initial here: TS

642 W. 14TH STREET Eureka, CA 95501-3055

DMV Information:

Please confirm DMV registration name & address by signing below. Fill other sections as applicable.

Register To Name: EUREKA CITY SCHOOLS

Register To Address: 642 W. 14TH STREET EUREKA, CA 95501

Signature Confirming DMV Address:

[Signature]
Signature, Name & Title

☒ Exempt

☐ Private

☐ Out of State | Customer Demand

Lettering Information:

Initial here: TS

Beltline Lettering: EUREKA CITY SCHOOLS

CA #: 48567

Unit #s: 17

Lienholder Information: (if none, write "none")

Lienholder Name: _____

Contact Person: _____

Contact Number: _____

Grant Information: (if applicable)

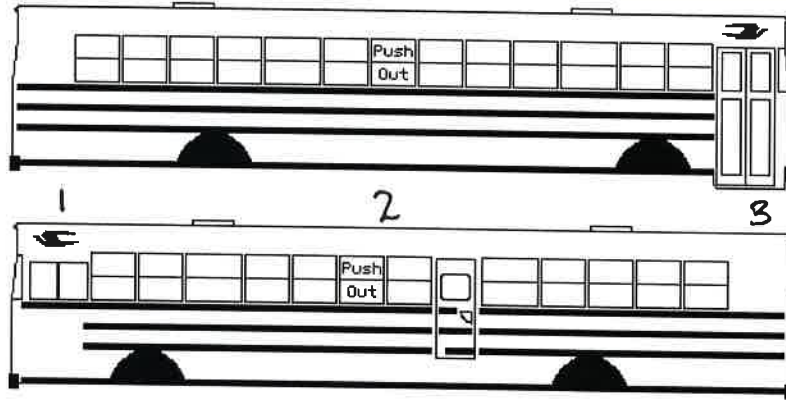
Agency Name: _____

Grant Deadline: _____

Quote Id: 157257	Body Plan / Seat Plan Information
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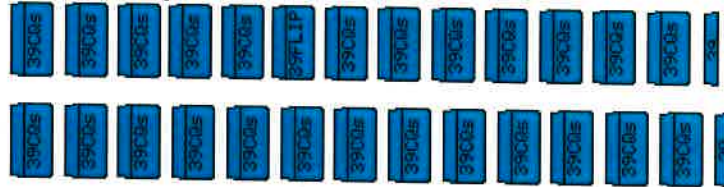
Body Plan: 5011345

Camera locations



Seat Plan: 23552

SP: 23552 T3RE 3904, 78 CAP



Quote Id: 157257	Seat Plan Spacing Chart
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AGENDA ITEM

Agenda Title: Approval and Acceptance of the Grant from the Humboldt Area Foundation and Wild Rivers Community Foundation: EHS Wellness Center

Meeting Date: August 4, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is being asked to approve and accept the grant award from the Grantmakers Fund of the Humboldt Area Foundation and Wild Rivers Community Foundation.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

This grant is for supporting the Wellness Center at Eureka High School for mental and behavioral health.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 3: Mental and Socio-emotional Wellness

HISTORY *(list previous staff or board action(s) with dates if possible)*

The Board approved and accepted the grant award for planning the EHS Wellness Center from the Grantmakers Fund and the Schulze-Kronenberg Memorial Fund of the Humboldt Area Foundation and Wild Rivers Community Foundation at the August 10, 2021 Board meeting, in the amount of \$20,000.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

The grant award is \$12,500.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

- ▢ Grant Award



6/30/2022

Dr. Fred Van Vleck
Eureka City Schools
2100 J St
Eureka, CA 95501

Dear Friends:

It is my honor to share with you that Eureka City Schools is the recipient of a grant in the amount of \$12,500 from the Grantmakers Fund of the Humboldt Area Foundation and Wild Rivers Community Foundation. This grant is for **supporting the Wellness Center to further mental/behavioral health services.**

Please review the grant period below and be in touch at any point during that time if this is not feasible and you would like to request an extension. The foundation is happy to extend the grant period if your organization needs more time to do the work we are supporting.

Grant Period: **6/30/2022 to 6/30/2023**

You will be receiving a check by mail. Grant terms and conditions are enclosed. If they are acceptable to you, please sign and deposit the grant check.

Please submit your final enclosed grant report by the end of your grant period to grants@hafoundation.org. Refer to **grant number 20221228** on all correspondence. Please feel free to contact me at the email or phone number below if you have any questions during your grant period, if you'd like to connect about your work, or if there are additional ways our staff can support you.

If you choose to publicize this grant please reference the "Grantmakers Fund of the Humboldt Area Foundation and Wild Rivers Community Foundation."

Thank you for all you do to strengthen our communities.

Sincerely,

Craig Woods
Director of Grantmaking

Enclosures
CW:nm

AGREEMENT TO GRANT TERMS FOR ORGANIZATIONS

By depositing the grant check, your organization agrees to the following terms and conditions:

1. You as the grantee, agree that you are a nonprofit charitable or public benefit (federal tax-exempt) organization, public school, government agency, Indian tribal government, or have a qualified fiscal sponsor.
2. Please contact your program manager/director if there are significant changes to your program staff, timeline, or tax-exempt status during the grant period.
3. The total amount of this grant or any payment thereof may be discontinued, modified, or withheld at any time, if in the judgement of Humboldt Area Foundation, such as (i) is warranted because grant funds are not being used as required by this letter or (ii) is necessary to comply with the requirements of the law, regulations or rulings.
4. The grant will be used exclusively for charitable, religious, scientific, literary, or educational purposes. Your organization agrees that none of the funds will be used in a way that violates requirements of Internal Revenue Code Section 501(c)(3).
5. For grants above \$50,000, funds may be distributed from Humboldt Area Foundation to the grantee on a reimbursement basis. In such cases, the foundation will advance one-half of total grant funds at the beginning of the grant period. The Foundation will advance the second half of grant funds upon receipt of satisfactory expenditure reports on the initial payment.
6. Your organization understands and agrees that a final narrative report will be submitted to the Foundation by the end of the grant period, or by the grant extension date. Failure to do so may affect your organization's eligibility to apply for HAF grants in the future.
7. Your organization retains full discretion and control over the selection of any sub-grantees or individuals to carry out the work set forth in your proposal. In doing so, your organization will act completely independently of Humboldt Area Foundation.
8. This letter constitutes Humboldt Area Foundation's and your organization's entire agreement with respect to this grant, the terms of which may not be amended or modified, except in writing by both parties.

Please retain this agreement for your files.



Grant No.: 20221228
Approved: 6/30/2022
Amount: \$12,500
Program Director: Craig Woods

Final Grant Report Cover Sheet

Please include this form when submitting your final grant report, including a narrative report of the work you have done. Please submit your grant report to grants@hafoundation.org by the end of your grant period. Alternatively, you can mail it to Humboldt Area Foundation, 363 Indianola Road, Bayside CA 95524.

Grant Report Information:

Prepared by: _____	Phone: _____
Date: _____	E-mail: _____
Grant Purpose: <u>supporting the Wellness Center to further mental/behavioral health services</u>	

Please include:

☐ **Narrative Report:**

Please use the following space, or a separate sheet, if necessary, to share what you would like us to know about what happened with this grant and the impact of your work. Please include:

- How this grant furthered one or more of the foundation's strategic goals of **thriving youth and families, economic development, healthy ecosystems and racial equity**.
- How this grant made a difference to your organization and its ability to serve the community?
- How this grant made a difference for those you serve?
- Lessons learned– about your organization, the populations you serve and/or the issues you address

AGENDA ITEM

Agenda Title: Approval of June 2022 Warrants

Meeting Date: August 4, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the attached list of warrants issued during the month of June 2022.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Education Code section 17605 allows the District's Board to "adopt a rule, delegating to any officer or employee...the authority to purchase supplies, materials, apparatus, equipment, and services" that do not exceed the amount specified in section 20111 of the Public Contract Code. However, Education Code 35161 requires the Board to retain "ultimate responsibility over the performance of those powers or duties so delegated". As a result, it is recommended that the Governing Board ratify or approve actions taken by the designees.

STRATEGIC PLAN/PRIORITY AREA:

Applied to the "Fiscal Integrity of the District" portion of the Strategic Plan

HISTORY *(list previous staff or board action(s) with dates if possible)*

This issue was discussed at the February 27, 2014 Board meeting. It was agreed that the Warrant listings would come to the Board for review and approval on a monthly basis.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

For June 2022, the District issued 346 warrants totaling \$2,009,498.68.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

▢ June 2022 Warrants

Checks Dated 06/01/2022 through 06/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000171137	06/02/2022	CALIF. DEPT. OF TAX & FEE ADMI	01-5881	Q1 SALES TAX PENALTY/INT	46.30	
			01-9561	Q1 2022 CA	44.00	
			01-9580	Q1 2022 USE TAX	273.00	
			13-5884	Q1 2022 CAF. ADULT MEALS	124.00	487.30
3000171138	06/02/2022	CALIF. FINANCIAL SERVICES	01-5800	GENERAL OBLIGATION BOND SVCS		5,500.00
3000171139	06/02/2022	CITY OF EUREKA - ALARMS	01-5800	WCC #2 ALARM PERMIT		20.00
3000171140	06/02/2022	CITY OF EUREKA - ALARMS	01-5800	WCC #1 ALARM PERMIT		20.00
3000171141	06/02/2022	CORWIN - A SAGE COMPANY	01-5210	Please pay/order		7,343.00
3000171142	06/02/2022	CRAVEN, JOHN W D/B/A CRAVEN CONSTRUCTION	23-6210	BOND CRAVEN SVCS TO 5/22/22		19,212.45
3000171143	06/02/2022	DON'S RENT ALL	01-4381	SURPLUS REMOVAL		112.53
3000171144	06/02/2022	ECS REVOLVING FUND	23-6271	REIMB CEQA CK 11418		2,598.00
3000171145	06/02/2022	ENVOY PLAN SERVICES TSA CONSULTING	01-3901	OPEN PO: Fred Van Vleck Monthly Annuity Pmts.		150.00
3000171146	06/02/2022	HEINEMANN	01-4110	ORDER : HEINEMANN		1,681.25
3000171147	06/02/2022	HUMBOLDT COMM SERVICES DIST	01-5530	WATER - GRANT/WINSHIP/LAF		484.33
3000171148	06/02/2022	JACK SCHREDER & ASSOC	01-5800	CONSULTING		2,312.50
3000171149	06/02/2022	KEENAN SUPPLY	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES.		104.21
3000171150	06/02/2022	LANGUAGE LINE SERVICES INC	01-5800	INTERPRETING	591.50	
				INTERPRETING SVCS	87.17	678.67
3000171151	06/02/2022	LOST COAST CREATIONS	95-4310	WCC HOODIES		379.75
3000171152	06/02/2022	PIERSON BLDG CENTER	01-4377	EHS CUSTODIAL SUPPL	1.34	
			01-4381	EHS CUSTODIAL SUPPL	79.30	80.64
3000171153	06/02/2022	PROTECTED INSURANCE	01-8699	REPAY KEENAN CK 132853	98.98	
				REPAY KEENAN CK# 132853	98.98	197.96
3000171154	06/02/2022	REVOLUTION BICYCLES LLC	01-4310	INVOICES(2) CAMPUS SUPERVISOR BIKE REPAIRS		491.17
3000171155	06/02/2022	SEQUOIA CONST SPECIALTIES	01-4391	REPAIRS TO WASH KITCHEN DOOR		5,142.00
3000171156	06/02/2022	SHN CONSULTING ENGINEERS	23-6271	BOND ENG SVCS		4,216.85
3000171157	06/02/2022	U.S. BANK CORPORATE PMT	01-4210	CLASSROOM BOOKS	57.17	
			01-4310	A.B. CREDIT SUPPLIES	152.92-	
				A.B. SCHOOL SUPPLIES	379.05	
				ACCIDENTAL CHG.. REPAYED BY	13.54	
				PERSONAL CK		
				ALARM CLOCKS	26.67	
				ART SUPPLIES	28.38	
				ATTENDANCE AWARD	63.31	

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000171157	06/02/2022	U.S. BANK CORPORATE PMT		BINDER CLIPS	8.73	
				BOOKS FOR TEACHERS/ADMIN	290.24	
				BUS BASSES	234.00	
				BUSINESS CARDS WASHINGTON	24.02	
				CARDSTOCK	16.92	
				CLAS SSUPPLIES	45.84	
				CLASS SUPPLIES	1,236.39	
				CLASSROOM GAME	13.06	
				CLASSROOM GAMES	22.93	
				CLASSROOM SUPPLIES	76.47	
				ED SVC BUSINESS CARDS	48.05	
				EHS CULINARY SUPPLIES	211.43	
				EYE GLASSES FOR STUDENT	99.98	
				FIRST AID SUPPLIES	337.66	
				FISCAL SVCS BUSINESS CARDS	24.02	
				GLASSES FOR STUDENT	67.51	
				GRABBER TOOL	48.04	
				HALL PASS LANYARDS	123.97	
				JOURNALISM CLASS SUPPLIES	371.67	
				JOURNALISM SUPPLIES	496.19	
				LAMINATING SHEETS	9.69	
				LIBRARY ART SUPPLIES	347.69	
				LUNCH ON THE LAWN PIZZA	108.70	
				LUNCH/RECESS EQUIP	168.98	
				LUNCH/RECESS EQUIPMENT	430.80	
				MATERIALS & SUPPLIES	10.38	
				MFRC BUSINESS CARDS	24.02	
				MFRC PANTRY	468.08	
				MFRC PANTRY FOOD	144.48	
				MFRC SUPPLIES	308.47	
				MULTIMEDIA SPEAKER SYSTEM	44.78	
				MURAL SUPPLIES	64.49	
				MUSIC SUPPLIES	60.07	
				MYSTERY CREDIT FROM AMAZON	.02-	
				OFFICE SUPPLIES	915.42	
				OFFICE SUPPLIES/EQUIP	84.55	
				PE CLASS SUPPL	273.68	

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3000171157	06/02/2022	U.S. BANK CORPORATE PMT		PE CLASS SUPPLIES	517.16	
				PE EQUIPMENT BAG	36.00	
				PE SUPPLIES	32.27	
				PLAYGROUND	166.21	
				READING GROUP PRIZES	56.90	
				REFRESH - PARENT INVOLVEMENT	27.90	
				REFRESHMENTS FOR MEETING	36.00	
				REFUND S & H	13.08-	
				RESOURCE SUPPLIES	257.46	
				SCHOOL LIBRARY DAY SUPPL	33.00	
				SENSORY ITEMS	72.09	
				SOCIAL WORK SUPP ALL < 500	1,195.44	
				SOCIAL WORK SUPPL	294.78	
				SOCIAL WORK SUPPLIES	1,099.00	
				SPEECH SUPPLIES	143.25	
				STAFF DEV REFRESH	45.15	
				STU SVCS BUSINESS CARDS	48.04	
				STUDENT OF MONTH AWARDS	24.00	
				STUDENT OF MONTH INCENTIVE	30.55	
				STUDENT PBIS INCENTIVES	120.17	
				STUDENT PBIS INCETIVES	30.55	
				STUDENT SUPPLIES	108.54	
				STUDENT SVCS BUSINESS CARDS	24.03	
				SUPPLIES FOR LIBRARY DAY	18.31	
				TEACHER SUPPLIES	2.19	
				WHITE BOARD PLANNER	95.31	
			01-4351	PERSONNEL BUSINESS CARDS	24.03	
			01-4352	COVID TEST SHIPPING	28.35	
				COVID TESTING SHIPPING	9.45	
			01-4362	CLASS MATERIALS	10.93	
			01-4374	CUSTODIAL SUPPLIES	116.88	
			01-4393	BOARD LUNCH SPECIAL MTG	142.18	
				CABINET LUNCH	161.40	
				LUNCH MTG SUPPL	13.10	
				WORKING LUNCH	86.92	
			01-5201	ACSA AIRFARE	713.20	
			01-5207	CONF. REGIST	50.00	

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3000171157	06/02/2022	U.S. BANK CORPORATE PMT	01-5210	CONF. TRVL REFUND	307.50-	
				FFA CONF. EXP	127.93	
				SPED TRAVEL	1,251.99	
			01-5300	ANN'L ADMIN. MBRSHIP	2,500.00	
				CLASSROOM SUPPLIES	360.00	
			01-5800	CPR CLASS	1,740.00	
				EYE EXAM FOR STUDENT	79.00	
				FLOWERS - COMMUNITY OUTREACH	151.67	
			01-5831	ADVERTISING	180.00	
				FACEBOOK ADVERTISING	51.97	
				SOCIAL MEDIA ADVERTISING	60.00	
			01-5891	BIRTH CERTIFICATE PROC FEE	7.00	
			01-5950	POSTAGE	16.16	
			11-5210	PARKING - SHERATON TRAINING	50.00	
			12-4310	BUSINESS CARDS WINZLER	24.02	
			13-4396	COMBINED KITCHEN SUPPLIES	170.83	
				FOOD SVCS BUSINESS CARDS	24.03	
			13-4710	COMBINED FOOD PURCHASES	106.99	
			13-5207	FOOD HANDLER COURSE	15.00	
			13-5635	CONVEYOR PARTS	544.36	
				Unpaid Tax	121.82-	20,565.87
3000171158	06/02/2022	UNITED RENTALS	01-5623	BLANKET PO FOR MATERIALS AND SUPPLIES		575.24
3000171159	06/02/2022	WONDER BROS AUTO BODY	01-5633	van 81 repairs motorpool		3,705.32
3000171522	06/06/2022	Adams, Mark C	01-5201	MILEAGE		9.24
3000171523	06/06/2022	AMERICAN STAR	01-5800	EHS OPEN PO		248.00
3000171524	06/06/2022	ANIXTER INC	01-4381	LOCKSHOP INVENTORY		5,788.80
3000171525	06/06/2022	AVID CENTER	01-5207	INVOICE: AVID Conference Registrations		21,000.00
3000171526	06/06/2022	Brownfield, Quincy C	01-4310	PBIS AWARD	70.78	
				ZIPLOCKS FOR BOOKS	36.03	106.81
3000171527	06/06/2022	Camp, Jessica M	01-4310	SCIENCE CLASS SUPPLIES		34.24
3000171528	06/06/2022	CASBO	01-5300	CASBO MEMBERSHIP		3,500.00
3000171529	06/06/2022	Cody, Teal E	01-4310	PBIS AWARDS #1	336.45	
				PBIS AWARDS #2	275.84	612.29
3000171530	06/06/2022	DE SILVA, MIRANDA	01-5800	ZANE MURAL		5,000.00
3000171531	06/06/2022	Doyle, Brian	01-5201	MILEAGE		15.67
3000171532	06/06/2022	Dutra, Laurie J	13-5201	MILEAGE		104.94

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3000171533	06/06/2022	ECS REVOLVING FUND	01-4351	CARDS/SYMPATHY SUPPLIES	15.28	
			01-4361	EHS PETTY CASH RETURNED	18.00	33.28
3000171534	06/06/2022	ENTERPRISE RENT-A-CAR ATTN: ACCTS RECEIVABLE	01-5618	OPEN PO ATHLETICS TRAVEL		889.44
3000171535	06/06/2022	FRANZ FAMILY BAKERIES	13-4710	BLANKET PO: Bread purchases		284.34
3000171536	06/06/2022	Hammons, Trevor	01-4310	PBIS / SOM AWARDS	228.99	
				PBIS AWARDS - COSTCO SNACKS	411.45	640.44
3000171537	06/06/2022	James, Tiffany G	01-5720	CASBO TRAVEL		235.00
3000171538	06/06/2022	Johnson, Jennifer L	01-4310	STURDY STORAGE BINS		91.70
3000171539	06/06/2022	Khounsinvong, Chellyn N	13-5201	MILEAGE		32.23
3000171540	06/06/2022	Kobernik, Jenny L	01-5201	MILEAGE		22.23
3000171541	06/06/2022	Letter, Madisyn	01-4310	PBIS AWARD - HOT CHOCOLATE		13.89
3000171542	06/06/2022	Lovfald, Sandra K	01-5210	CAL POLY TRAVEL		217.00
3000171543	06/06/2022	Manion-Uselton, Hilary S	95-4310	HISTORY DAY TRVL		435.66
3000171544	06/06/2022	McCarthy, Leonard R	13-5201	MILEAGE		32.64
3000171545	06/06/2022	McHugh, Daniel C	13-5201	MILEAGE		38.37
3000171546	06/06/2022	McKay, Angela M	13-5201	MILEAGE		7.13
3000171547	06/06/2022	PETERS, SARAH	01-5201	NAEA TRAVEL EXPENSES		40.50
3000171548	06/06/2022	PIONEER HEALTHCARE SVCS ACCOUNTING OFFICE	01-5800	OPEN PO for SLP contracted services		5,504.00
3000171549	06/06/2022	RAMONE'S BAKERY & CAFE	01-4393	CREDIT FOR INV. #3167	268.46-	
				LEADERSHIP REFRESH	275.00	6.54
3000171550	06/06/2022	Roth, Heaven R	13-5201	MILEAGE		21.06
3000171551	06/06/2022	S & L FOOD SALES CO.	13-4396	Open PO: Food & Supplies (REPLACES BPO22-00006)	1,780.07	
			13-4710	Open PO: Food & Supplies (REPLACES BPO22-00006)	3,053.63	4,833.70
3000171552	06/06/2022	SANTAMARIA, ANDREA	01-5800	IEP TRANSLATING		100.00
3000171553	06/06/2022	Sarvinski, Alissa	01-5210	CAL POLY TRAVEL		217.00
3000171554	06/06/2022	Shelton, Phuong N	01-4310	PIZZA - ATTENDANCE AWARD		41.48
3000171555	06/06/2022	SISC III	01-9537	MEDICAL INS.		597,316.00
3000171556	06/06/2022	Smit, Nicole L	01-5861	FINGERPRINTING		35.00
3000171557	06/06/2022	Sobilo, Kristin M	01-4310	BOOKS		182.55
3000171558	06/06/2022	Sorden, Jeana S	13-5201	MILEAGE		14.97
3000171559	06/06/2022	SUDDENLINK COMMUNICATIONS	01-5922	SUDDENLINK - INTERNET		253.56
3000171560	06/06/2022	SYSCO	13-4396	OPEN PO: Food & Supplies (REPLACES BPO22-00004)	1,266.36	

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3000171560	06/06/2022	SYSCO	13-4710	OPEN PO: Food & Supplies (REPLACES BPO22-00004)	17,996.80	19,263.16
3000171561	06/06/2022	T-MOBILE	01-5921	STUDENT HOTSPOTS		16,920.00
3000171562	06/06/2022	Tegarden, Megan L	01-4310	STUDENT AWARDS		7.89
3000171563	06/06/2022	THRIFTY SUPPLY CO	01-4381	OPEN PO FOR MAINT. SUPPLIES		666.03
3000171564	06/06/2022	U.S. BANK CORPORATE PMT	01-4310	CHROMEBOOK BAGS	500.01	
				EHS BOXES FOR SCIENCE WING	540.79	
				FACE MASKS	546.16	
				MSA 3 REPLACEMENT FILTERS	1,049.52	
				REPLACEMENT MS 18 FILTER	236.92-	
				SANITIZING SOAP	64.15	
				WATER FILTERS	165.80	
			01-4362	BATTERIES FOR PH TESTER	15.77	
				BROOMS FOR BUS DRIVERS	81.42	
				FLASH DRIVES - BUS CAMERA	28.38	
				GAS FILLER HOSE VAN 77	76.46	
				HAND TROLLEY COUNTERS BUS FLEET	20.20	
				HEAVY STAPLE GUN	322.25	
3000171565	06/06/2022	VERIZON WIRELESS	01-4374	RAT TRAPS - LAFAYETTE	50.23	3,224.22
			01-5921	ALL VERIZON LINES	88.66	
			01-5922	ALL VERIZON LINES	1,534.20	1,622.86
3000171566	06/06/2022	Von Werlhof, Hope C	01-4310	ELPAC WORKSHEETS	27.53	
				Unpaid Tax	2.33-	25.20
3000171567	06/06/2022	Wagner, Tammi Z	01-4310	BANNER FOR PROMOTION		348.21
3000171568	06/06/2022	WARTBURG, MONICA	01-5861	FINGERPRINTING		25.00
3000171569	06/06/2022	WATTS, JANERA	01-5203	REIMB PARENTS TO VISIT STU IN UT FACILITY	434.00	
			01-5210	REIMB PARENTS TO VISIT STU IN UTAH FAC	969.01	1,403.01
3000171570	06/06/2022	Weiderman, Kenneth W	01-4310	PAPER FOR ART CLASS		60.20
3000171571	06/06/2022	WESTERN CHAIN SAW	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES		291.50
3000171572	06/06/2022	Zystro, Lisa M	01-5201	MILEAGE		14.74
3000171912	06/09/2022	A-Z BUS SALES INC.	01-4362	OPEN PO: Blue Bird school bus replacement parts		1,322.80
3000171913	06/09/2022	ADVANCED SECURITY SYSTEMS	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		288.33
3000171914	06/09/2022	AIRGAS	01-4310	BLANKET PO AG		15.62

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3000171915	06/09/2022	Allen, Katherine D	01-5201	MILEAGE		35.81
3000171916	06/09/2022	Amazon Capital Services	01-4210	EHS LOTTERY: ORDER: MARCH LIBRARY AMAZON	31.66	
			01-4310	Digital Media Amazon-See Attached List	1,129.15	
				ORDER: Amazon	396.34	
				ORDER: musical classroom supplies: Charles Young	406.32	
				ORDER: Rugs Amazon List-See Attached List	1,097.98	
				ORDER: SPED supplies	284.91	
				Please Order	2,231.61	
			12-4310	ORDER: Amazon Supplies	175.11	5,753.08
3000171917	06/09/2022	AMERICAN FIDELITY ADMIN. SERVICES	01-5800	Contracted Services		669.80
3000171918	06/09/2022	AMERICAN STAR	01-5851	OPEN PO FOR SECURITY SVCS		2,814.00
3000171919	06/09/2022	AMN HEALTHCARE ALLIED INC	01-5800	OPEN PO for SLP contracted service invoices		3,800.00
3000171920	06/09/2022	ANIXTER INC	01-5881	S/C		14.18
3000171921	06/09/2022	AT&T	01-5909	OPEN PO for 939 - Site phone bills		6,372.53
3000171922	06/09/2022	Bass, Logan M	01-5861	FINGERPRINTING		25.00
3000171923	06/09/2022	Behrens, Edith L	01-5201	MILEAGE		40.84
3000171924	06/09/2022	Berti, Jessica L	01-5201	MILEAGE		10.71
3000171925	06/09/2022	Blandford, Lisa D	01-4310	PBIS PRIZE		9.04
3000171926	06/09/2022	BROWN, MORGAN	01-5800	IEP TRANSLATING		100.00
3000171927	06/09/2022	CAMPTON ELECTRIC	01-4381	BLANKET PO FOR MATERIALS	21.56	
			23-4453	bone - lafayette phone data/jack	566.26	587.82
3000171928	06/09/2022	CAROLINA BIOLOGICAL SUPPLY	01-4310	ORDER: Classroom supplies: Rebecca Baugh		4,342.36
3000171929	06/09/2022	CELONI, DENNIS DBA SABRE BACKFLOW LLC	01-5635	EQUIP REPAIR		114.66
3000171930	06/09/2022	CITY OF EUREKA	01-5530	D.O. WATER	739.21	
				WATER - EHS	3,375.84	
				WATER - WASHINGTON	2,307.31	6,422.36
3000171931	06/09/2022	CITY OF EUREKA - ALARMS	01-5800	EHS FALSE ALARMS		900.00
3000171932	06/09/2022	COASTAL BUSINESS SYS INC	01-5623	Folding machine lease		62.12
3000171933	06/09/2022	DOCUMENT TRACKING SERVICES	01-5800	OPEN PO for translated documents		350.00
3000171934	06/09/2022	ELLIS, SAMANTHA	01-5861	FINGERPRINTING		25.00
3000171935	06/09/2022	EUREKA ACE HARDWARE	01-4362	Transp. open PO: Parts and supplies	17.20	
			01-4381	MAINT. OPEN PO FOR SUPPLIES	79.67	96.87

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3000171936	06/09/2022	EUREKA NAPA AUTO	01-4362	supplies and parts for vehicles		51.90
3000171937	06/09/2022	FASTENAL COMPANY	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES	11.89	
			01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES	128.55	140.44
3000171938	06/09/2022	FITNESS FINDERS	01-4310	ORDER: Fitness Finders		434.95
3000171939	06/09/2022	FLINN SCIENTIFIC INC.	01-4310	ORDER: classroom supplies: Rebecca Baugh		206.79
3000171940	06/09/2022	FRANZ FAMILY BAKERIES	13-4710	BLANKET PO: Bread purchases		251.20
3000171941	06/09/2022	Gaiera, Heather A	01-4310	PBIS STUDENT AWARDS		19.16
3000171942	06/09/2022	GOPHER SPORTS	01-4310	CREDIT FOR INCORRECT SALES TAX	134.58-	
				PE EQUIP.	449.97	315.39
3000171943	06/09/2022	GOSSELIN AND SONS	01-4363	OPEN PO: replacement and repair of tires	34.56	
			01-4366	OPEN PO: replacement and repair of tires	30.00	
			01-4377	GROUNDS - TIRE TUBE	29.15	93.71
3000171944	06/09/2022	HEINEMANN	01-4110	Washington 5th Grade FPC (Berube)	1,909.60	
			01-4310	ORDER: Curriculum	540.79	2,450.39
3000171945	06/09/2022	HUMBOLDT COMM SERVICES DIST	01-5530	WATER - GRANT/WINSHIP/LAF		774.38
3000171946	06/09/2022	HUMBOLDT WASTE MANAGEMENT AUTH	01-5511	OPEN PO for Waste Disposal	7,999.82	
			01-5800	Open PO for electronic waste disposal	410.60	8,410.42
3000171947	06/09/2022	INTERSTATE BATTERY SYSTEM	01-4362	replacement batteries for vehicles		214.98
3000171948	06/09/2022	J.W. PEPPER & SON INC.	01-4310	EHS LOTTERY BLANKET PO FOR SUPPLIES		50.90
3000171949	06/09/2022	Johnson, Jennifer L	01-4393	REFRESHMENTS		35.98
3000171950	06/09/2022	KEENAN SUPPLY	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES.		76.67
3000171951	06/09/2022	Kinder, Emily M	01-4310	CLASS SUPPLIES		138.58
3000171952	06/09/2022	Kobernik, Jenny L	01-4310	CLASS SUPPLIES		22.69
3000171953	06/09/2022	MENDES SUPPLY	01-9320	VFS Restock		6,356.65
3000171954	06/09/2022	MISSION LINEN	12-5800	Open PO for Mission Linen biweekly rug service		18.31
3000171955	06/09/2022	Moak, Ashlee A	01-5201	MILEAGE		34.93
3000171956	06/09/2022	NAPA AUTO PARTS OF EUREKA	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES		254.55
3000171957	06/09/2022	Omniteam Refrigeration Inc	01-6400	FINAL PMT FRIDGE CONDENSER		8,937.70
3000171958	06/09/2022	OpenArt	01-5207	Open PO		24,834.28
3000171959	06/09/2022	PACIFIC GAS AND ELECTRIC	01-5520	OPEN PO - ELECTRICITY COSTS - ALL SITES	40,973.18	

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3000171959	06/09/2022	PACIFIC GAS AND ELECTRIC	12-5520	OPEN PO - ELECTRICITY COSTS - ALL SITES	526.34	41,499.52
3000171960	06/09/2022	PARADIGM HEALTH CARE SERVICES	01-5800	OPEN PO FOR LEA BILLING		1,360.35
3000171961	06/09/2022	PHOENIX CERAMIC SUPPLY	01-4310	ANNUAL OPEN PO FOR ART SUPPLIES	97.66	
				BLANKET PO POTTERY	889.15	986.81
3000171962	06/09/2022	PIERSON BLDG CENTER	01-4377	Blanket PO for supplies and materials	31.21	
			01-4381	Blanket PO for supplies and materials	342.07	373.28
3000171963	06/09/2022	PLATT ELEC SUPPLY INC	01-4310	ORDER: Tech Network Cables		95.09
3000171964	06/09/2022	PLAYHOUSE ARTS	01-4310	GR 1 & 2 PLAYS		945.00
3000171965	06/09/2022	POWELL LANDSCAPE MATERIALS	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES	60.03	
			01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES	92.92	152.95
3000171966	06/09/2022	PRO PACIFIC FRESH	13-4710	BLANKET PO: Food purchases		8,192.86
3000171967	06/09/2022	Ralston, Kevin R	13-5201	MILEAGE		24.46
3000171968	06/09/2022	RAY MORGAN CO.	01-4310	ORDER: ink cartridges		728.30
3000171969	06/09/2022	RIDDELL/ALL AMERICAN SPORTS	01-5635	FOOTBALL HELMETS RECONDITION		2,180.78
3000171970	06/09/2022	SCHMIDBAUER LUMBER CO	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		133.07
3000171971	06/09/2022	SHAFER'S HARDWARE	01-4381	MAINT. OPEN PO FOR SUPPLIES		179.11
3000171972	06/09/2022	SHRED AWARE LLC	01-5800	INVOICE; Open PO: Contracted Services		152.44
3000171973	06/09/2022	THRIFTY SUPPLY CO	01-4381	OPEN PO FOR MAINT. SUPPLIES		6.12
3000171974	06/09/2022	TIMES STANDARD TRI-CITY WEEKLY	01-5831	ADVERTISING	360.74	
				ADVERTISING DEV. FEE STUDY	270.16	630.90
3000171975	06/09/2022	TREETOP PRODUCTS	01-4310	ORDER: Sanitation		2,775.58
3000171976	06/09/2022	U.S. BANK EQUIPMENT	01-5623	A.B. COPIER LEASE 500-0564851	1,078.19	
				BRIDGES - COPIER LEASE 500-0589727	130.11	
				CORP YARD COPIER LEASE 500-0582294	111.29	
				WINSHIP COPIER LEASE 500-0531060	347.89	
			11-5637	CNA COPIER LEASE 500-0589729	112.62	
			12-5623	OPEN PO - WCC COPIER LEASE 500-0559297	290.76	2,070.86
3000171977	06/09/2022	Vilcone, Effie M	01-4310	SPED SUPPLIES		133.75
3000171978	06/09/2022	Wagner, Tammi Z	01-4310	PBIS AWARDS		19.30
3000171979	06/09/2022	Ziegler, Paul A	01-4393	CABINET LUNCH 6-1-22		50.26
3000172292	06/13/2022	'SPORT & CYCLE	01-4310	ZANE T-SHIRTS		2,217.30
3000172293	06/13/2022	AIRGAS	01-4310	CTE CLASS SUPPL		27.86
3000172294	06/13/2022	Allen, Katherine D	01-5210	SAND PLAY TR	67.97	

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000172294	06/13/2022	Allen, Katherine D		SAND PLAY TRAINING	330.00	397.97
3000172295	06/13/2022	Bade, Wendy L	01-5201	MILEAGE		5.50
3000172296	06/13/2022	BELL, JESSICA	01-4310	8TH GR CLASS PHOTO		150.00
3000172297	06/13/2022	BICOASTAL MEDIA	01-5831	ADVERTISING		200.00
3000172298	06/13/2022	Boyd, Sarah J	01-5201	MILEAGE		44.58
3000172299	06/13/2022	BRINK'S INCORPORATED *	01-5800	Open PO - Courier Service		307.03
3000172300	06/13/2022	Brownfield, Quincy C	01-4310	PBIS PRIZES		56.50
3000172301	06/13/2022	CHERIE DONAHUE	01-4310	EHS OPEN PO PERKINS		2,454.72
3000172302	06/13/2022	CRYSTAL CREAMERY	13-4710	BLANKET PO: Dairy purchases		9,670.47
3000172303	06/13/2022	Davis, Wendy K	01-4310	KARATE CLASSES FOR NEEDY		120.00
3000172304	06/13/2022	DOJ OFFICE OF THE ATTORNEY GENERAL	01-5861	FINGERPRINTING		738.00
3000172305	06/13/2022	Duncan, Sarah	01-5201	SAND PLAY CONF.		429.30
3000172306	06/13/2022	EUREKA ACE HARDWARE	01-4310	BLANKET PO AG		331.37
3000172307	06/13/2022	FARWEST STEEL CORP.	01-4310	BLANKET PO AG		946.88
3000172308	06/13/2022	FRANZ FAMILY BAKERIES	13-4710	BLANKET PO: Bread purchases		719.32
3000172309	06/13/2022	Hunnicutt, Laura	01-4310	PBIS PRIZES / CLASS SUPPLIES		204.72
3000172310	06/13/2022	INTERSTATE BATTERY SYSTEM	01-4362	replacement batteries for vehicles		76.70
3000172311	06/13/2022	JUNIOR BARNS LLC	01-6400	Grant - Junior Barn for PE		5,681.00
3000172312	06/13/2022	Lee, Annie	01-4310	AFTER SCHOOL SUPPLIES		11.03
3000172313	06/13/2022	Lockard, Keri	01-4310	FFPSA CHILDCARE	120.00	
				MCK VENTO SUPPLIES	801.08	
				MFRC SUPPLIES	99.57	1,020.65
3000172314	06/13/2022	MENDES SUPPLY	01-9320	VFS Restock		1,006.83
3000172315	06/13/2022	MISSION LINEN	12-5800	Open PO for Mission Linen biweekly rug service		18.31
3000172316	06/13/2022	NORTHCOAST PARTNERS INC D/B/A CRYSTAL SPRINGS BOTTLED WATER	01-5800	ANNUAL OPEN PO FOR OFFICE WATER SERVICE	86.00	
				OPEN PO - CRYSTAL SPRINGS WATER	453.00	539.00
3000172317	06/13/2022	Pelren, Harmony	01-5201	MILEAGE		43.00
3000172318	06/13/2022	PIERSON BLDG CENTER	01-4381	Blanket PO for supplies and materials	281.13	
			23-4453	BOND - LAF BELL/PA	127.32	408.45
3000172319	06/13/2022	PINKERTON, KEN	95-4310	2022 MATH FESTIVAL	1,258.33	
				Unpaid Tax	.74-	1,257.59
3000172320	06/13/2022	PIONEER HEALTHCARE SVCS ACCOUNTING OFFICE	01-5800	OPEN PO for SLP contracted services		2,752.00
3000172321	06/13/2022	PLATT ELEC SUPPLY INC	01-4310	ORDER: Tech Network Cables	5,023.82	
			01-4381	MAINTENANCE - BLANKET PO	1,037.52	6,061.34

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3000172322	06/13/2022	PPG ARCHITECTURAL FINISHES, IN	01-4381	BLANKET PO for Maintenance		271.72
3000172323	06/13/2022	PRESENCE LEARNING INC	01-5800	OPEN PO for Speech Services		27,881.80
3000172324	06/13/2022	PRO PACIFIC FRESH	13-4710	BLANKET PO: Food purchases		4,339.09
3000172325	06/13/2022	Puzz, Kristi J	01-4310	STUDENT OF MONTH PRIZE		28.00
3000172326	06/13/2022	RAMONE'S BAKERY & CAFE	01-4393	5-10-22 REFRESHMTS	139.68	
				REFRESH RFEP CEREMONY	349.63	489.31
3000172327	06/13/2022	RAY GASKIN SERVICE	01-5884	DELIVERY INVOICE		900.00
3000172328	06/13/2022	RAY MORGAN CO.	01-4310	OPEN PO		127.15
3000172329	06/13/2022	RECOLOGY HUMBOLDT COUNTY	01-4381	RECYCLING MONTHS ALL SITES		4,365.86
3000172330	06/13/2022	SEQUOIA FLORAL INTERNATIONAL	01-4310	BLANKET PO AG		712.06
3000172331	06/13/2022	SHAFER'S HARDWARE	01-4310	BLANKET PO AG	134.33	
			01-4381	MAINT. OPEN PO FOR SUPPLIES	25.12	159.45
3000172332	06/13/2022	SHEAF, JESIKA	01-4310	85 GRAD SASHES/STOLLS		4,250.00
3000172333	06/13/2022	Simpson, Julie L	01-5210	SAND PLAY CONF.		330.00
3000172334	06/13/2022	SYSCO	13-4396	OPEN PO: Food & Supplies (REPLACES BPO22-00004)	136.56	
			13-4710	OPEN PO: Food & Supplies (REPLACES BPO22-00004)	3,334.96	3,471.52
3000172335	06/13/2022	THORNTON, LUCAS	01-4310	ZANE MURAL PROJ		1,900.88
3000172336	06/13/2022	THRIFTY SUPPLY CO	01-4381	OPEN PO FOR MAINT. SUPPLIES		425.27
3000172337	06/13/2022	VALLEY PACIFIC	01-4310	OPEN PO - Gas cards for homeless	6,000.00	
			01-4364	OPEN PO FOR FUEL	25.31	6,025.31
3000172338	06/13/2022	Van Vleck, Frederick J	01-5800	4-H SCHOLARSHIP		150.00
3000172674	06/16/2022	A-Z BUS SALES INC.	01-4362	OPEN PO: Blue Bird school bus replacement parts		1,676.14
3000172675	06/16/2022	Allen, Katherine D	01-4310	STUDENT BIKE LOCK		13.98
3000172676	06/16/2022	AVID CENTER	01-5800	Elementary/Middle school membership		26,060.48
3000172677	06/16/2022	BANK OF MARIN	23-6250	Escrow Fees		28,545.17
3000172678	06/16/2022	Brakeman, Rachel A	01-4310	PBIS AWARDS	86.02	
			95-4310	5TH GR BBQ SUPP	172.92	
				5th grade amazon	123.85	382.79
3000172679	06/16/2022	BRAVO, JENNIFER	01-5800	OPEN PO FOR INTERPRETING SERVICES		202.50
3000172680	06/16/2022	CAROLINA BIOLOGICAL SUPPLY	01-4310	Science Classroom supplies: Rebecca Baugh		151.30
3000172681	06/16/2022	CDW-G	01-4400	ORDER: District Projector Replacements	800.10	
				ORDER: DO 108 conference gear	163.05	963.15
3000172682	06/16/2022	CHERIE DONAHUE	01-4310	EHS OPEN PO PERKINS		427.11
3000172683	06/16/2022	EUREKA ACE HARDWARE	01-4310	BLANKET PO AG	17.22	

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3000172683	06/16/2022	EUREKA ACE HARDWARE	01-4381	MAINT. OPEN PO FOR SUPPLIES	63.40	80.62
3000172684	06/16/2022	EUREKA NAPA AUTO	01-4362	supplies and parts for vehicles		3.12
3000172685	06/16/2022	GOLD STAR FOODS	13-4710	BLANKET PO - Food purchases		2,772.60
3000172686	06/16/2022	GOSSELIN AND SONS	01-4366	OPEN PO: replacement and repair of tires		1,525.28
3000172687	06/16/2022	HARPER MOTORS	01-4366	Vehicle parts		413.87
3000172688	06/16/2022	HSU SPONSORED PROGRAMS FOUND	01-5800	MSW PROGRAM		9,949.39
3000172689	06/16/2022	HUMBOLDT MOVING & STORAGE	01-4310	MOVING BOXES		1,311.00
3000172690	06/16/2022	J.W. PEPPER & SON INC.	01-4310	EHS LOTTERY BLANKET PO FOR SUPPLIES		24.99
3000172691	06/16/2022	JACK SCHREDER & ASSOC	01-5800	PROFESSIONAL SVCS		1,896.25
3000172692	06/16/2022	JUNIOR BARNES LLC	01-6400	ORDER: Barns for AB & LAF		5,681.00
3000172693	06/16/2022	NAPA AUTO PARTS OF EUREKA	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES		11.88
3000172694	06/16/2022	PHOENIX CERAMIC SUPPLY	01-4310	BLANKET PO POTTERY		143.22
3000172695	06/16/2022	S & L FOOD SALES CO.	13-4710	DO NOT COPY - See Notes- BLANKET PO: Food/Supplies	1,295.30	
				Open PO: Food & Supplies (REPLACES BPO22-00006)	573.45	1,868.75
3000172696	06/16/2022	Sauer, Aletta E	01-4310	CLASS SUPPL 2	334.31	
				CLASS SUPPL 3	146.40	
				CLASS SUPPLIES	178.08	
				Unpaid Tax	55.79-	603.00
3000172697	06/16/2022	SCHOLASTIC INC	95-4310	BOOK FAIR		4,503.79
3000172698	06/16/2022	SCHOOL SPECIALTY LLC	01-9320	VFS Restock		1,783.09
3000172699	06/16/2022	SHN CONSULTING ENGINEERS	23-6271	PROF. SVCS		8,735.88
3000172700	06/16/2022	SIERRA CHADWELL	01-5713	SPED TRANSP		83.54
3000172701	06/16/2022	SUN VALLEY FLORAL GROUP	01-4310	BLANKET PO AG		289.04
3000172702	06/16/2022	SYSCO	13-4396	OPEN PO: Food & Supplies (REPLACES BPO22-00004)	8.80	
			13-4710	OPEN PO: Food & Supplies (REPLACES BPO22-00004)	3,252.63	3,261.43
3000172703	06/16/2022	Tedder, Margaret A	01-4310	CLASSROOM SUPPLIES		23.69
3000172704	06/16/2022	THOMPSON BUILDERS	23-6250	PROPOSAL (& Open PO) - Contractor's Fee		542,358.24
3000172705	06/16/2022	TIMES STANDARD TRI-CITY WEEKLY	01-5831	ADVERTISING BOARD OPENING		625.83
3000172706	06/16/2022	U.S. BANK CORPORATE PMT	01-4310	ACCIDENTAL CHG - REPAID BY CK.	11.00	
				AP SPANISH APP	288.00	
				ASB ATHLETICS TV STAND	94.71	
				AVID CLASS FILMS	66.76	

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000172706	06/16/2022	U.S. BANK CORPORATE PMT		BUS CARDS - BUS SVCS	24.02	
				CELLULAR JETPACK REPL	126.80	
				CENTERVENTION SUBSCR	12.00	
				CLASS SUPPLIES	433.18	
				COVID TEST KITS	899.75	
				EHS CULINARY	347.28	
				EHS CULINARY SINK	2,073.79	
				EHS SHELVING FOR SCIENCE BLDG	1,192.84	
				FILM CLASS SUPPLIES	371.91	
				GRAD AWARDS	187.24	
				HEADPHONES/MIC STAND	90.64	
				KVM SWITCH	255.65	
				LEARNING SUPPL	120.56	
				LEARNING SUPPLIES	103.86	
				LIBRARY CRAFT SUPPL	84.36	
				LUNCH ON THE LAWN	65.22	
				MICROPHONE AUDIO EQUIP	381.28	
				MONITOR SAFETY VEST	34.74	
				NURSE OFFICE SUPPL	168.65	
				NURSE SUPPLIES	88.01	
				OFFICE SUPPLIES	181.41	
				OPEN COSTCO PO (EHS PERKINS)	143.61	
				PBIS PIZZA AWARD	306.78	
				PBIS SUPPL/BOOK STICKERS	44.30	
				PE CLASS EQUIP.	382.38	
				PMT CORRECTION	3.00-	
				PRESENTATION CLICKER	32.64	
				PURPLE UP DAY AWARDS	18.00	
				SCHOOL SUPPLIES	441.18	
				SENSORY FIDGETS	8.61	
				SENSORY ITEMS	196.56	
				SPED CLASS SUPPLIES	198.08	
				SS CLASS SUPPLIES	372.88	
				STAMP FOR GARY STORTS	31.67	
				STU OF MO. AWARD	24.00	
				STUDENT SUPPLIES	716.88	
				STUDENT OF MONTH AWARDS	24.00	

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3000172706	06/16/2022	U.S. BANK CORPORATE PMT		STUDENT SUPPL	27.29	
				STUDENT SUPPLIES	630.11	
				TECH EQUIP	533.74	
				THERMAL PASTE/3 PIN CABLE SPLITTER	50.97	
				US POWER BANK	81.57	
				VIDEO DONGLES	175.05	
				WATER -	14.10	
				WATER FOR STUDENTS	10.40	
				WEBSTAIRANT CREDIT - RETURN	225.82-	
				WIRELESS MICE, KEYBOARD	376.03	
			01-4341	SOFTWARE - AZURE CLOUD BKUPS	470.83	
				SOFTWARE - NERO PLAT	29.95	
				SOFTWARE AZURE CLOUD BACKUP	460.04	
				SOFTWARE SSL CERT	268.00	
				ZOOM LICENSE	199.90	
				ZOOM LICENSES	199.90	
			01-4351	ADOBE SUBSCR	165.00	
				BOOK - SCHOOL CULTURE	25.13	
				OFFICE SUPPLIES	59.81	
			01-4352	POSTAGE	13.15	
			01-4393	CHAMBER OF COMM REFRESH	350.00	
				COFFEE - PRINCIPAL	48.79	
				LUNCH - CABINET	145.52	
				LUNCH CABINET	76.10	
				LUNCH OF WASC	27.54	
				REFRESHMENTS WORKING LUNCH	82.74	
				STUDENT PRIZES	56.78	
				TACO TRUCK OFFSETTING DONATION	1,000.00	
				WASC BAGELS	42.50	
				WASC HOT DOG LUNCH	48.48	
				WASC HOT DOG LUNCH SUPPL	172.31	
				WASC LUNCH	368.34	
			01-4445	COMPUTER PARTS	1,056.99	
				COOLING FANS	53.66	
				CPU COOLER/BACKET	186.79	
				USB HUB	78.99	
			01-5207	ACSA CONF. REIMB.	294.00-	

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3000172706	06/16/2022	U.S. BANK CORPORATE PMT		CPI TRAINING	1,475.64	
			01-5210	ACSA - HOTEL	107.73	
				ACSA - PARKING	27.00	
				ACSA BKFST	30.73	
				ACSA CAR RENTAL	352.61	
				ACSA CONFERENCE	371.82	
				ACSA DINNER	56.99	
				ACSA HOTEL	267.65	
				ACSA LUNCH ECS ADMIN STAFF	131.40	
				ACSA PARKIKNG	40.00	
				ACSA REFUND	140.00-	
				AIRPORT PARKING	18.00	
				CONFERENCE TRVL - LAS ANGELES 5-17	572.70	
				DINNER ACSA	126.77	
				FFA TRIP 3/26/22	625.34	
				LUNCH - DUNCAN	35.08	
				LUNCH - EPD	28.67	
				LUNCH MTG - W/ DUNCAN	34.87	
				POWERSCHOOL CONF	296.19	
				UNITED AIR CREDIT	27.00-	
				WASC CHAIR LODGING	1,090.45	
			01-5800	SYMPATHY FLOWERS	69.38	
			01-5831	5 X ADVERTISING	100.00	
				ADVERTISEMENT	39.00	
				ADVERTISING	447.56	
			11-4310	BUSINESS CARDS - ADULT ED	96.10	
				Unpaid Tax	48.52-	23,935.07
3000172707	06/16/2022	U.S. BANK EQUIPMENT	01-5623	EHS COPIER / FAX ACCESS		1,911.48
3000172708	06/16/2022	VALLEY PACIFIC	01-4364	OPEN PO FOR FUEL	6,386.92	
			01-4365	OPEN PO FOR FUEL	4,296.67	
			01-4381	OPEN PO FOR FUEL	60.40	10,743.99
3000172709	06/16/2022	WEST ED	12-5800	SCHOOL PROGRAM		37,950.00
3000173206	06/23/2022	A-Z BUS SALES INC.	01-4362	Blue Bird school bus parts		208.22
3000173207	06/23/2022	ACSA ASSOC OF CA SCHOOL ADMIN	01-5300	ACSA MEMBERSHIP		501.95
3000173208	06/23/2022	AMERICAN FIDELITY ADMIN. SERVICES	01-5800	Contracted Services		669.80
3000173209	06/23/2022	Anderson, Erin	01-4310	PBIS PRIZES		34.52

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3000173210	06/23/2022	ANIXTER INC	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES		365.88
3000173211	06/23/2022	AT&T	01-5922	OPEN PO - 831 - DISTRICT WAN		3,695.20
3000173212	06/23/2022	Baker, Shaun C	01-4310	EHS AUDIO SUPPLIES		72.63
3000173213	06/23/2022	BALFOUR	01-4310	EHS LOTTERY OPEN PO GRADUATION		1,094.23
3000173214	06/23/2022	Bass, Rachel J	01-4310	INDIAN ED SUPPLIES		312.61
3000173215	06/23/2022	Baugh, Rebecca E	01-4310	CLASS SUPPLIES		169.14
3000173216	06/23/2022	Behrens, Edith L	01-5201	MILEAGE		28.90
3000173217	06/23/2022	Bird, Jeffrey M	01-4310	FIELD TRIP FOOD		204.43
3000173218	06/23/2022	Boone, Paige E	01-4310	PBIS - PIZZA FOR CLASS		16.37
3000173219	06/23/2022	Boyd, Sarah J	01-5201	MILEAGE		14.62
3000173220	06/23/2022	Boyer, Lucia M	01-4310	CLASS SUPPLIES		14.59
3000173221	06/23/2022	Brownfield, Quincy C	01-4310	OFFICE / AWARDS SUPPLIES		106.87
3000173222	06/23/2022	BSN SPORTS	01-4310	PE SUP/CON	1,737.03	
				PENDING INVOICE: PE SUP/CON	342.97	2,080.00
3000173223	06/23/2022	Buckmaster, Jonathan J	01-4377	SNAPPER EQUIP PART	34.25	
				Unpaid Tax	2.90-	31.35
3000173224	06/23/2022	Bush, Jamie L	01-4310	CLASSROOM SUPPLIES	16.38	
				Unpaid Tax	1.39-	14.99
3000173225	06/23/2022	C&S Fire Safe Services	13-5207	INVOICE: Commercial Hood Cleaning		850.00
3000173226	06/23/2022	Camp, Jessica M	01-4310	6TH GR PROMOTION SUPPLIES		88.89
3000173227	06/23/2022	CAMPTON ELECTRIC	01-4381	BLANKET PO FOR MATERIALS		45.85
3000173228	06/23/2022	CDW-G	01-4400	ORDER: DO 108 conference gear		1,820.62
3000173229	06/23/2022	CENGAGE LEARNING	01-4212	22-23 SEL E-BOOK HOSTING		50.00
3000173230	06/23/2022	Charles Mikeal Confer	01-5800	OPEN PO for Invoicing		825.00
3000173231	06/23/2022	CHERIE DONAHUE	01-4310	EHS OPEN PO PERKINS		15.99
3000173232	06/23/2022	Church, Opal O	12-4310	WINZLER CLASS SUPP		105.52
3000173233	06/23/2022	CITY OF EUREKA	01-5530	D.O. WATER	823.98	
				WATER - ALICE BIRNEY	1,490.03	
				WATER - EHS	5,363.31	
				WATER - TECH CENTER	470.15	
				WATER - ZANE	2,328.26	
				WATER - ZOE	545.45	
			12-5530	WATER - WINZLER CC	183.77	11,204.95
3000173234	06/23/2022	Cox, Ashlynn R	95-4310	PHYSICS CLASS SUPPL		18.16
3000173235	06/23/2022	Coyle, Aaron M	01-4393	SCHOLARSHIP NIGHT REFRESH		24.48
3000173236	06/23/2022	CRYSTAL CREAMERY	13-4710	BLANKET PO: Dairy purchases		14,027.30

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Checks Dated 06/01/2022 through 06/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000173237	06/23/2022	DAVID MATA	01-5800	MURAL - NATIVE AMER CLUB		300.00
3000173238	06/23/2022	Davis, Reuben A	01-4310	FIELD TRIP SUPPLIES		8.20
3000173239	06/23/2022	Dean-Mervinsky, Jennifer M	01-4310	CLASS SUPPLIES	31.34	
				HISTORY CLASS SUPPLIES	28.75	
				Unpaid Tax	2.65-	57.44
3000173240	06/23/2022	DON'S RENT ALL	01-4381	BLANKET PO - Grounds	118.53	
			01-5623	BLANKET PO - Grounds	154.59	273.12
3000173241	06/23/2022	ECS REVOLVING FUND	01-4352	POSTAGE - PETTY CASH		7.95
3000173242	06/23/2022	EGBERT, BREANNE DBA BRE EGBERT PHOTOGRAPHY	01-4310	PROMOTION PHOTOS		494.63
3000173243	06/23/2022	Eicher, Chloe L	01-5201	MILEAGE		115.84
3000173244	06/23/2022	Esparza, Eiliana	12-4310	WINZLER HOLIDAY CLASS SUPPLIES		39.23
3000173245	06/23/2022	EUREKA ACE HARDWARE	01-4310	CLASS SUPPLIES	853.14	
			01-4381	MAINT. OPEN PO FOR SUPPLIES	7.10	860.24
3000173246	06/23/2022	EUREKA GLASS CO.	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES.		140.83
3000173247	06/23/2022	EUREKA OXYGEN	01-5623	BLANKET PO FOR MATERIALS AND SUPPLIES.		193.00
3000173248	06/23/2022	EUREKA READY MIX	23-6170	BOND WINSHIP		791.13
3000173249	06/23/2022	FINCH, TAYLOR ANNE D/B/A GROW TOGETHER	01-5800	FIELD DAY JUNE 14		3,500.00
3000173250	06/23/2022	FRANZ FAMILY BAKERIES	13-4710	BLANKET PO: Bread purchases		147.84
3000173251	06/23/2022	Frey, Nancy E	12-4310	WINZLER CLASS SUPPLIES		153.94
3000173252	06/23/2022	German, Elena B	01-5861	FINGERPRINTING		30.00
3000173253	06/23/2022	Gomez, Enrique	01-4393	SCHOLARSHIP NIGHT SUPPL		116.36
3000173254	06/23/2022	GOSSELIN AND SONS	01-4363	BLANKET PO FOR MATERIALS AND SUPPLIES		251.69
3000173255	06/23/2022	Gray, Thomas	01-5861	FINGERPRINTING		35.00
3000173256	06/23/2022	HANSEN, HEATHER	01-5861	FINGERPRINTING		30.00
3000173257	06/23/2022	Haskamp, Delores R	01-4351	SCHOLARSHIP NIGHT		94.42
3000173258	06/23/2022	HENSELL MATERIALS	01-4377	Blanket PO for parts and materials	.57	
			01-4381	Blanket PO for parts and materials	64.43	65.00
3000173259	06/23/2022	HSU SPONSORED PROGRAMS FOUND	01-5800	MSW PROGRAM		2,521.48
3000173260	06/23/2022	HUNTER COMMUNICATIONS	01-5800	OPEN PO - FIBER PROJ - EHS STADIUM		4,617.45
3000173261	06/23/2022	IXL Learning	01-4110	ILX SERVICE SITE LICENSE		1,250.00
3000173262	06/23/2022	Jewell, Stacy L	01-4310	PROMOTION AWARDS		96.14
3000173263	06/23/2022	KEENAN SUPPLY	01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES.		428.47

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Checks Dated 06/01/2022 through 06/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000173264	06/23/2022	Kobernik, Jenny L	01-5201	MILEAGE		11.53
3000173265	06/23/2022	Lancaster, Emily I	01-4310	6TH GR PROMOTION SUPPLIES		69.60
3000173266	06/23/2022	Lee, Mai L	95-4310	REIMB FIELD TRIP		160.00
3000173267	06/23/2022	Lockard, Keri	01-5210	MILEAGE		117.59
3000173268	06/23/2022	LOZANO SMITH LLP	01-5824	ATTORNEY FEES		501.50
3000173269	06/23/2022	MAPLES SERVICE	01-5800	SPRINKER INSPEC		780.00
3000173270	06/23/2022	MATSON & VALLERGA ARCHITECTS	01-6250	ZANE REROOFING		1,720.00
3000173271	06/23/2022	Mauroff, Scott E	01-5201	MILEAGE		24.61
3000173272	06/23/2022	McFarland, Caroline R	01-4310	COLLABORATION REFRESHMENTS		102.91
3000173273	06/23/2022	MENDES SUPPLY	01-4374	LAF - SUMMER FLOORS		2,412.32
3000173274	06/23/2022	Mitchell, Sean R	01-4310	EHS AUTO CLASS SUPP	130.19	
				EHS AUTO TOOL BOX	258.22	388.41
3000173275	06/23/2022	NAPA AUTO PARTS OF EUREKA	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES	3.90	
			01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES	6.47	10.37
3000173276	06/23/2022	NILSEN FEED	01-4377	BLANKET PO - GROUNDS		442.19
3000173277	06/23/2022	Omey, William R	01-5300	FINGERPRINTING		30.00
3000173278	06/23/2022	OpenArt	01-5207	Open PO		9,794.74
3000173279	06/23/2022	PACIFIC PAPER	01-4381	BPO FOR OFFICE SUPPLIES NOT IN WAREHOUSE		38.63
3000173280	06/23/2022	PIERSON BLDG CENTER	01-4381	Blanket PO for supplies and materials		244.88
3000173281	06/23/2022	PIONEER ATHLETICS & MTP	01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES		260.74
3000173282	06/23/2022	PLATT ELEC SUPPLY INC	01-4381	MAINTENANCE - BLANKET PO	447.86	
			23-4453	BOND LAF - SECURITY CAM	2,978.90	3,426.76
3000173283	06/23/2022	POWELL LANDSCAPE MATERIALS	01-4310	BLANKET PO FOR MATERIALS AND SUPPLIES	33.87	
			01-4377	BLANKET PO FOR MATERIALS AND SUPPLIES	64.32	
			01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES	99.56	197.75
3000173284	06/23/2022	PPG ARCHITECTURAL FINISHES, IN	01-4381	BLANKET PO for Maintenance		266.24
3000173285	06/23/2022	Priolo, John	01-5861	FINGERPRINTING		30.00
3000173286	06/23/2022	PRO PACIFIC FRESH	13-4710	BLANKET PO: Food purchases		4,053.76
3000173287	06/23/2022	RAMONE'S BAKERY & CAFE	01-4393	STAFF WELLNESS		447.90
3000173288	06/23/2022	RAY MORGAN CO.	01-4310	COPIER SUPPLIES		128.92
3000173289	06/23/2022	REVOLUTION BICYCLES LLC	01-4310	BIKE REPAIRS		43.66

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Checks Dated 06/01/2022 through 06/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000173290	06/23/2022	Reyna-Torres, Hilda E	01-4310	CLASS MOVIE	9.16	
				CLASS SUPPLIES	25.59	34.75
3000173291	06/23/2022	Rice, Elizabeth N	12-4310	WINZLER PROMOTION		25.78
3000173292	06/23/2022	RYDER, BILL	01-5635	LCAP FUNDS: PIANO REPAIRS		540.00
3000173293	06/23/2022	S & L FOOD SALES CO.	13-4396	Open PO: Food & Supplies (REPLACES BPO22-00006)	1,070.25	
			13-4710	Open PO: Food & Supplies (REPLACES BPO22-00006)	272.44	1,342.69
3000173294	06/23/2022	SALAZAR-PETTITT, TAEVIA	01-5861	FINGERPRINT REIMB		35.00
3000173295	06/23/2022	Santiago, Alexander	01-4382	REIMB TOOL REPAIR PARTS		112.53
3000173296	06/23/2022	Sauer, Aletta E	01-4310	CLASS SUPPLIES	1,579.55	
				Unpaid Tax	63.53-	1,516.02
3000173297	06/23/2022	SCHMIDBAUER LUMBER CO	01-4310	BLANKET PO FOR MATERIALS AND SUPPLIES	30.62	
				LAF - BALL WALL	234.67	
			01-4381	BLANKET PO FOR MATERIALS AND SUPPLIES	136.94	
			23-6170	BOND WINSHIP FENCING	51.50	453.73
3000173298	06/23/2022	SCHOOL INNOVATIONS & ADVOCACY	01-5800	SI&A ATTENDANCE LIC		29,600.00
3000173299	06/23/2022	SEQUOIA FLORAL INTERNATIONAL	01-4310	BLANKET PO AG		334.82
3000173300	06/23/2022	SHAFER'S HARDWARE	01-4381	MAINT. OPEN PO FOR SUPPLIES		32.72
3000173301	06/23/2022	SHARP AUTO GRAPHICS	01-4361	LOGOS FOR TRANSP		915.88
3000173302	06/23/2022	Shelton, Phuong N	01-4310	STU OF MONTH AWARD		49.12
3000173303	06/23/2022	SHN CONSULTING ENGINEERS AND GEOLOGISTS	23-6271	BOND - EHS ALBEE		5,306.00
3000173304	06/23/2022	Shull, Angela L	01-4393	REIMB REFRESH		46.12
3000173305	06/23/2022	SLAKEY BROTHERS	01-4381	OPEN PO FOR MAINT SUPPL		523.70
3000173306	06/23/2022	Staiano, Katerina D	01-4310	CLASS SUPPLIES	91.16	
				Unpaid Tax	7.72-	83.44
3000173307	06/23/2022	Steeves, Robert L	01-4374	BATTERIES		40.92
3000173308	06/23/2022	SUDDENLINK COMMUNICATIONS	01-5922	INTERNET		507.12
3000173309	06/23/2022	SYSCO	13-4396	OPEN PO: Food & Supplies (REPLACES BPO22-00004)	144.60	
			13-4710	OPEN PO: Food & Supplies (REPLACES BPO22-00004)	3,116.60	3,261.20
3000173310	06/23/2022	Talisman Beads	01-4310	INDIAN ED - SUPPLIES		1,465.26
3000173311	06/23/2022	Talmadge, Aimee C	01-4310	CLASS SUPPLIES		112.37
3000173312	06/23/2022	Temme, Christopher J	01-5861	FINGERPRINTING		30.00

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Checks Dated 06/01/2022 through 06/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000173313	06/23/2022	Thompson, Madelyn G	01-5210	AVID CONF AIRFARE		584.20
3000173314	06/23/2022	THRIFTY SUPPLY CO	01-4381	OPEN PO FOR MAINT. SUPPLIES		34.49
3000173315	06/23/2022	Turpin, Russell D	01-4310	MATH DEPT SUPPLIES		765.01
3000173316	06/23/2022	Twiss, Rebecca M	11-4310	ADULT ED SUPPL		85.39
3000173317	06/23/2022	U.S. BANK CORPORATE PMT	01-4210	Half-Pint Kids	1,557.47	
			01-4310	AMAZON MBRSHIP	16.38	
				Art supplies	976.91	
				Aspire software license	400.00	
				BAGS FOR PANTRY ITEMS	126.68	
				BOOK	23.00	
				BOOKS	47.83	
				bulkofficesupply.com	1,858.36	
				Carolina Bio Pt 2	204.70	
				CERTIFICATE LABELS	48.60	
				CLASSROOM BOOKS	7.82	
				CLASSROOM SUPPL	230.41	
				CLOTHING UNACCOMPANIED MINOR	250.00	
				companyfolders.com - AVID Binders	7,161.50	
				COVID - FACE MARKS	327.74	
				COVID - FACE MASKS	2,250.38	
				CREATE HUMB SUPPLIES	266.72	
				Dual Enrollment/Counseling	466.13	
				ED TECH READING SUPPLIES	58.10	
				ED TECH/ASES SUPPLIES	313.37	
				EHS BOXES FOR SCIENCE MOVE	655.50	
				ELA BOOKS - LAF	19.60	
				EYE EXAM	129.00	
				EYE GLASSES	119.98	
				EYE GLASSES (AS)	99.98	
				FLAGS	43.09	
				FOOD FOR TK AFTER DOC APPT	9.40	
				GAS CARD - JS	50.00	
				HEALTH SUPPL - EYE WASH	30.56	
				HEALTH SUPPLIES	58.30	
				HYGIENE ITEMS	319.04	
				HYGIENE ITMES	98.25	
				INDIAN ED BACKPK SUPPL	494.83	

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Checks Dated 06/01/2022 through 06/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000173317	06/23/2022	U.S. BANK CORPORATE PMT		INDIAN ED BACKPKS	282.10	
				INDIAN ED BKPK SUPPL	148.30	
				INDIAN ED CR	87.39-	
				INDIAN ED MATERIALS	184.28	
				INDIAN ED MATERIALS / SUPPLIES	258.53	
				INDIAN ED SUPP CR	146.74-	
				INDIAN ED SUPPL	1,667.64	
				INDIAN ED SUPPLIES	4,988.96	
				KEY RINGS	7.20	
				LAUNDRY DETERGENT	19.65	
				MARSHALL MEMO	300.00	
				MENTAL HLTH BOOKS	64.40	
				NICKY FOLDERS (Attachments identical???)	4,752.38	
				OFFICE SUPPL	62.75	
				OFFICE SUPPLIES	470.72	
				ORDER (B&H photo): EHS Auditorium equipment.	2,231.96	
				ORDER (Blick): EHS Lottery Art Class supplies	2,014.10	
				ORDER (sunshinyoga.com): Yoga Mat	268.89	
				ORDER (tractorsupply.com) - Storage Boxes	909.03	
				ORDER : (Biologyproducts.com) Classrm. Supplies	457.30	
				ORDER: flash memory	66.82	
				ORDER: Staples	100.56	
				ORDER: supplies: Savannah Polizzi	381.60	
				PAINT BRUSHES	26.19	
				PLAYGROUND/CLASS LANYARDS	96.57	
				POWDERPUFF UNIFORM	38.00	
				READING GROUP PRIZES	71.05	
				READING SIMPLIFIED	347.00	
				REFUND 4-22-22 CHARGE	36.00-	
				RESOURCE SUPPLIES	141.65	
				sharmusic.com: strings	754.90	
				SHEET PROTECTORS	89.13	
				SOCCER BALLS	174.80	

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Checks Dated 06/01/2022 through 06/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000173317	06/23/2022	U.S. BANK CORPORATE PMT		SPED HEADSET	24.02	
				SPED SUPPLIES	52.11	
				SPEECH - HEADSETS	131.04	
				SPEECH SUPPLIES	261.63	
				STAFF APPR GIFT BAGS	5.46	
				STAFF APPR GIFT BAGS	28.68	
				STAFF APPR JACKETS	116.82	
				STUDENT OF MONTH AWARD	40.00	
				STUDENT OF MONTH MEDALS	163.15	
				teaching materials	1,153.68	
				TK ITEMS TO TAKE TO HOSPITAL APPT	17.39	
				USPS ANNU'L MAILING PRIVATE SCHOOLS	36.90	
			01-4351	Counseling office supplies	195.02	
				ORDER: main office supplies	270.01	
			01-4352	COVID TEST SHIPPING	37.80	
				MAILING OF PIQUE PROG MEAS "Z"	84.95	
				MAILING PIQE PROG MEASURE Z	72.58	
				USPS MAILING	72.58	
			01-4362	BUS BATTERY CHARGER	491.63	
				BUS REPAIR	174.23	
				BUS REPAIR SUPPLIES	119.41	
			01-4392	CANDY FOR ED SVCS	97.94	
				CANDY FOR ED SVCS OFFICE	50.97	
			01-4393	FOOD FOR MEETINGS	34.26	
				FOOD FOR VAR MTGS	60.88	
				MEETING SUPPLIES	510.14	
				MEETINGS REFRESHMTS	43.83	
				RFEP CEREMONY	151.40	
				SNACKS FOR MEETINGS	121.95	
				STUDENT AWARDS	97.90	
				STUDENT AWRD SUPPLIES	100.56	
			01-4400	(TigerStop) - Stevens	4,607.67	
			01-5100	ASES WINSHIP WISH LIST	1,365.88	
				ASES WINSHIP WISH LST	404.03	
				ASES ZANE WISH LIST	2,147.99	
			01-5210	5 rooms 5/5 @BestWestern in RohnertPark/SantaRosa	594.92	

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Checks Dated 06/01/2022 through 06/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000173317	06/23/2022	U.S. BANK CORPORATE PMT		AIRFARE - CONF.	1,541.10	
				AIRFARE TO VL CONF FVV	713.20	
				AIRFARE TO VL CONF GS	713.20	
				AIRFARE TO VL CONF JJ	713.20	
				AIRFARE TO VL CONF KS	772.20	
				AIRFARE TO VL CONF QB	713.20	
				AIRFARE TO VL CONF RS	569.20	
				AIRFARE TO VL CONF RW	713.20	
				AIRFARE TO VL CONF TW	887.30	
				AVID AIRFARE X 19	14,545.45	
				AVID CONF	162.26	
				AVID CONF.	14.00	
				HEINEMANN	160.00	
				HEINEMANN WORKSHOP 2	160.00	
				HOTEL - CONFERENCE	1,087.04	
				HOTEL FOR CONF	288.16	
				HOTEL FOR CONF.	955.16	
				HotelBuenaVista(CalPolyFFA	1,555.36	
				FieldDay-SanLuisObispo)		
				LODGING X 7 FOR VL CONF	1,886.29	
				POWERSCHOOL CONF	282.00	
				TRAVEL INSURANCE	379.35	
				VL CONF REG.	3,222.00	
				VLC AIRFARE	2,900.90	
			01-5300	AMAZON PRIME MBRSHIP	16.38	
			01-9320	VFS Restock COSTCO	267.50	
			12-4421	CommunityPlaythings.com	8,046.28	
			13-4310	DRY ERASE BOARD	100.74	
			13-4389	REPL. BLADES - EQUIPMENT	55.06	
			13-4396	FOOD SVC PANS	513.01	
				TONER CARTRIDGE	206.36	
			13-4710	EKA NAT'L - FOOD	88.33	
				EKA NAT'L - FOOD	4.60	
				EKA NAT'L - MILK ALTERNATIVE	11.97	
				EUREKA NATURAL- FOOD	13.84	
				SMART FOODSVC - FOOD	56.14	
			13-5207	FOOD HANDLER TRAINING	925.00	
			95-4310	ASES - GRANT	254.78	

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Checks Dated 06/01/2022 through 06/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
3000173317	06/23/2022	U.S. BANK CORPORATE PMT		ASES GRANT WISH LIST	144.16	
				ASES SUPPL - GRANT	311.14	
				ASES SUPPL GRANT	14.35	
				Unpaid Tax	898.00-	98,830.78
3000173318	06/23/2022	Van Dissel, Marcel	01-5210	CITE WKSHOP DATA PRIVACY CONF		291.41
3000173319	06/23/2022	Van Vleck, Frederick J	01-5800	HUMB. AG MEMBERSHIP		150.00
3000173320	06/23/2022	WEST COAST HYDRAULICS	01-4381	HYD BOOM REPAIRS		613.31
3000173321	06/23/2022	WEST COAST PAPER CO.	01-9320	VFS Restock		288.42
3000173322	06/23/2022	WILLDAN ENERGY SOLUTIONS	01-6250	CORP YARD SOLAR		46,373.00
3000173323	06/23/2022	Wolven, Jodi R	01-5201	MILEAGE FEB, MAR MAY JUN		26.44
3000173324	06/23/2022	Young, Charles A	01-4310	MUSIC FOR CLASS		320.00
3000173325	06/23/2022	Zabierek, Kristina C	01-4310	CLASS SUPPLIES		205.29
3000173326	06/23/2022	Zystro, Lisa M	01-5201	MILEAGE		7.37
3100624192	06/10/2022	Genie T. Le-Dickinson	Cancelled			6.25 *
		Cancelled on 07/05/2022, Cancel Register # PM220707				
3100625335	06/30/2022	Violeta Orozco	Cancelled			3,300.39 *
		Cancelled on 07/05/2022, Cancel Register # PM220707				
Total Number of Checks					348	2,012,805.32

	Count	Amount
Cancel	2	3,306.64
Net Issue		2,009,498.68

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	298	1,253,690.71
11	ADULT EDUCATION FUND	4	344.11
12	CHILD DEVELOPMENT FUND	13	47,557.37
13	CAFETERIA FUND	29	85,847.29
23	EUREKA CITY SCHOOLS ME/	12	615,487.70
95	STUDENT BODY FUND	8	7,776.89
Total Number of Checks		346	2,010,704.07
Less Unpaid Tax Liability			1,205.39
Net (Check Amount)			2,009,498.68

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

ESCAPE ONLINE

Page 24 of 24

AGENDA ITEM

Agenda Title: Approval of Receipt of Grant Award Notification: 2022-23 Fresh Fruit and Vegetables Program
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to accept the Grant Award Notification for the 2022-23 Fresh Fruit and Vegetables Program.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The purpose of this federal assistance program is to provide an additional free fresh fruit or vegetable snack to students during the school day as a supplement to the School Breakfast Program and the National School Lunch Program, and to teach students about good nutrition. The Fresh Fruit and Vegetable Program also encourages grantees to develop partnerships at the state and local level for support in implementing and operating the program.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

Eureka City Schools has participated in this program over the past several years.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Grant Award: \$2,901.60

Award Dates: July 1, 2022 through September 30, 2022

WHO *(list the name of the contact person(s), job title, and site location)*

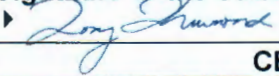

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

■ GAN

Grant Award Notification

GRANTEE NAME AND ADDRESS Fred Van Vleck, Superintendent Eureka City Schools School District 2100 J Street Eureka, CA 95501				CDE GRANT NUMBER			
				FY	PCA	Service Location	Suffix
				22	14968	75515	00
Attention Kevin Ralston				STANDARDIZED ACCOUNT CODE STRUCTURE			COUNTY
Program Office Nutrition Services				Resource Code	Revenue Object Code		Humboldt
Telephone 707-441-2501				5370	8220		INDEX
Name of Grant Program Fresh Fruit and Vegetable Program							0190
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date	
	\$2,901.60		\$2,901.60	0	7-1-22	9-30-22	
CFDA Number	Federal Award Identification Numbers	Federal Grant Name			Federal Agency		
10.582	7CA310CA1	Fresh Fruit and Vegetable Program			USDA		
Dear Superintendent Van Vleck: I am pleased to inform you that you have been funded for the Fresh Fruit and Vegetable Program. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, this award will be amended accordingly. To formally accept this first allocation, please use the secure electronic signature process provided in this award email (via Adobe Sign) within 10 business days . As the authorized child nutrition program representative , you are the authorized signer in Adobe Sign. Food service directors/managers are cc'd with view only access. Upon completion, all parties will receive a final PDF copy by email. Mailed documents will not be processed. You are voluntarily agreeing to complete this form/transaction electronically. If you do not wish to do so, please immediately contact the Analyst below to explain why.							
California Department of Education Contact				Job Title			
Sauncerae Gans				Analyst			
Email Address					Telephone		
sgans@cde.ca.gov					916-323-6775		
Signature of the State Superintendent of Public Instruction or Designee					Date		
					July 11, 2022		
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS							
On behalf of the grantee named above, I accept this grant award and the terms and conditions outlined in the Supplemental Agreement (pages 2-6 of this document), which is hereby incorporated by reference. I have read the applicable certifications, assurances (https://www.cde.ca.gov/fq/fo/fm/ff.asp), Supplemental Agreement (pages 2-6 of this document), and terms and conditions identified on the grant application; and I agree to comply with all requirements as a condition of funding.							
Printed Name of Authorized Official				Title of Authorized Official			
Fred Van Vleck				Superintendent			
Email Address					Telephone		
vanvleckf@eurekacityschools.org					707-441-2414		
Signature of Authorized Official for the Program Operator					Date		
					Jul 13, 2022		

Fred Van Vleck (Jul 13, 2022 12:57 PDT)

Fresh Fruit and Vegetable Program Funds Supplemental Agreement between the California Department of Education and Eureka City Schools School District

The undersigned school food authority (SFA) has the authority to enter into this Supplemental Agreement to participate in the Fresh Fruit and Vegetable Program (FFVP), authorized by Section 19 of the National School Lunch Act (NSLA) [42 U.S.C. Section 1769a], through the U.S. Department of Agriculture (USDA).

This FFVP Funds Supplemental Agreement to the Grant Award Notification (GAN) is between the California Department of Education (CDE) and Eureka City Schools School District, for the period from July 1, 2022, to September 30, 2022. This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then the Nutrition Services Division (NSD) will amend the awards accordingly.

The GAN must be electronically signed (via Adobe Sign) and completed before any grant funds can be disbursed. Upon completion, all parties will receive a final PDF copy by email. Please keep the PDF copy for your records.

I. GENERAL PROGRAM ADMINISTRATION AND FINANCIAL MANAGEMENT

- A. The SFA will comply with all laws and regulations applicable to its designated Child Nutrition Program(s) (CNP), as well as Section 19 in the NSLA [42 U.S.C. Section 1769a], the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Title 2, *Code of Federal Regulations* [2 CFR], Part 200) and Food and Nutrition Service (FNS) instructions, policy memoranda, guidance, and other written directives interpreting the statutes and regulations applicable to the FFVP, and state law, regulations, policies, procedures, and guidance issued by the CDE or USDA.
- B. The SFA accepts final administrative and financial responsibility for all sites operated or sponsored by the SFA and implementing the FFVP. This responsibility includes any audit exception or payment deficiency covered by this Supplemental Agreement and all subcontracts hereunder, which are found after monitoring or auditing by the CDE or USDA. The SFA will be responsible for the collection and payback of funds to the CDE for any funding which is not expended in accordance with the laws, regulations, policies, procedures, and guidance for the FFVP as issued by the USDA and CDE or contained within this Supplemental Agreement.
- C. Submit claims and/or revised claims for reimbursement in accordance with procedures established by the CDE, USDA regulations, and California FFVP Guidelines. Original or revised claims not received within the required 60-day submission timeframe require special permission and processing for reimbursement (via the FFVP One-Time Exception Request Form) and must comply with USDA regulations governing late and/or revised claims (Policy Memorandum SP20-2018, 60 Day Submission and 90 Day Reporting Requirements for Child Nutrition Programs). Original or revised claims received late that meet USDA regulations are not guaranteed to be reimbursed and will only be paid if funds are available and the FFVP One-Time Exception Request for payments by the SFA has been approved by the CDE. If you need to request an FFVP One-Time Exception Request Form, please contact the FFVP team by email at FFVP@cde.ca.gov for the necessary form.

- D. Upon request, make all facilities, accounts, and records pertaining to the FFVP available to the CDE, USDA, and/or other appropriate officials determined by the CDE or USDA for inspection, audit, or review at a reasonable time and place. Such records, including financial and supporting documents and other records pertinent to the services for which a claim was submitted, shall be retained for a period of three (3) years plus the current year, except that if audit findings have not been resolved, the records shall be retained beyond three (3) years plus the current year or as long as required for resolution of the findings raised by the audit. The case is considered resolved when there is a final order issued in litigation or a written agreement is entered into between the CDE and the SFA.
- E. Comply with USDA requirements regarding nondiscrimination (7 CFR, Part 15).
- F. Prominently display the USDA nondiscrimination poster "And Justice for All" (Food and Nutrition Service Instruction 113-1).
- G. Maintain the necessary facilities for storing, preparing, and serving the FFVP snack. The facilities for handling, storing, and distributing of purchased or donated food shall be such as to properly safeguard against theft, spoilage, and other losses.
- H. Maintain proper sanitation, health standards, and, as applicable, licenses that conform to all applicable federal, state, and local laws and regulations during the storage, preparation, delivery, and service of the FFVP snack.
- I. Comply with all applicable federal and state laws and regulations, which are hereby incorporated by reference.
- J. Reporting:
 - a. For awards that cover the timeframe between July 1, 2022, and September 30, 2022, grantees shall submit a mid-year progress report by March 15, 2023, to the CDE.
 - b. For awards that cover the timeframe between October 1, 2022, to June 30, 2023, grantees shall submit a final progress report by August 31, 2023, to the CDE.

II. PROGRAM ADMINISTRATION AND FINANCIAL MANAGEMENT – Fresh Fruit and Vegetable Program

- A. FFVP funds received (or awarded) will only be used for the purposes authorized by Section 19 in the NSLA.
- B. The SFA will provide funds only to the approved and awarded school(s) under its administrative jurisdiction for the service of approved fresh fruits and vegetables in accordance with local, state, and federal regulations and requirements.
- C. Claim reimbursement only for FFVP snacks provided at approved schools and in compliance with FFVP guidance and all applicable federal and state requirements.

- D. The SFA, and relevant staff, must complete the three required FFVP orientation online trainings (Program, Fiscal, and Claiming) in August 2022.
- E. The SFA's approved and awarded FFVP school(s) will implement the program in accordance with the plan outlined in the signed FFVP Application and the federal and state FFVP Guidelines. Changes to the FFVP Implementation Plan must be approved by the CDE's NSD.
- F. The SFA must submit a final report to the CDE using the template provided by the FFVP Team by August 31, 2023.

III. CDE CLAIMS PAYMENT

- A. The CDE will, subject to federal and state availability and appropriation to the CDE of sufficient funds for the FFVP, make program payment to the SFA in accordance with the terms and conditions of this Supplemental Agreement. During any fiscal year, the reimbursement shall be established in conformance with applicable federal and state laws and regulations. No reimbursement shall be made for performance under this Supplemental Agreement occurring prior to (a) the beginning effective date of this Supplemental Agreement or (b) a later date established by the CDE based on the date of receipt of a fully executed copy of this Supplemental Agreement.

IV. TERMINATION

- A. This Supplemental Agreement may be terminated in accordance with CNP laws and regulations. In addition to termination in accordance with the preceding, this Supplemental Agreement may be terminated for any of the following reasons:
 - 1. Either party hereto may terminate this Supplemental Agreement by giving at least 30 days written notice. The effective date of cancellation shall be agreed upon by both parties. Upon termination or expiration of this Supplemental Agreement, the CDE shall make no further disbursement of funds paid to the SFA in accordance with this Supplemental Agreement, except to reimburse the SFA in connection with the FFVP snacks served on or prior to the termination or expiration date of this Supplemental Agreement.
 - 2. If the CDE terminates the SFA's participation in any CNP, the CDE's action may result in the termination of the SFA's participation in the FFVP.
 - 3. No termination or expiration of this Supplemental Agreement shall affect the obligation of the SFA to maintain and retain records as specified in 2 *CFR*, Part 200, Subpart D, Section 200.334 and herein, and to make such records available for audit or investigation. Such records shall be retained for a period of three (3) years plus the current year after the date of the first claim for reimbursement in the fiscal year to which they pertain, unless audit or review findings have not been resolved, in which case the records shall be retained beyond the three (3) years plus the current year or as long as required for resolution of the issues raised by the audit or review.


4. Every payment obligation of the CDE under this Supplemental Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. The CDE may terminate this Supplemental Agreement at the end of the period for which funds are available if funds are not allocated and available for the continuance of this Supplemental Agreement. In the event that the CDE exercises this provision, no liability shall accrue to the CDE and the CDE shall not be obligated or liable for any future payments or for any damages resulting from termination under this provision.
 5. The SFA understands and agrees that this Supplemental Agreement is not transferable from one SFA to another and in the event of a change in legal identity or ownership of the SFA, this Supplemental Agreement will be terminated.
 6. If it is determined that the SFA has failed to comply with the conditions of the Program, the CDE may terminate the SFA's participation by written notice. When a Program has been terminated for cause, any payment made to the SFA or any recoveries by the CDE from the SFA shall be in accordance with any legal rights and liabilities of the parties.
- B. If a school site of an SFA fails to implement the FFVP by October 16, 2022, the CDE will amend the SFA's award to remove that school, and associated funds, from the FFVP grant award. All unexpended funds shall be returned to the USDA.
 - C. The CDE may cancel the FFVP Supplemental Agreement immediately after receipt of evidence that the SFA has not complied with the terms and conditions of the Supplemental Agreement.
 - D. Neither the CDE nor the SFA has an obligation to renew this Supplemental Agreement.
 - E. Upon the end of the SFA's participation in FFVP, remaining materials, supplies and equipment purchased with FFVP grant funds shall be used to support the Child Nutrition Programs (2 *CFR*, Section 200.313[c][1]).

V. AMENDED OR NEW STATUTES, REGULATIONS, INSTRUCTIONS, POLICY MEMORANDA, AND GUIDANCE

- A. The SFA agrees to comply with any enactment or issuance of any changed or new statutes or regulations applicable to the FFVP, and any changed or new instructions, policy memoranda, guidance, and other written directives interpreting these statutes or regulations.
- B. If the SFA does not wish to comply with any changes or new items, the SFA must seek to terminate this Supplemental Agreement in accordance with Section IV of this Agreement.

VI. SIGNATURES

The SFA agrees to all statements and conditions contained herein and is authorized to sign this Supplemental Agreement on behalf of the entity stated herein below. The parties affix their signatures and bind themselves to the faithful performance of the terms of this Supplemental Agreement.

Signature of Authorized Official for the Program Operator  <small>Fred Van Vleck (Jul 13, 2022 12:57 PDT)</small>		Date Jul 13, 2022
Printed Name of Authorized Official Fred Van Vleck	Title of Authorized Official Superintendent	
Printed Name of Organization Eureka City Schools School District		
Address of Organization 2100 J Street Eureka, CA 95501		
Email Address vanvleckf@eurekacityschools.org		Telephone 7074412414



**CALIFORNIA DEPARTMENT
OF EDUCATION**

TONY THURMOND
STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

June 15, 2022

Dear Fresh Fruit and Vegetable Program Grantee:

The California Department of Education (CDE) Nutrition Services Division (NSD) congratulates you on receiving one or more **Fresh Fruit and Vegetable Program (FFVP) Grants** on behalf of your school sites. This letter outlines instructions for completing the Grant Award Notification Letter and Supplemental Agreement (enclosed) and information regarding the 2022–23 FFVP Orientation Online Training Series.

- **Grant Award Notification Letter with Supplemental Agreement (AO-400):**
Please read this six-page document. This form is your legal, formal acceptance of the grant funds. The grant award listed on the first page reflects the first allocation of the grant and is based on your school site enrollment. The second page specifies the time frame of the two allocations of funding for your total award and your grantee obligation to follow the reimbursement claim process. The remaining pages outline the supplemental agreement between your school food authority (SFA) and the CDE as a condition of receiving funds to implement the FFVP. Instructions are below:
 - Ensure that the SFA information at the top of the form (SFA name and vendor number) is correct for your agency. If corrections are needed, please contact the FFVP Team by email at FFVP@cde.ca.gov.
 - Complete the bottom portion of the first and last page for your SFA, including an Adobe Sign e-signature of the authorized agent.
 - Submit within 10 days of receipt.
 - Retain a copy of the final agreement for your records; a copy of the final agreement will be automatically emailed to all parties upon completion and submission.
- **FFVP Grantee Orientation Online Training Series:** The NSD requires the completion of three FFVP online trainings **for new and continuing grantees**. Trainings will take approximately 90 minutes, in total, to complete and must be completed by the end of August 2022.

The three online trainings are described below:

The descriptions are as follows:

- **Grant Overview Online Training**
 - **Description:** This online training includes a review of the basic components of the FFVP, federal and state guidance for implementation, nutrition education resources, and program promotion. Staff responsible for implementing the FFVP grant are required to participate.
- **Fiscal Responsibilities Online Training**
 - **Description:** This online training includes information on the grant funding schedule (two allocations), allowable and unallowable expenses, procurement, budgeting, record keeping, and the reimbursement process. At least one staff per SFA is required to participate and it is suggested that staff responsible for program oversight, budgeting, and claiming also participate as well.
- **Claiming in the CNIPS Online Training**
 - **Description:** This online training provides an overview of the process for using the CNIPS to complete, submit, and revise FFVP claims; grant funding (two allocations); and allowable and unallowable expenses. At least one staff per SFA is required to participate and it is suggested that staff responsible for completing FFVP claims participate as well.

If you have any questions regarding this subject, please contact the FFVP Team by email at FFVP@cde.ca.gov.

Sincerely,

Kim Frinzell

Digitally signed by Kim Frinzell
Date: 2022.06.09 15:32:45
-07'00'

Kim Frinzell, Director
Nutrition Services Division

KF:cvs
Enclosures

Eureka City Schools School District - Fresh Fruit and Vegetable Program, 2022-23 First Allocation Grant Award (e-signature Due Date 7/25/2022)


Final Audit Report


2022-07-13


Created:	2022-07-11
By:	Sauncerae Gans (sgans@cde.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAH7NBfhDX_1rAWMAAfRyD8e-GzF2gRCi

"Eureka City Schools School District - Fresh Fruit and Vegetable Program, 2022-23 First Allocation Grant Award (e-signature Due Date 7/25/2022)" History


 Document digitally presigned by Kim Frinzell (KFrinzell@cde.ca.gov)
2022-06-09 - 10:32:45 PM GMT- IP address: 104.129.192.99

 Document created by Sauncerae Gans (sgans@cde.ca.gov)
2022-07-11 - 7:56:39 PM GMT- IP address: 104.129.192.99

 Document emailed to vanvleckf@eurekacityschools.org for signature
2022-07-11 - 7:59:36 PM GMT

 Email viewed by vanvleckf@eurekacityschools.org
2022-07-11 - 9:09:35 PM GMT- IP address: 104.28.123.111

 Document e-signed by Fred Van Vleck (vanvleckf@eurekacityschools.org)
Signature Date: 2022-07-13 - 7:57:07 PM GMT - Time Source: server- IP address: 74.51.31.101

 Agreement completed.
2022-07-13 - 7:57:07 PM GMT



Powered by
Adobe
Acrobat Sign

AGENDA ITEM

Agenda Title: Approval to Dissolve Lease Leaseback Agreement for Eureka High School Science Building Project
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the dissolution of the Lease Leaseback Agreement with Dinsmore Construction for the Eureka High School Science Building project.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Dinsmore Construction states in their termination letter that due to circumstances beyond their control it is in the best interest for all parties that the agreement be dissolved.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

The agreement was approved at the March 3, 2022 Board meeting and an updated agreement was approved at the March 31, 2022 meeting.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Not applicable.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

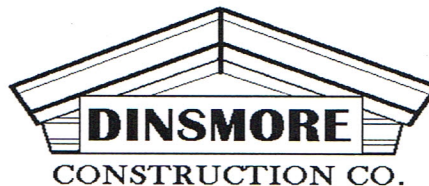
- ▣ Termination Request Letter

DATE: 7/14/2022

TO: PAUL ZIEGLER
EUREKA CITY SCHOOLS

FROM: DIRK DINSMORE
DINSMORE CONSTRUCTION CO.
50 MAIN STREET, FORTUNA, CA 95540
PH 707-725-4900 FAX 707-725-4905

SUBJECT: TERMINATION OF LEASE-LEASEBACK
AGREEMENT FOR EHS SCIENCE BUILDING



50 Main Street
Fortuna, CA 95540
Ca. Lic. #539046

Mr. Ziegler:

By this letter I formally request termination of the Lease-Leaseback Agreement between Dinsmore Construction Co. and Eureka City Schools for the Eureka High School Science Building Alterations Project. Due to health circumstances beyond my control I am unable to commit myself or my contracting business to the long and intensely involved commitment that the Science Building project will require. I believe it is in the best interest of both the school district and Dinsmore Construction to terminate this agreement.

To the best of my knowledge there is no remuneration either due or owed for our participation on the project to date.

Sincerely,

Sincerely,

A handwritten signature in blue ink that reads "Dirk Dinsmore". The signature is stylized, with the first letters of the first and last names being large and prominent.

Dirk Dinsmore
Dinsmore Construction Co.

AGENDA ITEM

Agenda Title: Approval of the 2022-2023 Indian Education Title VI Grant Award Notification
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is being asked to receive the 2022-2023 Grant Award Notification for Title VI Indian Education Grant.

Note: Attachment will be added prior to the Board meeting.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

This grant provides funding to support the academic and cultural needs of our Native American and Alaska Native students. This grant provides funding for tutoring at all elementary sites, as well as in the after school program at all 4 elementary sites.

STRATEGIC PLAN/PRIORITY AREA:

Strategic Plan Areas 1, 2, 3, 4, 5, 6 and 17.

HISTORY *(list previous staff or board action(s) with dates if possible)*

This is an annual award.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Award Amount: \$108,965.00

Budget Period: 07/01/2022 - 06/30/2023

WHO *(list the name of the contact person(s), job title, and site location)*

Gary Storts, Assistant Superintendent, Educational Services

Paul Ziegler, Assistant Superintendent, Business Services

ATTACHMENTS:

Description

■ GAN

S060A220226
Gary Storts
Eureka City Schools
2100 J Street
Eureka, CA 95501

S060A220226

Jeanette Todd
Eureka City Schools
2100 J Street
Eureka, CA 95501



US Department of Education
Washington, D.C. 20202

S060A220226

GRANT AWARD NOTIFICATION

1	RECIPIENT NAME Eureka City Schools 2100 J Street Eureka, CA 95501	2	AWARD INFORMATION PR/AWARD NUMBER S060A220226 ACTION NUMBER 1 ACTION TYPE New AWARD TYPE Formula						
3	PROJECT STAFF RECIPIENT STATE DIRECTOR Gary Storts (707) 441-3363 stortsg@eurekacityschools.org EDUCATION PROGRAM CONTACT Gregory Hindsley 12029871938 Gregory.Hindsley@ed.gov EDUCATION PAYMENT HOTLINE G5 PAYEE HELPDESK 888-336-8930 obsseed@servicenowservices.com	4	PROJECT DESCRIPTION 84.060A Indian Education Formula Grants to LEAs						
5	KEY PERSONNEL N/A								
6	AWARD PERIODS BUDGET PERIOD 07/01/2022 - 06/30/2023 FEDERAL FUNDING PERIOD 07/01/2022 - 06/30/2023 FUTURE BUDGET PERIODS N/A								
7	AUTHORIZED FUNDING CURRENT AWARD AMOUNT \$110,340.00 PREVIOUS CUMULATIVE AMOUNT \$0.00 CUMULATIVE AMOUNT \$110,340.00								
8	ADMINISTRATIVE INFORMATION UEI/SSN VEZNMXA2P1N8 REGULATIONS CFR PART Not Available EDGAR AS APPLICABLE 2 CFR AS APPLICABLE ATTACHMENTS 3 , 8 , 9 , 11 , 12 , 13 , 14 , GE3 , GE4 , GE5 , OIE - N								
9	LEGISLATIVE AND FISCAL DATA AUTHORITY: PL PL 107-110 VII ESEA AS AMENDED BY THE NO CHILD LEFT BEHIND ACT OF 2001 PROGRAM TITLE: INDIAN EDUCATION - GRANTS TO LOCAL EDUCATIONAL AGENCIES CFDA/SUBPROGRAM NO: 84.060A FUND FUNDING AWARD ORG. CODE CATEGORY LIMITATION ACTIVITY CFDA OBJECT AMOUNT CODE YEAR YEAR 0101A 2022 2022 ES000000 B E10 000 060 4101A \$110,340.00								



US Department of Education
Washington, D.C. 20202

S060A220226

GRANT AWARD NOTIFICATION

10

PR/AWARD NUMBER: S060A220226
RECIPIENT NAME: Eureka City Schools

TERMS AND CONDITIONS

- (1) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN. If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:
 1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient. (See 2 CFR 200.331(a))
 2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
 3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract. (See 2 CFR 200.1)
- (2) This grant award is subject to the terms and conditions (if any) identified in Attachment T.
- (3) The negotiated indirect cost rate or the indirect cost allocation plan approved for the entity identified in Block 1 of this GAN applies to this grant award.
- (4) THE FOLLOWING ITEMS ARE INCORPORATED INTO THE GRANT AGREEMENT:
 1. THE RECIPIENT'S APPROVED APPLICATION.
 2. THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS - - -
34 CFR 75, 77, 79, 81, 82, 84, 97, 98 AND 99 and the OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement) in 2 CFR Part 80 as adopted and amended as regulations of the Department in 2 CFR Part 3485; and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200 as adopted and amended in 2 CFR Part 3474.
 3. THE BUDGET PERIOD FOR THIS AWARD IS 12 MONTHS. ALL ALLOWABLE COSTS MUST BE INCURRED WITHIN THIS PERIOD. CARRYOVER OF FUNDS ARE NOT AUTHORIZED.
 4. UNDER SECTION 75.261(c) OF EDGAR, THE DEPARTMENT REQUIRES PRIOR APPROVAL FOR EXTENSION OF THE FUNDING PERIOD SPECIFIED IN BLOCK 6 ACCORDING TO THE PROCEDURES SPECIFIED IN SECTION 75.261(c).

REMINDER: PAYMENT OF GRANT FUNDS WILL BE BY DIRECT DEPOSIT TO THE RECIPIENT'S FINANCIAL INSTITUTION AND ONLY UPON THE RECIPIENT'S REQUEST.
OTHER INFORMATION AFFECTING THIS ACTION IS PROVIDED IN THE ATTACHMENTS SHOWN IN BLOCK 8.



**US Department of Education
Washington, D.C. 20202**

S060A220226

GRANT AWARD NOTIFICATION

James F Lane
Acting Assistant Secretary

AUTHORIZING OFFICIAL

07/16/2022

DATE

Ver. 1

EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

For Discretionary, Formula and Block Grants (See Block 2 of the Notification)

- 1. RECIPIENT NAME** - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.
- 2. AWARD INFORMATION** - Unique items of information that identify this notification.
 - PR/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.
 - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
 - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
 - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.
- 3. PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
 - *RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
 - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and business management concerns of the Department.
 - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
- 4. PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- 5.* KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devotes to the project.
- 6. AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
 - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
 - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
 - *FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
- 7. AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
 - *THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
 - *BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
 - *PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
 - RECIPIENT COST SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.
 - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.
- 8. ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.

UEI/SSN - The UEI, issued in SAM.gov, is a unique 12 character organization identifier assigned to each recipient for payment purposes. The SSN, issued by the Social Security Administration to individuals, is a nine character identifier for individuals. The Department assigns the SSN as an identifier to individuals who are recipients of Federal financial assistance for payment purposes.

***REGULATIONS -** Title 2 of the Code of Federal Regulations(CFR), Part 200 as adopted at 2 CFR 3474; the applicable parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

***ATTACHMENTS -** Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

9. LEGISLATIVE AND FISCAL DATA - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS -

The fiscal information recorded by the U.S. Department of Education's Grants Management System (G5) to track obligations by award.

AMOUNT - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

10. TERMS AND CONDITIONS - Requirements of the award that are binding on the recipient.

***PARTICIPANT NUMBER -** The number of eligible participants the grantee is required to serve during the budget year.

***GRANTEE NAME -** The entity name and address registered in the System for Award Management (SAM). This name and address is tied to the UEI registered in SAM under the name and address appearing in this field. This name, address and the associated UEI is what is displayed in the SAM Public Search.

***PROGRAM INDIRECT COST TYPE -** The type of indirect cost permitted under the program (i.e. Restricted, Unrestricted, or Training).

***PROJECT INDIRECT COST RATE -** The indirect cost rate applicable to this grant.

***AUTHORIZING OFFICIAL -** The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award

FOR FORMULA AND BLOCK GRANTS ONLY:

(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)

3. PROJECT STAFF - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

7. AUTHORIZED FUNDING

CURRENT AWARD AMOUNT - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

PREVIOUS CUMULATIVE AMOUNT - The total amount of funds awarded under the grant before this action.

CUMULATIVE AMOUNT - The total amount of funds awarded under the grant, this action included.

* This item differs or does not appear on formula and block grants.

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF THE CHIEF FINANCIAL OFFICER
& CHIEF INFORMATION OFFICER

Eureka City Schools
2100 J Street

Eureka, CA 95501

SUBJECT: Payee Verification for Grant Award S060A220226

This is to inform you of the payee for the above listed grant award issued by the United States Department of Education

Grantee UEI/SSN: VEZNMXA2P1N8
Grantee Name: EUREKA UNIFIED SCHOOL DISTRICT

Payee UEI/SSN: VEZNMXA2P1N8
Payee Name: EUREKA UNIFIED SCHOOL DISTRICT

If any of the above information is not correct, please contact a Payee Customer Support Representative at 1-888-336-8930. Please send all the correspondence relating to the payee or bank information changes to the following address:

U.S. Department of Education
550 12th Street, SW
Room 6087
Washington, DC 20202

Attn: Stephanie Barnes
Phone: 202-245-8006

AN OVERVIEW OF SINGLE AUDIT REQUIREMENTS OF STATES, LOCAL GOVERNMENTS, AND NONPROFIT ORGANIZATIONS

This GAN ATTACHMENT is **not** applicable to for-profit organizations. For-profit organizations comply with audit requirements specified in block 10 of their Grant Award Notification (GAN).

Summary of Single Audit Requirements for States, Local Governments and Nonprofit Organizations:

1. Single Audit. A non-Federal entity (a State, local government, Indian tribe, Institution of Higher Education (IHE)¹, or nonprofit organization) that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with 2 CFR 200.501, "Audit Requirements," except when it elects to have a program specific audit conducted.
2. Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding research and development (R&D)), and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
3. Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO). Generally, grant records must be maintained for a period of three years after the date of the final expenditure report ([2 CFR § 200.334](#))
4. Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity.
5. Report Submission. To meet audit requirements of U.S. Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (Uniform Guidance), grantees must submit all audit documents required by Uniform Guidance 2 CFR 200.512, including Form SF-SAC: Data Collection Form electronically to the Federal Audit Clearinghouse at:

¹ As defined under the Higher Education Act of 1965, as amended (HEA) section 101.

<https://facides.census.gov/Account/Login.aspx>.

The audit must be completed, and the data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day. Unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection. Auditees and auditors must ensure that their respective parts of the reporting package do not include protected personally identifiable information. (2 CFR 200.512)

Grantees are strongly urged to obtain the "OMB Compliance Supplement" and to contact their cognizant agency for single audit technical assistance.

The designated cognizant agency for single audit purposes is "the Federal awarding agency that provides the predominant amount of direct funding to the recipient." Grantees should obtain a copy of the OMB Compliance supplement. This supplement will be instructive to both grantees and their auditors. Appendix III of the supplement provides a list of Federal Agency Contacts for Single Audits, including addresses, phone numbers, fax numbers, and e-mail addresses for technical assistance.

For single audit-related questions, if the U.S. Department of Education is the cognizant agency, grantees should contact the Non-Federal Audit Team in the Department's Office of Inspector General, at oignon-federalaudit@ed.gov. Additional resources for single audits are also available on the Non-Federal Audit Team's website at <https://www2.ed.gov/about/offices/list/oig/nonfed/index.html>. For programmatic questions, grantees should contact the education program contact shown on the Department's GAN.

Grantees can obtain information on single audits from:

The OMB website at www.omb.gov. Look under Office of Management and Budget (in right column) then click Office of Federal Financial Management (to obtain OMB Compliance Supplement). The SF-SAC: Data Collection Form can be found at the Federal Audit Clearinghouse at: <https://facides.census.gov/Files/2019-2021%20Checklist%20Instructions%20and%20Form.pdf>.

The American Institute of Certified Public Accountants (AICPA) has illustrative OMB Single Audit report examples that might be of interest to accountants, auditors, or financial staff at www.aicpa.org.

TRAFFICKING IN PERSONS

The Department of Education adopts the requirements in the Code of Federal Regulations at 2 CFR [175](#) and incorporates those requirements into this grant through this condition. The grant condition specified in 2 CFR [175.15\(b\)](#) is incorporated into this grant with the following changes. Paragraphs a.2.ii.B and b.2. ii. are revised to read as follows:

“a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

“b.2. ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

Under this condition, the Secretary may terminate this grant without penalty for any violation of these provisions by the grantee, its employees, or its subrecipients.

**FEDERAL FUNDING ACCOUNTABILITY TRANSPARENCY ACT
REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION**

The Federal Funding Accountability and Transparency Act (FFATA) is designed to increase transparency and improve the public's access to Federal government information. To this end, FFATA requires that Department of Education (Department) grant recipients:

1. Report **first-tier subawards** made under Federal grants that are funded at \$30,000 or more that meet the reporting conditions as set forth in this grant award term;
2. Report their executives' compensation for all new Federal grants that are funded at \$30,000 and that meet the reporting conditions as set forth in this grant award term; and
3. Report executive compensation data for their **first-tier subrecipients** that meet the reporting conditions as set forth in this grant award term.

For FFATA reporting purposes, the Department grant recipient is the entity listed in box 1 of the Grant Award Notification.

Only **first-tier subawards** made by the Department grant recipient to its **first-tier subrecipients** and the **first-tier subrecipients'** executive compensation are required to be reported in accordance with FFATA.

Subaward, Subrecipient, Recipient, Total Compensation, Executives, and other key terms, are defined within item 5, Definitions, of this grant award term.

This grant award term is issued in accordance with [2 CFR Part 170—Reporting Subaward And Executive Compensation Information](#).

1. Reporting of First-tier Subawards -

a. Applicability and what to report.

Unless you are exempt as provided item 4, Exemptions, of this grant award term, you must report each obligation that **equals or exceeds \$30,000** in Federal funds for a first-tier subaward to a non-Federal entity or Federal agency.

You must report the information about each obligating action that are specified in the submission instructions posted at [FSRS](#).

b. Where and when to report.

The Department grant recipient must report each obligating action described in paragraph **1.a.** of this award term to [FSRS](#).

Report subaward information no later than the end of the month following the month in which the subaward obligation was made. For example, if the obligation was made on November 7, 2020, the obligation must be reported by no later than December 31, 2020.

2. Reporting Total Compensation of the Department's Grant Recipients' Executives -

a. *Applicability and what to report.*

You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

- i The total Federal funding authorized to date under this Federal award **equals or exceeds \$30,000;**
- ii In the preceding fiscal year, you received—
 - A. 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards), **and**
 - B. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards); **and,**
 - C. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [SEC Investor.gov Executive Compensation](#).)

b. *Where and when to report.*

You must report executive total compensation described in paragraph **2.a.** of this grant award term:

- i As part of your registration profile at [SAM.gov](#).
- ii By the end of the month following the month in which this award is made (for example, if the obligation was made on November 7, 2020 the executive compensation must be reported by no later than December 31, 2020), and annually thereafter.

3. Reporting of Total Compensation of Subrecipient Executives –

a. *Applicability and what to report.*

Unless you are exempt as provided in item 4, Exemptions, of this award term, for each first-tier **non-Federal entity** subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- i In the subrecipient's preceding fiscal year, the subrecipient received—

- A. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards), **and**
 - B. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards); **and**,
 - C. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [SEC Investor.gov Executive Compensation](#).)
- b. *Where and when to report.*

You must report subrecipient executive total compensation described in paragraph **3.a.** of this grant award term:

- i. In [FSRS](#). You must include a condition on subawards that requires the subrecipients to timely report the information required under paragraph **3.a.** to you the prime awardee, or in the [SAM.gov](#). Subrecipient executive compensation entered in [SAM.gov](#) by the subrecipient will pre-populate in [FSRS](#), so you do not have to report when subrecipients enter this information in [SAM.gov](#). Subrecipient executive compensation not entered in [SAM.gov](#) by the subrecipient is reported in [FSRS](#) by you the Department grant recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if the subaward obligation was made on November 7, 2020 the subrecipient's executive compensation must be reported by no later than December 31, 2020.

4. Exemptions –

- a. If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:
 - i. Subawards, and
 - ii. The total compensation of the five most highly compensated executives of any **subrecipient**.

5. Definitions -

- a. For purposes of this award term:
 - i. Federal *Agency* means a Federal agency as defined at [5 U.S.C. 551\(1\)](#) and further clarified by [5 U.S.C. 552\(f\)](#).
 - ii. Non-Federal *Entity* means all of the following, as defined in [2 CFR part 25](#):

A Governmental organization, which is a State, local government, or Indian tribe;

- A foreign public entity;
 - A domestic or foreign nonprofit organization; and,
 - A domestic or foreign for-profit organization
- iii. *Executive* means officers, managing partners, or any other employees in management positions.
 - iv. *Obligation*, when used in connection with a non-Federal entity's utilization of funds under a Federal award, means orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.
 - v. *Subaward*:

This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

The term does not include your procurement of property and services (such as payments to a contractor, small purchase agreements, vendor agreements, and consultant agreements) that are needed for the benefit of the prime awardee to carry out the project or program (for further explanation, see [2 CFR 200.331](#)). For example, the following are not considered subawards:

Cleaning Vendors: Vendors that are hired by a grantee to clean its facility.

Payroll Services Vendors: Vendors that carryout payroll functions for the grantee.

Information Technology Vendors: Vendors that provide IT support to grant staff.

Payments to individuals that are beneficiaries of Federal programs are not considered subawards.

A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

- v. *Subrecipient* means a non-Federal entity or Federal agency that:

Receives a subaward from you (the recipient) under this award; and

Is accountable to you for the use of the Federal funds provided by the subaward.

In accordance with its subaward, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the Department prime awardee.

- vii. *Recipient* means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients. See also §200.69 Non-Federal entity.
- viii. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see [17 CFR 229.402\(c\)\(2\)](#)):

Salary and bonus.

Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization, or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.

Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

Above-market earnings on deferred compensation which is not tax-qualified.

Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites, or property) for the executive exceeds \$10,000.

**SPECIFIC CONDITIONS FOR DISCLOSING
FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS**

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state:

- 1) the percentage of the total costs of the program or project which will be financed with Federal money;
- 2) the dollar amount of Federal funds for the project or program; and
- 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division H, Title V, Section 505 of Public Law 116-260, Consolidated Appropriations Act, 2021.

**PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE DRIVING
DURING OFFICIAL FEDERAL GRANT BUSINESS**

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately-owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

REGISTRATION OF UNIQUE ENTITY IDENTIFIER (UEI) NUMBER AND TAXPAYER IDENTIFICATION NUMBER (TIN) IN THE SYSTEM FOR AWARD MANAGEMENT (SAM)

The U.S. Department of Education (Department) Grants Management System (G5) disburses payments via the U.S. Department of Treasury (Treasury). The U.S. Treasury requires that we include your Tax Payer Identification Number (TIN) with each payment. Therefore, in order to do business with the Department you must have a registered Unique Entity Identifier (UEI) and TIN number with the SAM, the U.S. Federal Government's primary registrant database. If the payee UEI number is different than your grantee UEI number, both numbers must be registered in the SAM. Failure to do so will delay the receipt of payments from the Department.

A TIN is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number (SSN) is issued by the SSA whereas all other TINs are issued by the IRS.

The following are all considered [TINs according to the IRS](#).

- Social Security Number "SSN"
- Employer Identification Number "EIN"
- Individual Taxpayer Identification Number "ITIN"
- Taxpayer Identification Number for Pending U.S. Adoptions "ATIN"
- Preparer Taxpayer Identification Number "PTIN"

If your UEI number is not currently registered with the SAM, you can easily register by going to www.sam.gov. Please allow 3-5 business days to complete the registration process. If you need a new TIN, please allow 2-5 weeks for your TIN to become active. If you need assistance during the registration process, you may contact the SAM Federal Service Desk at 866-606-8220.

If you are currently registered with SAM, you may not have to make any changes. However, please take the time to validate that the TIN associated with your UEI is correct.

If you have any questions or concerns, please contact the G5 Hotline at 888-336-8930.

SYSTEM FOR AWARD MANAGEMENT AND UNIVERSAL IDENTIFIER REQUIREMENTS

1. Requirement for System for Award Management (SAM)

Unless you are exempted from this requirement under 2 CFR 25.110, you are, in accordance with your grant program's Notice Inviting Applications, required to maintain an active SAM registration with current information about your organization, including information on your immediate and highest level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable, at all times during which you have an active Federal award or an application or plan under consideration by a Federal awarding agency. To remain registered in the SAM database after your initial registration, you are required to review and update your information in the SAM database on an annual basis from the date of initial registration or subsequent updates to ensure it is current, accurate and complete.

2. Requirement for Unique Entity Identifier (UEI) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that they may not receive a subaward from you unless they provided their UEI number to you.
2. May not make a subaward to a subrecipient when the subrecipient fails to provide its UEI number to you.

3. Definitions

For purposes of this award term:

1. System for Award Management (SAM) means the Federal repository into which a recipient must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM internet site (currently at <https://www.sam.gov>).
2. Unique Entity Identifier (UEI) means the identifier assigned by SAM registration to uniquely identify business entities.
3. Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients. See 2 CFR 200.86.
4. Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. See 2 CFR 200.92.

5. Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. See 2 CFR 200.93.

THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
 - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
 - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
 - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.” In particular, remember that:
 - Federal grant funds cannot be used to pay for alcoholic beverages; and
 - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
 - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
 - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.

- All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:

The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
 - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting- and conference-related expenses.

MEMORANDUM TO REMIND DEPARTMENT OF EDUCATION GRANTEEES OF EXISTING CASH MANAGEMENT REQUIREMENTS CONCERNING PAYMENTS

The Department of Education (Department) requires that its grantees adhere to existing cash management requirements concerning payments and will ensure that their subgrantees are also aware of these policies by providing them relevant information. A grantee's failure to comply with cash management requirements may result in an improper payment determination by the Department in accordance with the [Payment Integrity Information Act \(PIIA\) of 2019](#).

There are three categories of payment requirements that apply to the drawdown of funds from grant accounts at the Department. The first two types of payments are subject to the requirements in the Treasury Department regulations implementing the Cash Management Improvement Act (CMIA) of 1990, 31 U.S.C.6513, and the third is subject to the requirements in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) at 2 CFR part 200,¹ as follows:

1. Payments to a State under programs that are covered by a State's Treasury State Agreement (TSA);
2. Payments to States under programs that are not covered by a TSA; and
3. Payments to other non-Federal entities, including nonprofit organizations and local governments.

CMIA Requirements Applicable to Programs included in a TSA

Generally, under the Treasury Department regulations implementing the CMIA, only major assistance programs (large-dollar programs meeting thresholds in 31 CFR § 205.5) are included in a State's written TSA. See 31 CFR § 205, subpart A. Programs included in a TSA must use approved funding techniques and both States and the Federal government are subject to interest liabilities for late payments. State interest liabilities accrue from the day federal funds are credited to a State account to the day the State pays out the federal funds for federal assistance program purposes. 31 CFR § 205.15. If a State makes a payment under a Federal assistance program before funds for that payment have been transferred to the State, Federal Government interest liabilities accrue from the date of the State payment until the Federal funds for that payment have been deposited to the State account. 31 CFR § 205.14.

CMIA Requirements Applicable to Programs Not Included in a TSA

Payments to States under programs not covered by a State's TSA are subject to subpart B of Treasury's regulations in 31 CFR § 205. These regulations provide that a State must minimize the time between the drawdown of funds from the federal government and their disbursement for approved program activities. The timing and amount of funds transfers must be kept to a minimum and be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs. 31 CFR § 205.33(a). States should exercise sound cash management in funds transfers to subgrantees.

¹ The Department adopted the Uniform Guidance as regulations of the Department at 2 CFR part 3474.

Under subpart B, neither the States nor the Department owe interest to the other for late payments. 31 CFR § 205.33(b). However, if a State or a Federal agency is consistently late in making payments, Treasury can require the program to be included in the State's TSA. 31 CFR § 205.35.

Fund transfer requirements for grantees other than State governments and subgrantees

The transfer of Federal program funds to grantees other than States and to subgrantees are subject to the payment and interest accrual requirements in the Uniform Guidance at 2 CFR § 200.305(b). These requirements are like those in subpart B of the Treasury Department regulations in 31 CFR part 205, requiring that "payments methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity." 2 CFR § 200.305(b) introduction.

The Federal Government and pass-through entities must make payments in advance of expenditures by grantees and subgrantees if these non-Federal entities maintain, or demonstrate the willingness to maintain, written procedures "that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and financial management systems that meet the standards for fund control and accountability." 2 CFR § 200.305(b)(1). If a grantee or subgrantee cannot meet the criteria for advance payments, a Federal agency or pass-through entity can pay that entity through reimbursement. See 2 CFR § 200.305(b)(1) and (4) for more detailed description of the payment requirements and the standards for requiring that payments be made by reimbursement.

Non-Federal entities must maintain advance payments in interest bearing accounts unless certain conditions exist. See 2 CFR § 200.305(b)(8) for those conditions. The requirements regarding interest accrual and remittance follow:

Grantees and subgrantees must annually remit interest earned on federal advance payments except that interest earned amounts up to \$500 per year may be retained for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. 2 CFR § 200.305(b)(9)(i) and (ii).

1. When returning interest through ACH Direct Deposit or Fedwire, grantees must include the following in their return transaction:
 - PMS Account Number (PAN). NOTE: The PAN is the same series of alpha-numeric characters used for payment request purposes (e.g.: C1234G1).
 - PMS document number.
 - The reason for the return (e.g., interest, part interest part other, etc.).
 - An explanation stating that the refund is for interest payable to the Department of Health and Human Services, and the grant number(s) for which the interest was earned.
- a. U.S. Department of Education grantees are generally located and operate domestically and return interest domestically. Below is PSC ACH account information for interest returned

domestically. For international ACH interest returned, account information is available at: Returning Funds/Interest.

- PSC ACH Routing Number is: 051036706
 - PSC DFI Accounting Number: 303000
 - Bank Name: Credit Gateway - ACH Receiver
 - Location: St. Paul, MN
- b. Service charges may be incurred from a grantee's financial institution when a Fedwire to return interest is initiated. For FedWire returns, Fedwire account information is as follows:
- Fedwire Routing Number: 021030004
 - Agency Location Code (ALC): 75010501
 - Bank Name: Federal Reserve Bank
 - Treas NYC/Funds Transfer Division
 - Location: New York, NY
2. Interest may be returned by check using only the U.S. Postal Service; however, returning interest via check may take 4-6 weeks for processing before a check payment may be applied to the appropriate PMS account.
- a. Interests returned by check are to be mailed (USPS only) to:
- HHS Program Support Center
PO Box 979132
St. Louis, MO 63197
- A brief statement explaining the nature of the return must be included.
- b. To return interest on a grant not paid through the PMS, make the check payable to the Department of Health and Human Services, and include the following with the check:
- An explanation stating that the refund is for interest
 - The name of the awarding agency
 - The grant number(s) for which the interest was earned
 - The return should be made payable to: Department of Health and Human Services.
3. For detailed information about how to return interest, visit the PSC Returning Funds/Interest page at: [Returning Funds/Interest](#)

Grantees, including grantees that act as pass-through entities and subgrantees have other responsibilities regarding the use of Federal funds. For example, all grantees and subgrantees must have procedures for determining the allowability of costs for their awards. We highlight the following practices related to the oversight of subgrantee compliance with the financial management requirements in the Uniform Guidance that will assist State grantees (pass-through entities) in meeting their monitoring responsibilities. Under 2 CFR § 200.332, pass-through entities must –

1. Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.
2. Monitor the performance and fiscal activities of the subrecipient to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

A small number of Department grant programs have program-specific cash management and payment requirements based on the authorizing legislation or program regulations. These program-specific requirements may supplement or override general cash management or payment requirements. If you have any questions about your specific grant, please contact the Education Program Contact listed in Block 3 of your Grant Award Notification.

RECIPIENTS OF DEPARTMENT OF EDUCATION GRANTS AND COOPERATIVE AGREEMENTS FREQUENTLY ASKED QUESTIONS ON CASH MANAGEMENT

Q What are the Federal Laws and Regulations Regarding Payments to the States?

A The *Cash Management Improvement Act of 1990 (CMIA)* establishes interest liabilities for the Federal and State governments when the Federal Government makes payments to the States. See 31 U.S.C. 3335 and 6503. The implementing regulations are in Title 31 of the Code of Federal Regulations (CFR), Part 205, https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title31/31cfr205_main_02.tpl. Non-Federal entities other than States follow the rules on Federal payments set out in 2 CFR 200.305.

Q What is a Treasury-State Agreement (TSA)?

A A TSA documents the accepted funding techniques and methods for calculating interest agreed upon by the U.S. Department of the Treasury (Treasury) and a State. It identifies the Federal assistance programs that are subject to interest liabilities under the CMIA. The CMIA regulations specify a number of different funding techniques that may be used by a State but a State can negotiate with the Treasury Department to establish a different funding technique for a particular program. A TSA is effective until terminated and, if a state does not have a TSA, payments to the State are subject to the default techniques in the regulations that Treasury determines are appropriate.

Q What are the CMIA requirements for a program subject to a Treasury-State Agreement?

A Payments to a State under a program of the Department are subject to the interest liability requirements of the CMIA if the program is included in the State's Treasury-State Agreement (TSA) with the Department of Treasury. If the Federal government is late in making a payment to a State, it owes interest to the State from the time the State spent its funds to pay for expenditure until the time the Federal government deposits funds to the State's account to pay for the expenditure. Conversely, if a State is late in making a payment under a program of the Department, the State owes interest to the Federal government from the time the Federal government deposited the funds to the State's account until the State uses those funds to make a payment. For more information, GAN Enclosure 4.

Q What are the CMIA requirements for a program that is not subject to a Treasury-State Agreement?

A If a program is not included in the State's TSA, neither the State nor the Federal government are liable for interest for making late payments. However, both the Federal government and the State must minimize the time elapsing between the date the State requests funds and the date that the funds are deposited to the State's accounts. The State is also required to minimize the time elapsed between the date it receives funds from the Federal government and the date it makes a payment under the program. Also, the Department must minimize the amount of funds transferred to a State to only that needed to meet the immediate cash needs of the State. The timing and amount of funds transferred must be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs.

Q What if there is no TSA?

- A** When a State does not have a TSA in effect, default procedures in 31 CFR, part 205 that the Treasury Department determines appropriate apply. The default procedures will prescribe efficient funds transfer procedures consistent with State and Federal law and identify the covered Federal assistance programs and designated funding techniques.
- Q Who is responsible for Cash Management?**
- A** Grantees and subgrantees that receive grant funds under programs of the Department are responsible for maintaining internal controls regarding the management of Federal program funds under the Uniform Guidance in 2 CFR 200.302 and 200.303. In addition, grantees are responsible for ensuring that subgrantees are aware of the cash management and requirements in 2 CFR part 200, subpart D.
- Q Who is responsible for monitoring cash drawdowns to ensure compliance with cash management policies?**
- A** Recipients must monitor their own cash drawdowns **and** those of their subrecipients to assure substantial compliance to the standards of timing and amount of advances.
- Q How soon may I draw down funds from the G5 grants management system?**
- A** Grantees are required to minimize the amount of time between the drawdown and the expenditure of funds from their bank accounts. (See 2 CFR 200.305(b).) Funds must be drawn only to meet a grantee's immediate cash needs for each individual grant. The G5 screen displays the following message:
- By submitting this payment request, I certify to the best of my knowledge and belief that the request is based on true, complete, and accurate information. I further certify that the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the applicable Federal award or program participation agreement, and that the organization on behalf of which this submission is being made is and will remain in compliance with the terms and conditions of that award or program participation agreement. I am aware that the provision of any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me, and the organization on behalf of which this submission is being made, to criminal, civil, or administrative penalties for fraud, false statements, false claims, or other violations. (U.S. Code Title 18, Section 1001; Title 20, Section 1097; and Title 31, Sections 3729-3730 and 3801-3812)**
- Q How may I use Federal funds?**
- A** Federal funds must be used as specified in the Grant Award Notification (GAN) and the approved application or State plan for allowable direct costs of the grant and an allocable portion of indirect costs, if authorized.
- Q What are the consequences to recipients/subrecipients for not complying with terms of the grant award?**
- A** If a recipient or subrecipient materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, including those in 2 CFR part 200, an assurance, the GAN, or elsewhere, the awarding agency may in accordance with 2 CFR 200.339 take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity not in compliance.
3. Wholly or partly suspend or terminate the Federal award.
4. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal award agency regulations (or in the case of a pass-through be initiated by a Federal awarding agency).
5. Withhold further Federal awards for the project or program.
6. Take other remedies that may be legally available.

Q Who is responsible for determining the amount of interest owed to the Federal government?

A As set forth in 31 CFR 205.9, the method used to calculate and document interest liabilities is included in the State's TSA. A non-State entity must maintain advances of Federal funds in interest-bearing accounts unless certain limited circumstance apply and remit interest earned on those funds to the Department of Health and Human Services, Payment Management System annually. See 2 CFR 200.305.

Q What information should accompany my interest payment?

A In accordance with 2 CFR 200.305(b)(9), interest in excess of \$500.00 earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment.

For returning interest on Federal awards paid through PMS, the refund should:

- (a) Provide an explanation stating that the refund is for interest;
- (b) List the PMS Payee Account Number(s) (PANs);
- (c) List the Federal award number(s) for which the interest was earned; and
- (d) Make returns payable to: Department of Health and Human Services.

For returning interest on Federal awards not paid through PMS, the refund should:

- (a) Provide an explanation stating that the refund is for interest;
- (b) Include the name of the awarding agency;
- (c) List the Federal award number(s) for which the interest was earned; and
- (d) Make returns payable to: Department of Health and Human Services.

For additional information about returning interest see GAN ATTACHMENT 4.

Q Are grant recipients/subrecipients automatically permitted to draw funds in advance of the time they need to disburse funds in order to liquidate obligations?

A The payment requirements in 2 CFR 200.305(b) authorize a grantee or subgrantee to request funds in advance of expenditures if certain conditions are met. However, if those conditions are not met, the Department and a pass-through agency may place a payee on reimbursement.

Q For formula grant programs such as ESEA Title I, for which States distribute funds to LEAs, may States choose to pay LEAs on a reimbursement basis?

A A subgrantee must be paid in advance if it meets the standards for advance payments in 2 CFR 200.305(b)(1) but if the subgrantee cannot meet those standards, the State may put the subgrantee on reimbursement payment. See 2 CFR 200.305(b).

Q Will the Department issue special procedures in advance if G5 plans to shut down for 3 days or more?

A Yes, before any shutdown of G5 lasting three days or more, the Department issues special guidance for drawing down funds during the shut down. The guidance will include cash management improvement act procedures for States and certain State institutions of higher education and procedures for grants (including Pell grants) that are not subject to CMIA.



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

Dear Superintendent/Project Director,

Congratulations! I am pleased to notify you of your fiscal year (FY) 2022 Title VI Indian Education Formula grant award for use in school year (SY) 2022-2023. Please read closely the information included in this letter. These are critical instructions for the successful implementation of your project. Your success is important to meet the program mission of providing Indian students with the opportunity to meet the same challenging state standards as all other students and meet the unique educational and culturally- related academic needs of American Indian and Alaska Native students.

Grant Award Notice (GAN)

The Grant Award Notification (GAN) is the official document that states the terms, conditions, and amount of an award and is signed by the official who is authorized to obligate funds on behalf of the Department of Education (i.e., Authorizing Official). The GAN and attachments are available for download from the G5 system, which is the Department of Education (Department)'s electronic system for grants management and payment. Only the designated project director and the authorizing official identified in the G5 system will receive an email with a link to the G5 System to view and print the PDF version of the signed GAN and attachments.

The G5 Grants Management System

The G5 System is the grant management system used to award and disburse funds to grantees for the Department. You must be registered in G5 to access the GAN. The G5 Help Desk will be available to answer questions and resolve user account issues. Help is available via the e-mail and phone numbers below.

Toll-Free: 888-336-8930; TTY: 800-877-8339; Email: edcaps.user@ed.gov Hours of Operation: 8:00 a.m.-6:00 p.m., ET Monday-Friday, excluding Federal Holiday

Active UEI Number Registration

To do business with the Department of Education, a grantee must be registered in the Department of Treasury's System for Award Management (SAM) with an active Unique Entity Identifier (UEI) number. For assistance with updating your UEI number, call SAM's toll free number 1-866-606-8220 (EDT- 8:00am to 8:00pm) or visit the website at <https://sam.gov/SAM/>. For more information about the UEI, please visit <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>

Key Personnel Change

Anytime there is a change in key personnel, including the Project Director or Superintendent, entities must submit an administrative action memo to the Office of Indian Education to ensure that

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

the correct personnel information is updated in the G5 system. Entities can create an administrative action memo following this guidance:

<https://easie.communities.ed.gov/#communities/pdc/documents/10541>

Program Specialist

The OIE program specialists responsible for monitoring and assisting grantees with programmatic activities are located on the OIE website at <https://oese.ed.gov/offices/office-of-indian-education/indian-education-formula-grants/oie-staff-directory/>

Partner Support Center

Formula Grant EASIE applicants can contact our Partner Support Center (PSC) for technical assistance.

Telephone: 877-457-3336

Fax: 888-329-3336

E-mail: OIE.EASIE@ed.gov

Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

Annual Reporting

The timely submission of an annual performance report (APR) is a requirement of the award. To see current information on the APR, you may use the following link to the Communities of Practice website: <https://easie.communities.ed.gov/#program>.

Indian Education Formula Grant Communities of Practice Website

This website was created to provide year-round, end-user support for all parts of the Indian Education Formula Grant EASIE. It includes pages for Parts I, II, and III (APR) with forms and supporting documentation, webinars, and instructional videos. You may use the following link to the Communities of Practice website: <https://easie.communities.ed.gov/#program>.

As always, please contact our office should you have any questions or need assistance. OIE is looking forward to working with you on our shared commitment of addressing the unique educational and culturally related academic needs of American Indian and Alaska Native students.

Sincerely,

Dr. Crystal C. Moore, Ed.D.
Supervisory Group Leader, Office of Indian Education
Office of Elementary and Secondary Education
U.S. Department of Education

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

AGENDA ITEM

Agenda Title: Approval to Surplus CPM Math (Middle School) Materials

Meeting Date: August 4, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is being asked to approve the surplus of the obsolete CPM Math curriculum for Eureka City Schools, Middle Schools.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The current textbook is no longer appropriate, and does not include most of the required platforms and uses that are needed to best support students at Eureka City Schools.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 2: Math

HISTORY *(list previous staff or board action(s) with dates if possible)*

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

If the books are not in decent condition to be donated, the cost to discard them will be approximately \$170 (the cost to recycle books is \$87 per ton).

WHO *(list the name of the contact person(s), job title, and site location)*

Gary Storts, Assistant Superintendent, Educational Services

ATTACHMENTS:

Description

- ECS Text Surplus Order Math Curriculum 2022

Eureka City Schools

Sale and Disposal of Books - Board Policy 3270

When district-owned books become unusable, obsolete, or no longer needed. The Superintendent or designee shall identify them to the Governing Board, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies.
2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas
3. Contain demeaning stereotyping or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities
4. Have been inspected and discovered to be damaged beyond use or repair.

School: Zane & Winship Middle Schools

Date of Request: August 4, 2022

Title	Number of Items	Value	Explanatory Comments/Recommendation
<i>Math Core Connections Course 1</i>	451	?	Adoption of Big Ideas Math on June 23, 2022 for use at the middle school level
<i>Math Core Connections Course 2</i>	559		Adoption of Big Ideas Math on June 23, 2022 for use at the middle school level
<i>Math Core Connections Course 3</i>	568		Adoption of Big Ideas Math on June 23, 2022 for use at the middle school level
<i>Core Connecgtions Curso 1 Tomo Dos</i>	15		Adoption of Big Ideas Math on June 23, 2022 for use at the middle school level
<i>Core Connecgtions Curso 2 Tomo Dos</i>	20		Adoption of Big Ideas Math on June 23, 2022 for use at the middle school level
<i>Core Connecgtions Curso 3 Tomo Dos</i>	15		Adoption of Big Ideas Math on June 23, 2022 for use at the middle school level

Signature of Principal or Designee:

A handwritten signature in blue ink, appearing to read "J. Harts", is written over a horizontal line.

Date of Governing Board Action:

AGENDA ITEM

Agenda Title: Approval to Surplus AP Statistics Textbook Materials

Meeting Date: August 4, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is being asked to approve the surplus of the obsolete AP Statistics textbooks and curriculum for Eureka High School.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The current textbook has no digital access, uses terminology that is no longer appropriate, and does not support necessary digital platforms.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 1: English

HISTORY *(list previous staff or board action(s) with dates if possible)*

Adoption of new materials: Adoption of The Practice of Statistics, Sixth Edition was approved at the May 19th, 2022 Board meeting.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Less than \$87 (the cost to recycle books is \$87 per ton).

WHO *(list the name of the contact person(s), job title, and site location)*

Gary Storts, Assistant Superintendent, Educational Services

ATTACHMENTS:

Description

- ▢ ECS Text Surplus Order AP Statistics Curriculum 2022

Eureka City School

Sale and Disposal of Books - Board Policy 3270

When district-owned books become unusable, obsolete, or no longer needed. The Superintendent or designee shall identify them to the Governing Board, together with their estimated value and a recommendation that they be sold or disposed of by one of the methods prescribed in law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies.
2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas
3. Contain demeaning stereotyping or patronizing references to either sex, members of racial, ethnic, religious, vocational or cultural groups, or persons with physical or mental disabilities
4. Have been inspected and discovered to be damaged beyond use or repair.

School: Eureka High School

Date of Request: June 13, 2022

Number of Obsolete or un-needed books: 60

Estimated Value: -0-

Explanatory comments and recommendation: New textbooks were approved at the May 19, 2022 Board meeting. The current book is over 20 years old and no longer approved by the AP Board College

Signature of Principal: 

Date of Governing Board Action: _____

AGENDA ITEM

Agenda Title: Approval of the College and Career Access Pathway (CCAP)
Dual Enrollment Agreement with College of the Redwoods

Meeting Date: August 4, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the Dual Enrollment Agreement with College of the Redwoods.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The Governing Board is asked to approve the 2022-2025 Dual Enrollment Agreement with College of the Redwoods for multiple classes - Freshman Seminar, Survey of Wood Tech., Basic Gas and Arc Welding, College Composition, and Intro to Business. Dual enrollment allows students to take college classes with qualified high school instructors.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 6: CAREER AND TECHNICAL EDUCATION PROGRAMS

HISTORY *(list previous staff or board action(s) with dates if possible)*

The Board discussed this original MOU during their regular meeting on August 6, 2020.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

College of the Redwoods pays Eureka City Schools \$2,000 per course and an additional \$100 per additional student if over 20 students are enrolled in a class.

WHO *(list the name of the contact person(s), job title, and site location)*

Gary Storts, Assistant Superintendent, Educational Services

ATTACHMENTS:

Description

- ▣ CR Dual Enrollment CCAPP Partnership Agreement 2022



College and Career Access Pathways Partnership Agreement

Eureka City Schools District and
College of the Redwoods Dual Enrollment
July 1, 2022 through June 30, 2025

Eureka City Schools District maintains a dual enrollment program titled *College and Career Access Pathway* (CCAP) with Redwoods Community College District, which benefits Eureka City Schools District students, Redwoods Community College District, and the public at-large.

This CCAP Partnership Agreement (“Agreement”) is in effect for the 2022-23, 2023-24, and 2024-25 academic years between Redwoods Community College District (“COLLEGE”) and Eureka City Schools District (“DISTRICT”).

For the purposes of this Agreement,

WHEREAS, The AB 288 CCAP Partnership Agreement shall be for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness. The COLLEGE shall not provide physical education course opportunities to high school pupils participating in AB 288 CCAP Partnership Agreement or any other course opportunities that do not assist in the attainment of at least one of these goals (Educ. Code §§ 76004(a) and 76004(d)).

WHEREAS, The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the college course is offered at a high school campus, either in -person or using an online platform, during the regular school day and the college course is offered pursuant to the AB 288 CCAP Partnership agreement (Educ. Code § 76004(o)).

WHEREAS, for the purposes of this agreement, Dual Enrollment is defined as a DISTRICT high school employed instructor (“Instructor”), approved through the COLLEGE’S minimum qualifications process, teaching the college course on the high school campus, during the regular school day hours, to high school students in a closed campus setting.

WHEREAS, for the purposes of this agreement, Concurrent Enrollment is defined as COLLEGE employed faculty (“Faculty”) teaching the college course, either before or after the DISTRICT school day hours as an open campus (Educ. Code § 76002(a)(3)), or during the DISTRICT school day as a closed campus. Instructor and Faculty shall collectively be referred to as “Course Instructor(s)”.

TERMS OF AGREEMENT

1. ADMISSIONS AND REGISTRATION

- 1.1. Student admissions and registration shall be governed by all the applicable policies and procedures established by the COLLEGE. (Educ. Code §§ 48800, 76000, 76001).
- 1.2. All Dual and Concurrent Enrollment courses shall meet COLLEGE rules and regulations regarding academic year enrollment periods, as well as the approved pre-requisites and contact hours stated on the approved course outlines of record.
- 1.3. Upon registering the first time for a CCAP-approved course, students shall complete and submit a Concurrent Enrollment Form in the form provided as Appendix B attached to this Agreement. The DISTRICT shall secure parent/guardian and high school principal or designee signatures prior to enrollment in COLLEGE courses regardless of location of the course. (Educ. Code § 48800)
- 1.4. Student placement in courses will be subject to assessment and/or prerequisites as required by the COLLEGE.
- 1.5. Criteria to assess ability of pupils to benefit from courses under this Agreement are outlined in Appendix A.
- 1.6. A student with permission to enroll in Dual or Concurrent classes participating in this Agreement may enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied (Educ. Code § 76004(p)):
 - a. The units constitute no more than four community college courses per term.
 - b. The units are part of an academic program that is part of a CCAP Partnership Agreement.
 - c. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

STUDENT FEES

- 1.7. High school pupils enrolled in course offered through this Agreement shall not be assessed or charged a fee prohibited by Education Code sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121, including a fee charged to a pupil, or a pupil's parent or guardian, as a condition for course registration or for textbooks, supplies, materials, and equipment needed to participate in the course. (Educ. Code §§ 49010 *et seq.* and 76004(f)) (AG sec.9a, p. 5)
- 1.8. High school pupils enrolled in course offered through this Agreement and that are properly classified as having "special part-time student" status as described by Education Code section 76004(p), shall be exempt from the following community college fee requirements (Educ. Code § 76004(q)):
 - a. Student Representation Fee. (Educ. Code § 76060.5)
 - b. Nonresident Tuition Fee. (Educ. Code § 76140)
 - c. Transcript Fees. (Educ. Code § 76223)
 - d. Course Enrollment Fees (Educ. Code § 76300)
 - e. Apprenticeship Course Fees. (Educ. Code § 76350)
 - f. Child Development Center Fees. (Educ. Code § 79121)
 - g. Course Material Fees.

2. CCAP COURSES

- 2.1. Courses offered in the DISTRICT shall go through the approval process, which includes routing it through the DISTRICT Liaison before submitting the Course Approval Request Form to the COLLEGE. The High School Course Request Form is attached as Appendix C to this Agreement.
- 2.2. The courses to be offered in the DISTRICT during the span of this Agreement as well as the scope, nature, time, and location of courses to be offered by the COLLEGE are listed in Appendix A.
- 2.3. The course location indicated in Appendix A will be a joint facility use location between the COLLEGE and the DISTRICT.
- 2.4. The DISTRICT shall request courses using the process established by the COLLEGE. The COLLEGE shall approve all course offerings.
- 2.5. Courses offered in the DISTRICT shall be of the same quality and rigor as those offered on the COLLEGE campus. (5 CCR 55002(a), 55232, and Educ. Code § 48801).

CCAP COURSES (Continued)

- 2.6. Courses offered in the DISTRICT shall adhere to the official course outline of record and all courses shall be approved by the COLLEGE curriculum approval process and will be consistent with Title 5 course standards. Although the courses are operated on the DISTRICT facilities, the COLLEGE is responsible for determining what courses shall be taught at the DISTRICT, and the content of the courses being taught pursuant to this Agreement.
- 2.7. Courses offered at the DISTRICT shall be COLLEGE catalogued courses with the same department designations, course descriptions, numbers, titles, and credits. (5 CCR 55002(a), 55005, 58102, 58104)
- 2.8. The COLLEGE certifies that the courses listed in Appendix A of this Agreement do not reduce access to the same courses offered at the COLLEGE campus.
- 2.9. The COLLEGE certifies that the courses listed in Appendix A of this Agreement are not oversubscribed nor have a waiting list.
- 2.10. The COLLEGE certifies that the offering of the courses listed in Appendix A of this Agreement are consistent with the core mission of the COLLEGE pursuant to Education Code section 66010.4 and the pupils participating in this Agreement will not lead to enrollment displacement of otherwise eligible adults in the COLLEGE.
- 2.11. The COLLEGE has procedures in place to ensure that Instructors teaching different sections of the same course teach in a manner consistent with the approved course outline of record for that course. Such procedures include, but are not limited to, site visits to the site of the CCAP section by one or more faculty liaison representatives of the COLLEGE, as well as curriculum alignment meetings to ensure that courses offered at the DISTRICT are the same courses offered at the COLLEGE.
- 2.12. The DISTRICT and COLLEGE hereby certify that any remedial course taught as a part of this Agreement at the DISTRICT shall be offered only to high school students who do not meet their grade level standard in Math, English, or both on an interim assessment in grade 10 or 11, as determined by the DISTRICT, and shall involve a collaborative effort between DISTRICT Instructors and COLLEGE Faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

3. DUAL ENROLLMENT INSTRUCTORS

- 3.1. Instructors recommended by the DISTRICT to teach CCAP courses shall be initially assessed and annually reviewed through the COLLEGE established dual enrollment review process that includes, but is not limited to, participation at curriculum alignment discussions, evaluation of DISTRICT site visit(s), professional conduct, and meeting all COLLEGE census and grading requirements.
- 3.2. The DISTRICT will be the employer of record for all DISTRICT-paid Instructors participating in this Agreement and be solely responsible for all salaries, wages, and benefits.
- 3.3. The DISTRICT hereby certifies all high school employed Instructors recommended by the DISTRICT to teach the college course meet applicable federal and state teacher quality mandates and the DISTRICT assumes these reporting responsibilities. (EC 76004(m)(2))
- 3.4. The DISTRICT and COLLEGE hereby certify that this Agreement complies with local collective bargaining agreements of COLLEGE and DISTRICT and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching courses listed in Appendix A of this Agreement.
- 3.5. The COLLEGE certifies that all Instructors teaching courses listed in Appendix A of this Agreement have met Minimum Qualifications as prescribed in the current edition of the Minimum Qualifications for Faculty and Administrators in California Community Colleges Handbook (<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Educational-Programs-and-Professional-Development/Minimum-Qualifications>) and were reviewed and approved by the COLLEGE's Faculty Qualifications Committee.
- 3.6. The COLLEGE hereby certifies that the Instructors listed in Appendix A have not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the COLLEGE campus.
- 3.7. During the term of this Agreement, during the time the Instructors are teaching courses, the COLLEGE shall have the primary right to control and direct instructional activities of instructors provided by the DISTRICT. (5 CCR 58058(b))
- 3.8. The Instructor is responsible for the supervision and evaluation of the students.
- 3.9. The Instructor provided by the DISTRICT must complete an Instructional Service Agreement, attached hereto as Appendix B for the COLLEGE.

DUAL ENROLLMENT INSTRUCTORS (Continued)

- 3.10. Prior to teaching, Instructors provided by the DISTRICT shall participate in discipline-specific curriculum alignment meeting(s) and orientation from the COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, procedures, record keeping, and instructional responsibilities. A portion of the stipend paid to the DISTRICT by the COLLEGE covers these responsibilities.
- 3.11. Instructors provided by the DISTRICT are encouraged to participate in activities sponsored by the COLLEGE in ongoing collegial interaction to address course content, course delivery, assessment, evaluation, course outcomes, and/or research and development in the field. A portion of the stipend paid to the DISTRICT by the COLLEGE covers these responsibilities.
- 3.12. Any instructor provided by the DISTRICT who does not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.
- 3.13. For courses held on the high school site, the COLLEGE is responsible for the educational program(s). The instructional activities, materials, and program(s) shall be evaluated by the COLLEGE to ensure curriculum rigor, course materials, grading standards and assessment. Every effort will be made by the COLLEGE to complete the first high school site visit by week 5. Additional site visit(s) may be identified after conclusion of the first visit.
- 3.14. The DISTRICT will ensure that its DISTRICT approved high school evaluation procedures are strictly adhered to for all DISTRICT Instructor teaching Dual Enrollment Courses.
- 3.15. Instructors shall teach the courses at a comparable level of rigor to all courses offered at the COLLEGE. Different sections of the same course shall be taught in a manner consistent with the approved outline of record for that course. The Courses shall be taught for the same number of hours as the same or similar courses taught at the COLLEGE.

4. CONCURRENT ENROLLMENT INSTRUCTORS

- 4.1. Concurrent enrollment Faculty teaching CCAP courses shall be employees of the COLLEGE, and the COLLEGE is responsible for all wages and benefits.

CONCURRENT ENROLLMENT INSTRUCTORS (Continued)

- 4.2. The COLLEGE hereby certifies that all Faculty teaching courses listed in Appendix A of this Agreement have met Minimum Qualifications as prescribed and were reviewed and approved by the COLLEGE's Faculty Qualification Committee as prescribed in the current edition of the Minimum Qualifications for Faculty and Administrators in California Community Colleges Handbook (<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Educational-Programs-and-Professional-Development/Minimum-Qualifications>) and were reviewed and approved by the COLLEGE's Faculty Qualification Committee.
- 4.3. The DISTRICT hereby certifies that any Faculty listed in Appendix A have not displaced or resulted in the termination of any existing teacher teaching the same course in the DISTRICT.
- 4.4. Under the terms of this Agreement, any Faculty teaching at a high school campus has been submitted to a live scan fingerprint analysis, which will be kept on file at the DISTRICT and COLLEGE, so the parties may certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Section 87010, or any controlled substance offense as defined in Section 87011.
- 4.5. The DISTRICT and COLLEGE hereby certify that any remedial course taught by COLLEGE Faculty at Eureka City Schools District shall be offered only to DISTRICT students who do not meet their grade level standard in Math, English, or both on an interim assessment in grade 10 or 11, as determined by the DISTRICT, and shall involve a collaborative effort between DISTRICT Instructors and COLLEGE Faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

5. POINT OF CONTACT

- 5.1. The COLLEGE appoints the Director of Student Success Pathways, Nicole Bryant Lescher, the as direct point of contact to the DISTRICT.
- 5.2. The DISTRICT appoints Rob Standish as Eureka High School's direct point of contact to the COLLEGE.

6. STUDENTS

- 6.1. The Superintendent/Principal's signature on the Concurrent Enrollment Form, attached hereto as Appendix D, indicates that the student has DISTRICT approval to enroll in a CCAP course. The criteria used to assess the ability of pupils to benefit from courses under this Agreement are outlined in Appendix A.
- 6.2. Students must meet all COLLEGE prerequisite requirements as established by the COLLEGE and stated in the college catalog before enrolling in a dual or concurrent enrollment course.
- 6.3. Grades earned by students enrolled in dual and concurrent enrollment courses will be posted on official COLLEGE transcripts; Students are eligible to request Pass/No Pass or Credit/No Credit if the course is eligible for this as noted in the college catalog, or audit COLLEGE course (if space is available).

STUDENTS (Continued)

- 6.4. Students enrolled in dual and concurrent enrollment courses will be directed to the official catalogue of the COLLEGE.
- 6.5. Students enrolled in dual and concurrent enrollment courses will be eligible for student support services, which shall be available to them at the COLLEGE itself.
- 6.6. A dropped class within the COLLEGE drop date will not appear on the high school transcript as a college course. The student may, however, remain in the class and complete work to receive high school credit.
- 6.7. Students who withdraw, or are withdrawn by a Course Instructor, from a dual and concurrent enrollment course will not receive any

COLLEGE credit for work completed. The student or Course Instructor initiating the withdrawal must submit appropriate information/paperwork by all COLLEGE published deadlines. If withdrawn, a "W" will appear on the student's permanent college transcript.

- 6.8. Students are only allowed three attempts in the COLLEGE course. Any grades including a "W" are an attempt and a student cannot repeat a course in which they have received a passing grade. (5 CCR 55000)

7. ASSESSMENT OF LEARNING AND CONDUCT

- 7.1. Students enrolled in dual and concurrent enrollment courses shall be held to equivalent standards of achievement as students on the COLLEGE campus.
- 7.2. Students enrolled in dual and concurrent enrollment courses shall be held to equivalent grading standards as those expected of students in campus COLLEGE sections.
- 7.3. Students enrolled in dual and concurrent enrollment courses shall be assessed using equivalent methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in on-campus COLLEGE sections.
- 7.4. Students enrolled in dual and concurrent enrollment courses shall be held to appropriate behavioral standards to learn college-level material.

8. EVALUATION

- 8.1. The COLLEGE and the DISTRICT may conduct end-of-term student evaluations of each dual and concurrent enrollment course offered in the DISTRICT in accordance with established guidelines.
- 8.2. The COLLEGE and the DISTRICT may survey and collect data on students and alumni of dual and concurrent enrollment courses.
- 8.3. The COLLEGE and the DISTRICT may annually conduct surveys of participating DISTRICT instructors, principals, and guidance counselors.
- 8.4. The COLLEGE and the DISTRICT shall share survey data for the purpose of informing practice, making adjustments, and improving the quality of dual and concurrent enrollment course delivery.

9. REPORTING TO THE CHANCELLOR'S OFFICE

- 9.1. The COLLEGE, in conjunction with the DISTRICT, shall report annually to the State Chancellor's Office all of the following information:
 - a. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
 - b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - d. The total number of Full-Time Equivalent Student (FTES) generated by CCAP partnership participants.
 - e. The total number of FTES served online generated by CCAP partnership community college district participants.

10. RECORDS

10.1. Records of student attendance, grades, and achievement for all DISTRICT students who enroll in a dual/concurrent enrollment course shall be maintained by the DISTRICT and by the COLLEGE electronic records system through the Course Instructor (Educ. Code § 76220).

10.2. The DISTRICT and COLLEGE hereby certifies that all information sharing will be done in compliance with privacy laws. This includes protecting student records from unauthorized disclosure or transmission to unauthorized third parties. The COLLEGE is committed to the protection and confidentiality of student educational records by adhering closely to the guidelines established by the Family Educational Rights and Privacy Act (FERPA) which is federal legislation established to regulate access and maintenance of student educational records.

Federal and state laws relating to the privacy of student records may differ from those regulations governing California high school students. COLLEGE and DISTRICT agree to hold all student education records generated pursuant to this Agreement in strict confidence, and further agree not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Educ. Code §§ 49064 and 49076.)

10.3 COLLEGE and DISTRICT shall use each student education record that he or she may receive pursuant to this Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be applicable. (34C.F.R. § 99.31, 34 C.F.R. § 99.34, and Educ. Code § 49076.)

10.4 COLLEGE and DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code section 49064 as applicable.

10.5 By signature of its authorized representative or agent on this Agreement, the COLLEGE and DISTRICT hereby acknowledge that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re- disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

11. REIMBURSEMENT

- 11.1. The DISTRICT shall invoice the COLLEGE no later than May 15th for the use of instructional space and instructional services rendered over the span of the academic year. Reimbursement will be at the rate of \$2000 per instructor with up to 20 students enrolled in a course plus \$100.00 for each additional student enrolled in the course on or before the census date. Reimbursement shall be calculated based on the number of courses taught by a Course Instructor over the span of the academic year, not the number of Sections of the same Course. Appendix E includes several examples of different reimbursement schedules.
- 11.2. The DISTRICT shall establish a discretionary fund per school site which in part will reinvest in the program through supporting student books and other related items.
- 11.3. The COLLEGE shall make payment to the DISTRICT within 30 days of receiving the invoice for instructional space and services rendered.

12. APPORTIONAMENT/ADA

- 12.1. The DISTRICT may report and receive payment for all average daily attendance (ADA) that complies with the current requirements for receiving ADA under applicable California law. (Educ. Code § 48802).
- 12.2. A DISTRICT shall not receive a state apportionment for an instructional activity for which the partnering COLLEGE has been or shall be paid an allowance or an apportionment. (Educ. Code § 76004(r))
- 12.3. The attendance of a high school pupil at a community college as a special part- time or fulltime student pursuant to this Agreement is authorized attendance for which the community college district shall be credited or reimbursed pursuant to Education Code section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. (Educ. Code §76004(s)).

13. FACILITIES

- 13.1 The DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to the COLLEGE or students. The DISTRICT warrants that its facilities are safe and compliant with all applicable

building, fire, and safety codes.

- 13.2 The DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books, and other necessary equipment for all DISTRICT students. The parties understand that such equipment and materials are DISTRICT'S sole property. The instructor shall determine the type, make, and model of all equipment, books, and materials to be used during each course offered as part of this Agreement. DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code section 49011.

FACILITIES (Continued)

- 13.3 The COLLEGE'S facilities may be used subject to mutual agreement by the parties as expressed in Appendix A to this Agreement.

- 13.4 Except as provided under Education Code section 76004 (o), the courses included in this Agreement shall be held at facilities which are clearly identified as being open to the general public, noting that students may be required to meet course and program prerequisites.

14. FUNDING

- 14.1. For the purposes of allowances and apportionments from Section B of the State School Fund, a community COLLEGE district conducting a closed course on a high school campus pursuant to paragraph (1) of subdivision (p) shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. (Educ. Code § 76004)

- 14.2. The COLLEGE hereby certifies it does not receive full compensation for the direct education costs of the courses from any public or private agency.

15. INDEMNIFICATION

- 15.1. The DISTRICT agrees to and shall indemnify, save, and hold harmless the COLLEGE and its officers, agents, and employees from all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of the performance or in connection with this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the DISTRICT, its officers and employees.

15.2. The COLLEGE agrees to and shall indemnify, save, and hold harmless the DISTRICT and its officers, agents, and employees from all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of the performance or in connection with this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE, its officers, and employees.

16. INSURANCE

16.1 Each party shall maintain insurance as described below.

- a. Workers' Compensation Insurance. Workers' compensation insurance with statutory limits as required by the Labor Code of the State of California.
- b. General Liability Insurance. Commercial general liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence and Two Million Dollars (\$2,000,000) general aggregate. Said commercial general liability insurance policy shall either be endorsed with the following specific language or contain equivalent language in the policy:
 - i. DISTRICT or COLLEGE, its officers, agents, and employees, are named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
 - ii. The insurance provided herein is primary with respect to any insurance or self-insurance programs maintained by DISTRICT or COLLEGE.
- c. Automobile Insurance. Automobile liability insurance covering bodily injury and property damage in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence shall be maintained. Said insurance shall include coverage for owned, hired, and non-owned vehicles.
- d. Each party's employees shall drive insured vehicles for means of transporting themselves pursuant to the Agreement and shall carry proof of personal automobile insurance in their vehicle. Each employee shall maintain personal automobile insurance coverage in an amount of no less than \$100,000 per occurrence and \$300,000 aggregate. Each party shall ensure that it has received and maintains proof of such insurance from each employee under this Agreement.

The following documentation shall be submitted to the other party:

- a. Properly executed Certificates of Insurance clearly evidencing all

coverage's limits, and endorsements required above. Said Certificates shall be submitted prior to the execution of this Agreement. The parties agree to maintain current Certificates of Insurance evidencing the above-required coverage, limits, and endorsements on file with the other party for the duration of this Agreement.

- b. Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.
- c. After the Agreement has been signed, signed Certificates of Insurance and required endorsements shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.

17. NON-DISCRIMINATION

- 17.1. Neither the DISTRICT nor the COLLEGE shall discriminate based on race or ethnicity, gender, gender identity, gender expression, nationality, physical or mental disability, sexual orientation, religion, or any other characteristic that is contained in the definition of hate crimes set forth in the California Penal Code.

18. TERM OF AGREEMENT

- 18.1. The term of this Agreement shall be July 1, 2021 – June 30, 2023.

19. TERMINATION OR CHANGES

- 19.1. Either party may terminate this Agreement at any time by providing 30 days' written notice to the other party. Written notice of termination or changes to this Agreement shall be addressed to the responsible person listed in Section 20 below.

- 19.2. Upon termination of this Agreement, the DISTRICT shall develop a COLLEGE approved teach-out plan that enables students to complete the dual/concurrent enrollment course in which they are enrolled.

20. NOTICES

20.1. All notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S Mail, postage to be prepaid to the following addresses:

College of the Redwoods District

Attention: Nicole Bryant Lescher
7351 Tompkins Hill Road
Eureka, CA 95501

Eureka City Schools District

Attention: Superintendent Fred Van Vleck
2100 J Street
Eureka, CA 95501

21. INTEGRATION

21.1. This Agreement sets forth the entire agreement between the parties relating to the subject matter of this Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

22. MODIFICATIONS AND AMENDMENT

22.1. No modifications or amendments of any of the terms or provisions of this Agreement shall be binding unless made in writing and signed by the parties.

23. GOVERNING LAWS

23.1. This Agreement shall be interpreted according to the laws of the State of California with venue in Humboldt County and no other place.

24. SEVERABILITY

24.1. This Agreement shall be considered severable, such that if any provision or part of the Agreement is ever held invalid under any law or ruling, that provision or part of the Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or

parts shall remain in full force and effect.

25. COUNTERPARTS

25.1. This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

26. PRIOR AGREEMENT

26.1 This Agreement supersedes and replaces all previous agreements between the parties.

27. REPRESENTATION BY COUNSEL

27.1 Each Party understands and is aware that School and College Legal Services of California provides legal advice and services to both parties on this and other matters. Each Party has consented to the representation of the other Party in the formation and implementation of this Agreement by the same legal counsel.



College of the Redwoods

Date:

President Name: Dr. Keith Flamer

President Signature:

Eureka City Schools District

Date:

7/20/22

Assistant

Superintendent/Principal Name:

Assistant

Superintendent Signature:

Gary Stuts & Robert Standish

Stuts

College of the Redwoods District Board Meeting:

a) Board Meeting Date: _____

Eureka City Schools District Board Meeting:

a) Board Meeting Date: _____

Section I: High School Information

High School:

District:

Contact Person:

Email:

Phone Number:

**High School Course Requests
Dual Enrollment 2022 – 2023
Return to Nicole Bryant Lescher
Nicole-bryantlescher@redwoods.edu**

Robert Standish & Gary Gotsch	7/22/22
Principal/Superintendent (prints)	Date
Robert Standish	
Principal/Superintendent (signature)	

Section II: Courses Requested

[illegible]

The College and District determines after reviewing demographic and cumulative GPA information that offering these dual enrollment courses under a CCAP agreement would be offering DE opportunities for students who may not already be college bound or who are underrepresented in higher education. DE assists in creating a seamless pathway between the high school and community college in career technical education. High school teachers and counselors teaching these pathway students have advised students into the dual enrolled sections in their areas based on their academic readiness.

Eureka High School 2022-23

Appendix C, Section II - CCAP Partnership Agreement

High School Course Name	CR Course Name	High School Instructor	Ideal Start / End Date	Days Course is Taught	Start / End Time of Class	Location	Approximate Total # of Students
Wood II, III, Adv.	E2163	Stevens	October - Mid May	M-F	8:30am - 9:29am	EHS AG5	27
Accounting	BUS 180	TBD	October - Mid May	M-F	2:34pm - 3:32pm	EHS IT201	34
Freshman Seminar	GS7	Dehart	8/22/22 - Mid May	M-F	8:30am - 9:29am	EHS M210	34
Freshman Seminar	GS7	Montana	8/22/22 - Mid May	M-F	11:53am - 12:51pm	EHS M225	34
Freshman Seminar	GS7	Sanchez	8/22/22 - Mid May	M-F	9:35am - 10:33am	EHS IT202	34
Freshman Seminar	GS7	Magana	8/22/22 - Mid May	M-F	11:53am - 12:51pm	EHS M214	34
Freshman Seminar	GS7	Magana	8/22/22 - Mid May	M-F	1:30pm - 2:28pm	EHS M214	34
Freshman Seminar	GS7	Magana	8/22/22 - Mid May	M-F	2:34pm - 3:32pm	EHS M214	34
Freshman Seminar	GS7	Sousa	8/22/22 - Mid May	M-F	8:30am - 9:29am	EHS TBD	34
Freshman Seminar	GS7	Sousa	8/22/22 - Mid May	M-F	10:49am - 11:47am	EHS TBD	34
Welding I	WT-53	G. Forbes	8/22/22 - 1/20/23	M-F	1:30pm - 2:28pm	EHS AG3	20
Welding I	WT-53	G. Forbes	8/22/22 - 1/20/23	M-F	2:34pm - 3:32pm	EHS AG3	20
AP Composition	ENGL-1A	Voss	1/20/23 - Mid May	M-F	9:35am - 10:33am	EHS M202	34
AP Composition	ENGL-1A	Voss	1/20/23 - Mid May	M-F	10:49am - 11:47am	EHS M202	34
NEW REQUESTS:							
Chem & AG Science	AG 17 Intro	Sanvinski	8/22/22 - 1/20/23	M-F	8:30am - 9:29am	EHS AG2	28
AP Literature	ENGL 1B	M. Stalano	1/20/23 - Mid May	M-F	9:35am - 10:33am	EHS M118	34
AP Literature	ENGL-1B	M. Stalano	1/20/23 - Mid May	M-F	10:49am - 11:47am	EHS M118	34



APPENDIX A

Dual Enrollment Course Projections
2022-2023

The COLLEGE has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2022-2023
SCHOOL DISTRICT: Eureka City Schools District
HIGH SCHOOL: Eureka High School
EDUCATIONAL PROGRAM: General Studies

TOTAL NUMBER OF STUDENTS TO BE SERVED: 105 (approximate)					TOTAL PROJECTED FTES: 10.8		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
My Future, My Plan	GS-7	Spring	TBD	4 days/week. 55 minutes per day.	Tatro, Magana, Montana, Polizzi, Sanchez	CC HS	CC HS

PROGRAM YEAR: 2022-2023
SCHOOL DISTRICT: Eureka City Schools District
HIGH SCHOOL: Eureka High School
EDUCATIONAL PROGRAM: Business

TOTAL NUMBER OF STUDENTS TO BE SERVED: 10 (approximate)					TOTAL PROJECTED FTES: 1.029		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Business	BS-10	Spring	TBD	4 days/week. 55 minutes per day.	TBD	CC HS	CC HS

PROGRAM YEAR: 2022-2023
SCHOOL DISTRICT: Eureka City Schools District
HIGH SCHOOL: Eureka High School
EDUCATIONAL PROGRAM: English

TOTAL NUMBER OF STUDENTS TO BE SERVED: 80 (approximate)					TOTAL PROJECTED FTES: 10.971		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
College Composition	ENGL-1A	Spring	TBD	4 days/week. 55 minutes per day.	Voss	CC HS	CC HS

PROGRAM YEAR: 2022-2023
SCHOOL DISTRICT: Eureka City Schools District
HIGH SCHOOL: Eureka High School
EDUCATIONAL PROGRAM: Welding

TOTAL NUMBER OF STUDENTS TO BE SERVED: 26 (approximate)					TOTAL PROJECTED FTES: 3.566		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Basic Gas and Arc Welding	WT-53	Spring	TBD	4 days/week. 55 minutes per day.	TBD	CC HS	CC HS

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Education Code 76004):

The College's General Studies, Introduction to Business, and Basic Gas and Arc Welding courses were chosen because they align with the established CTE Program Pathways at the High School. The college and high school also determined after reviewing demographic and cumulative GPA information that offering GS-7, BUS-10, WT-53, and ENGL 1A as dual enrollment courses under a CCAP agreement would be offering dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education and assist in creating a seamless pathway between the high school and community college in career and technical education areas. High school counselors advise students into dual enrolled sections based on their academic readiness.

APPENDIX B



Instructional Service Agreement Dual Enrollment Sign & Return to Nicole Bryant Lescher

COMPENSATION:

College of the Redwoods ("College") pays your school district ("District") \$2000.00 per dual enrollment course offered with the understanding that the funds will go toward the cost of the instruction and for the use of instructional space. The dual enrollment instructor of record is not a paid employee of the College. The College is responsible for the educational program and/or course offered and has primary control over the instructional activities.

EXPECTATIONS:

In order for the DISTRICT to receive the stipend, the DISTRICT must adhere to the following expectations:

1. Mandatory instructor attendance at curriculum alignment meeting(s) and instructor orientation.
2. Mandatory instructor attendance at annual articulation meetings, if applicable to the course, as well as instructor attendance at CTE advisory committee meetings.
3. Enrollment Facilitation:
 - a. Check all applications/registration forms and Special Part-Time Concurrent Admit form for completion and signatures.
 - b. Working with high school dual enrollment liaison and counselors, assure high school students are identified as college ready.
 - c. Check college and high school rosters at the time of notification by the dual enrollment liaison for accuracy and notify the dual enrollment liaison of any discrepancies.
 - d. Adhere to the College's add/drop deadlines as they pertain to specific dual enrollment courses.
4. Census Reporting and End of Term Grading/Reporting:
 - a. Submit Census verification and course grades on Web Advisor within timeline established by the College.
 - b. Report Course Learning Outcomes (CLOs) results with College faculty.
5. Instructor Evaluations:
 - a. Instructors shall teach the courses at a comparable level of rigor to all courses offered at the college. Different sections of the same course shall be taught in a manner consistent with the approved outline of record for that Course. The courses shall be taught for the same number of hours as the same or similar courses taught at the College.

INSTRUCTOR RESPONSIBILITIES:

1. At the beginning of each semester, INSTRUCTOR shall prepare and distribute current course syllabi to the students in each class taught and submit syllabi to the College's dual enrollment liaison. Syllabi will follow the standard syllabi example (i.e. include course objectives and requirements, grading policy, course content, student learning outcomes, and any specific rules or expectations of the instructor).
2. High school Instructor (minimally qualified to teach the College course) must attend curriculum alignment meeting(s) to learn of course content, student learning outcomes, materials/texts needed to meet student objectives, and to engage in overall dialogue on the college course requirements. If applicable, the instructor must attend annual articulation meetings. For CTE courses, attendance at College Advisory Committee meetings required.

INSTRUCTOR RESPONSIBILITIES (Cont.):

3. All high school instructors are encouraged, but not mandated, to participate in activities sponsored by the College in ongoing collegial interaction to address course content, course delivery, assessment, evaluation, course outcomes, and/or research and development in the field.
 4. Instructor will be evaluated by a College faculty member on the use of instructional activities and materials.
 5. Instructor must ensure that all application/registration forms are completed.
 6. Instructor will turn in college and high school rosters at a time specified by the Dual Enrollment Liaison.
 7. Instructor will adhere to the College's add/drop deadlines.
 8. Instructor will monitor enrollment roster and submit census verification by determined College deadline.
 9. Instructor will maintain accurate records of student's grades and submit College grades by determined college deadline.
 10. Instructor will take part in the College's assessment process, working in conjunction with the College's faculty liaison, to report all course learning outcome(s) assessment results at the end of each semester.
 11. Instructor will present course content according to a planned schedule and consistent with the College's approved course outline of record; when teaching according to the College's outline, the College has primary control over the instructional activities.
 12. Instructor will instruct and supervise students during all class times. During class times, the high school instructor will not have any other assigned duty.
-

COMMITMENT TO INSTRUCTIONAL SERVICE AGREEMENT:

Course Instructor, please complete this section and sign.

Date:

High School Name:

Course Title(s):

Instructor Signature:

Instructor Printed Name:

High School District Contact, please complete this section and sign.

Date:

High School Name:

Signature:

Printed Name:

College of the Redwoods Vice President of Instruction, please sign.

College of the Redwoods Vice President of Instruction Signature:

College of the Redwoods Vice President of Instruction Printed Name: Vice President Kerry Mayer

APPENDIX D



CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS 2022-2023

INFORMATION FOR STUDENTS AND PARENTS

College of the Redwoods permits concurrent enrollment of current high school students who have not achieved a high school diploma or the equivalent. Concurrently enrolled high school students may be eligible to earn college credit that also applies toward their high school credit completion if the student agrees to release their final grades earned at College of the Redwoods to their high school Registrar, counselor, or designee. **All grades earned by the student at College of the Redwoods are recorded on the student's permanent academic record at the College.**

Registration and Student Services Fees are waived, however Materials Fees may apply. All fees charged to a student's account must be paid for at the time of registration.

COLLEGE OF THE REDWOODS IS NOT RESPONSIBLE FOR

Extraordinary supervision of concurrently enrolled high school students or the student's selection of coursework. Course content is intended for adults and is not altered for concurrently enrolled high school students. Concurrently enrolled students may be exposed to discussions, readings, and visual materials of a mature nature.

CONCURRENTLY ENROLLED HIGH SCHOOL STUDENTS ARE RESPONSIBLE FOR

Complying with and adhering to the rules and regulations of the College and are subject to College of the Redwoods' Student Code of Conduct. For detailed information regarding CR's rules, regulations, and the Student Code of Conduct, please see CR's Administrative and Board Policies, *Chapter 5 – Student Services*.

College of the Redwoods Administrative and Board Policies:

<https://www.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies>

CONDITIONS OF ENROLLMENT

Students not meeting all of the conditions below may be considered for enrollment by the Vice President of Student Services and Learning Support.

1. The student is at least 15 years of age or has completed the eighth grade.
2. The student obtained approval to enroll from their parent or legal guardian.
3. The student obtained recommendation to enroll from their principal or superintendent.
4. The student may not enroll in more than 11 units or in any 300-level (basic skills) courses.
5. The student is accepted for enrollment by the President of the College, or by the President's designee, on the basis that the student is able to benefit from instruction as determined by the College.

GETTING STARTED AT COLLEGE OF THE REDWOODS

1. **Complete the CR Application online through CCCApply:** <https://www.redwoods.edu/admissions/getstarted>
If this is your first application through CCCApply, you will need to first create your OpenCCC account or ID.
2. **Complete the reverse side (page 2) of this form and submit it to the Admissions and Records Office.** Students must obtain written approval from their parent(s) and recommendation from their principal or superintendent prior to registering for coursework. **An updated Concurrent Enrollment Form must be completed and submitted for each academic year that the student plans to attend College of the Redwoods.** Students who have not submitted the completed form are not permitted to register in coursework.
3. **Submit high school transcripts to the Admissions and Records Office.** College of the Redwoods will use high school transcripts to determine a student's placement into an appropriate level of math and English courses.
4. **Complete the attached California Promise Grant.** This is not required for concurrently enrolled high school students, however it is strongly recommended. Please note that, **concurrently enrolled students are not eligible for federal or state financial aid programs other than the California Promise Grant**, which is a fee- waiver program.

CONCURRENT ENROLLMENT
2022-2023 Academic Year
Summer 22, Fall 22, Spring 23

Full Name _____ CR ID# _____
Date of Birth _____ Phone / Email _____
Current High School _____ Grade Level _____

STUDENT: All students at College of the Redwoods are granted privacy and confidentiality protections under the Family Education Rights and Privacy Act (FERPA). These rights extend to concurrently enrolled high school students. A student's information at College of the Redwoods will NEVER be released without their expressed, written consent.

Please select whether you grant College of the Redwoods authorization or permission to release your final grades and enrollment activity to your high school Registrar, counselor or designee and/or your parent(s) or legal guardian(s).

You must make a selection for each.

RELEASE OF AUTHORIZATION – HIGH SCHOOL:

If you authorize College of the Redwoods to release your final grades and enrollment activity to your high school Registrar, counselor or designee, you may be eligible to receive course credit toward your high school completion.

- ☐ I authorize College of the Redwoods to release my final grades and information regarding my enrollment activity to my high School Registrar, counselor, or designee.
- ☐ I DO NOT authorize College of the Redwoods to release my final grades and information regarding my enrollment activity to my high school Registrar, counselor, or designee.

RELEASE OF AUTHORIZATION – PARENT(S) OR LEGAL GUARDIAN(S):

- ☐ I authorize College of the Redwoods to release my final grades and information regarding my enrollment activity to my parent(s) or legal guardian(s).
- ☐ I DO NOT authorize College of the Redwoods to release my final grades and information regarding my enrollment activity to my parent(s) or legal guardian(s).

STUDENT'S AGREEMENT

By signing below, I acknowledge understanding and acceptance of the conditions of enrollment, as well as the information for students and parents, as explained on the reverse side (page 1) of this form. I understand that I may not enroll in more than 11 units per semester nor am I able to enroll in 300-level (basic skills) coursework. If I enroll in more than 11 units, the College will cancel my enrollment from the last added course until I am registered in no more than 11 units. I understand that grade(s) earned at College of the Redwoods are recorded on my permanent academic record.

Student's Signature _____ Date _____

PARENT OR LEGAL GUARDIAN'S AGREEMENT

By signing below, I acknowledge understanding and acceptance of the conditions of enrollment, as well as the information for students and parents, as explained on the reverse side (page 1) of this form. I understand and accept that all College students have privacy protections under FERPA laws as described above; and, unless the student provides written consent, College of the Redwoods will NEVER release a student's information to a third-party individual including the student's parent regardless of student's age.

Parent or Legal Guardian's Signature _____ Date _____

PRINCIPAL OR SUPERINTENDENT'S AGREEMENT

By signing below, I acknowledge understanding and acceptance that the recommendation of this student is in compliance with Education Code, Sections 48800, 48800.5, 48801 and 76001. This student demonstrates the ability to benefit from instruction at College of the Redwoods. I understand and accept that, for any particular grade level, a principal may not recommend for community college summer session attendance more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation. Early College High School students are exempt from this restriction, per amended Education Code 48800 as required by AB 967.

Principal or Superintendent's Signature _____ Date _____

APPENDIX E

DUAL ENROLLMENT HIGH SCHOOL INSTRUCTOR COMPENSATION

Reimbursement will be at the rate of \$2000 per instructor with up to 20 students enrolled in a course plus \$100.00 for each additional student enrolled in the course on or before the census date. Reimbursement shall be calculated based on the number of courses taught by a Course Instructor over the span of the academic year, regardless of number of sections of the same course.

20 students or less no matter how many sections of the same course over the span of the academic year = \$2,000
Over 20 students in same type of course over the span of the academic year = additional \$100 per student regardless of number of sections

Example 1: One Section (Over 20 Students)			
Section 1	31	first 20 students	\$2,000
		11 additional students	\$1,100
Total number of students	31	Total Cost	\$3,100
Example 2: Three Sections of the Same Course (low enrollment) offered during academic year			
Section 1	7	Under 20 total students across multiple sections	
Section 2	6		
Section 3	5		
Total number of students	18	Total Cost	\$2,000
Example 3: Four Sections of the Same Course (high enrollment) offered during academic year			
Section 1	20	first 20 students	\$2,000
Section 2	18	additional 58 students across multiple sections	
Section 3	15		
Section 4	25		\$5,800
Total number of students	78	Total Cost	\$7,800
Example 4: Same Instructor Teaches Two Different Courses (up to 2000 each)			
Course 1 (WT 53)	12	Course 1 has less than 20	\$2,000
Course 2 (GS 7)	11	Course 2 has less than 20	\$2,000
Total Students	23	Total Cost	\$4,000
Example 5: Same Instructor Teaches Two Different Courses- Multiple Sections offered during academic year			
Course 1 Section 1 (WT 53)	10	Course 1 has 23 students across two sections	
Course 1 Section 2 (WT 53)	13		\$2,300
Course 2 Section 1 (GS 7)	7	Course 2 has less than 20 across sections	
Course 2 Section 2 (GS 7)	10		\$2,000
Total Students	40	Total Cost	\$4,300

AGENDA ITEM

Agenda Title: Approval of the Quarterly Report to the Governing Board as Mandated by the State, In Regards to the Williams Lawsuit
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to receive this second quarter report for 2022. There have been no Williams case-related complaints in the months of April, May, and June 2022.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The Williams lawsuit has resulted in several mandates for California school districts. A quarterly report to the Governing Board regarding complaints and complaint resolution is one of the requirements. Please see attached second quarter report for 2022.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 14: Clean, safe, functional, attractive classrooms, facilities and grounds.

HISTORY *(list previous staff or board action(s) with dates if possible)*

Quarterly report to the Governing Board.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

No financial impact to the District.

WHO *(list the name of the contact person(s), job title, and site location)*

Gary Storts, Assistant Superintendent, Educational Services

ATTACHMENTS:

Description

- ▢ Williams Quarterly Report, 2nd Quarter 2022

Eureka City Schools

Quarterly Report on Williams Uniform Complaints (Education Code §35186)

Quarterly Reporting Period (please check one)

- ☐ 1st Quarter 2022 January 1 through March 31, 2022
☒ 2nd Quarter 2022 April 1 through June 30, 2022
☐ 3rd Quarter 2022 July 1 through September 30, 2022
☐ 4th Quarter 2022 October 1 through December 31, 2022

PLEASE CHECK THE BOX THAT APPLIES:

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

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

Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

Superintendent Fred Van Vleck, Ed.D.



Superintendent Fred Van Vleck, Ed.D.

Please return hard copy to:
Chandler Wilson, School Support
Humboldt County Office of Education
HYPERLINK "mailto:cwilson@hcoe.org"
cwilson@hcoe.org

by: Quarter 1 due: 04/15/2022
Quarter 2 due: 07/15/2022
Quarter 3 due: 10/15/2022
Quarter 4 due: 01/15/2023

AGENDA ITEM

Agenda Title: Approval of 2022-2023 Food Services Agreement Between Northern United Charter Schools (NUCS) and Eureka City Schools (ECS)
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the agreement between Northern United Charter Schools (NUCS) and Eureka City Schools (ECS).

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

NUCS is in need of food services and ECS has the services available. Ed Code 35160 provides authority for ECS to enter into agreements that do not violate existing laws and Ed Code 1200 et seq. provides authority for ECS to enter into arrangements that assist other school districts.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

This is a new agreement with Eureka City Schools. ECS Food Services also provides similar support to other agencies.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

NUCS shall pay \$4.75 per student meal for lunch services and adults will pay ala carte prices. NUCS will pay ECS \$8.90 per site for delivery of meals each school day.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

- ▣ Agreement

FOOD SERVICES AGREEMENT

This is Agreement between the Northern United Charter Schools (hereinafter referred to as NUCS) and Eureka City Schools (hereinafter referred to as ECS).

WHEREAS, the NUCS is in need of Food Service;

WHEREAS, the Eureka City Schools has available Food Services;

WHEREAS, Education Code Section 35160 provides authority for the ECS to enter into arrangements that are not violative of existing law; and

WHEREAS, Education Code Section 1200 et seq provides authority for NUCS to enter into arrangements that assist school districts;

THEREFORE, the NUCS and Eureka City Schools agree as follows:

1. The term of this agreement is from July 1, 2022, through June 30, 2023.
2. This agreement may be terminated by either party at any time by the giving of sixty (60) days written notice.
3. ECS shall provide lunches, which meet the National School Lunch Program meal requirements, using the Food Base Menu Plan Approach. Services shall include preparation of food, transportation of food to the following sites:

Eureka Learning Center: 4620 Meyers Ave, Eureka CA 95501
Cuttan Learning Center: 2020 Campton Rd, Eureka CA 95503
4. Meals will include all required components including milk.
5. The NUCS shall pay ECS the sum of \$4.75 per student meal for lunch services and adults will pay ala carte prices. The number of lunches requested will be a set number each day, and can be adjusted as needed with a phone call to the ECS Food Service Department. ECS may need 24 hours to make the change. Breakfast changes will need 48 hours' notice.
6. ECS shall deliver meals at a mutually agreed upon time that works for both parties. NUCS will pay ECS \$8.90 per site for delivery of meals each school day.
7. NUCS will agree to pay from a monthly invoice for all meals ordered, whether served or not, and will be responsible for keeping eligible meal counts, collecting money, and filing appropriate reimbursement forms.
The NUCS staff will be responsible for serving meals. The daily transport record will be a two-part record that will be completed in part by ECS kitchen staff and in part by NUCS staff. The record will contain information needed to meet state and federal requirements. This form needs to stay on site at NUCS for their records, and be kept for three years plus the current year. ECS will retain the portion needed for their records.

FOOD SERVICES AGREEMENT

8. ECS shall have the use of NUCS food commodity entitlement and shall be responsible for ordering and inventory. NUCS will provide necessary utensils, straws, and napkins each day. These supplies may be purchased from ECS for an additional charge.

9. The NUCS shall hold ECS harmless and indemnify it for any and all liability that may result from NUCS actions under this agreement.

ECS shall hold the NUCS harmless and indemnify it for any and all liability that may result from ECS actions under this agreement.

10. The NUCS and ECS shall provide workers compensation coverage for their respective employees. Nothing in this agreement shall be construed as providing that the employees of one entity are employees of the other entity.

11. Notice pursuant to this agreement shall be by first class United States Mail postage prepaid addressed as follows:

Date: 7/19/22

By: 

Abby Cassidy
Nutrition Program Coordinator
Northern United Charter Schools

Date: _____

By: _____

Paul Ziegler, Chief Business Official
Eureka City Schools
2100 J Street
Eureka, CA 95503

AGENDA ITEM

Agenda Title: Approval of Open Door Community Health Centers 2022-2023 Memorandum of Understanding for the School Based Wellness Center Collaboration

Meeting Date: August 4, 2022

Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the Memorandum of Understanding (MOU) between Open Door Community Health Centers (ODCHC) and Eureka City Schools (ECS).

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

This agreement establishes roles and responsibilities and sets forth terms and conditions for both ODCHC and ECS to develop and implement a School Based Wellness Center through collaboration.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 3: Mental and Socio-emotional Wellness

HISTORY *(list previous staff or board action(s) with dates if possible)*

There is not history associated with this item.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

There is no cost associated with this item.

WHO *(list the name of the contact person(s), job title, and site location)*

Lisa Claussen, Director of Student Services

ATTACHMENTS:

Description

- ▢ 2022-2023 ODCHC and ECS MOU

Memorandum of Understanding
between
Open Door Community Health Centers (ODCHC) and
Eureka City Schools (ECS)

1. Purpose:

The purpose of this agreement is to establish roles and responsibilities of the Parties to develop and implement a School Based Wellness Center. This MOU sets forth the terms and conditions by which ODCHC and ECS will collaborate on the School Based Wellness Center, located in the IT Building on Eureka High School campus at 1915 J Street, Eureka.

A School Based Wellness Center is school-community partnership that provides a multi-tiered system of mental health supports (MTSS) to support students, families, and the school community. "Mental health services" include activities, services, and supports that address social, emotional, and behavioral well-being of students, including substance use.

2. Term:

This Agreement is for the period from July 15, 2022, to June 30, 2023. Either party may terminate this Agreement for non-performance after first giving written notice of breach to the other party and an opportunity for the other party to cure the non-performance within fifteen (15) days of the receipt of written notice. Notice shall be effective when delivered to the following:

Eureka City School District
Attn: Fred Van Vleck
2100 J Street
Eureka, CA 95501
vanvlackf@eurekacityschools.org

Open Door Community Health Centers
Attn: Tory Star
1275 Eighth Street
Arcata, CA 95521
tstar@opendoorhealth.com

3. ODCHC obligations:

1. Designate a coordinator to participate and collaborate in decision making, setting up the services, and data and resource management.
2. Provide school-based behavioral health clinician(s) to participate to support effective school-community collaboration.
3. Provide mental health screening, assessment, and services for individual students, groups of students, and school-wide programs, as mutually agreed.

4. Ensure behavioral health clinicians are appropriately credentialed, licensed, and current on continuing education requirements.
5. Create electronic medical records of the encounters as part of ODCHC medical records.
6. Ensure confidentiality of all personal health information and other personal information consistent with Health Insurance Portability and Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH), and Confidentiality of Medical Information Act (CMIA). Conform with all relevant laws and regulations related to parent notification, including Family Code §6924 and Health and Safety Code §124260.
7. Handle all the billing for services provided at the school site. See section 5, below.

4. ECS obligations:

1. Designate a person to facilitate integration of ODCHC behavioral health clinicians into school setting at the district level.
2. Designate a person to facilitate integration of ODCHC behavioral health clinicians into school setting at the school level.
3. Lay out roles and responsibilities of teams and team members to avoid duplication of efforts and facilitate communication between teams and members.
4. Train all employees involved in confidentiality best practices.
5. Provide mutually agreed upon separate physical space that for designated hours will be wholly in the control of ODCHC and that maintains confidentiality of clients, including lockable file cabinets for confidential documents.
6. Provide support for behavioral health clinicians for initial intake, scheduling, and accessibility. Ensure scheduling is consistent with clinicians scheduling large blocks of time on site rather than a bit each day.
7. Provide access to behavioral health clinicians the student information (such as class schedules, emergency contact information) through PowerSchool system
8. ECS will lease a private office in the Wellness Center (located in the IT Building on Eureka High School campus at 1915 J Street, Eureka, Room 104B) to ODCHC, in exchange for the provision of services. ODCHC will have exclusive access to the office during scheduled hours, and will have shared access to Wellness Center facilities. ECS will provide a separate virtual network with private WIFI internet access (including a low-level web filter). ECS will also provide one outside facing phone number. ECS will not provide fax, printers, computers, or tech support.
9. Ensure confidentiality of all personal information consistent with the Family Education Rights and Privacy Act. ECS agrees to respect the privacy rights of minor patients, as found in the Family Code §6924 and Health and Safety Code §124260.

5. Finance, Billing and Collections:

ODCHC will attempt to bill and collect for services provided through appropriate third party payers (i.e. Medi-Cal, Family PACT, CHDP, etc.). All revenues generated by school-based health center staff will be retained by ODCHC to cover costs incurred by the school-based health center.

Under the direction of the Program Director, the Administrative Assistants and Medi-Cal eligibility workers will be responsible for helping student patients apply for and enroll in appropriate health insurance coverage. All services will be provided to students free of charge.

ECS and ODCHC agree to coordinate and inform each other of any fundraising and grant writing efforts on behalf of the health center or associated programs.

6. Funding agreement:

ECS and ODCHC agree to seek funding from government agencies, corporations, and foundations to support Wellness Center staffing, programming, and operations. ECS and ODCHC may apply for grant funding independently or jointly, by agreement, to cover activities outlined for each agency in this MOU. The grantee agency, or the lead agency for joint applications, will monitor and comply with all contractual grant requirements.

Miscellaneous provisions:

7. No assignment: None of the duties specified in this MOU are delegable without the express written permission of the other party.

8. No third party rights: Neither ODCHC nor ECS intends to create any third party rights with this MOU.

9. No joint entity: The relationship of ODCHC and the Center remains independent contractors, with no joint entity created.

10. Insurance: \$1 million/\$3 million liability insurance, each to name the other party as additional insured.

11. Amendments: This document is the whole agreement between the parties with respect to the subject matter of the agreement. Any amendments to this MOU must be in writing and signed by both parties to be effective.

12. No Waiver: If either party waives a term of this agreement, they can still enforce the term on a subsequent occurrence.

13. Indemnification: Each party and its directors, officers, employees, and agents (affiliates) shall indemnify the other party and its affiliates from any claim for losses or liabilities caused by itself and its affiliates, whether those acts are intentional, grossly negligent, or negligent. Additionally, each party and its affiliates shall indemnify the other party and its affiliates from any claim for losses or liabilities caused by third parties.

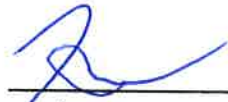
14. By:

For Open Door Community Health Centers:

Tory Starr, President and Executive Officer

Date

For Eureka City Schools:



Fred Van Vleck, Superintendent



Date

AGENDA ITEM

Agenda Title: Approval of City of Eureka 2022-2023 Memorandum of Understanding for School Resource Officer Services
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the Memorandum of Understanding (MOU) between Eureka City Schools and the City of Eureka, to continue School Resource Officer services in our schools for the 2022-2023 school year.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The School Resource Officer helps ensure the safety of District staff and students and the security of District Property, per Board Policy 3515.3.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

This is an annual MOU, last approved at the September 15, 2021 Board Meeting.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Eureka City Schools will reimburse the City of Eureka for actual days worked, up to \$40,000 per year.

WHO *(list the name of the contact person(s), job title, and site location)*

Lisa Claussen, Director of Student Services

ATTACHMENTS:

Description

- ▣ 22-23 School Resource Officer MOU

MEMORANDUM OF UNDERSTANDING
BETWEEN
EUREKA POLICE DEPARTMENT
AND
EUREKA CITY SCHOOLS

This is a Memorandum of Understanding between the Eureka Police Department and Eureka City Schools.

It is expressly understood and agreed by both the Eureka Police Department and Eureka City Schools as follows:

I. PURPOSE: The purpose of this Memorandum of Understanding is to establish and maintain an effective working relationship between the parties. The purpose is also to provide the means by which the Eureka Police Department and Eureka City Schools will coordinate School Resource Officer services to students, faculty, and residents on the campus of and in the immediate vicinity of all City of Eureka schools located within the city limits of Eureka through collaborative proactive activities.

II. TERM: The term of the Memorandum of Understanding shall be effective July 01, 2022 through June 30, 2023.

III. ASSIGNMENT: The School Resource Officer shall work days and hours mutually agreed upon by Eureka Police Department and Eureka City Schools. All assignments, working conditions and benefits shall be in full compliance with the most current memorandum of understanding between the City of Eureka and the Eureka Police Officers Association.

The School Resource Officer shall work at and in the immediate vicinity of the school to perform the duties identified in the School Resource Officer job description (see Attachment A). The School Resource Officer shall not be available for assignments outside the agreed upon school area except in the rare event of an emergency for which no other Eureka police officers are available. The School Resource Officer will return to the school site immediately upon being relieved by officer(s) responding to the call.

IV. ASSIGNMENT/EVALUATION OF PERSONNEL: School Resource Officer assignment and evaluations shall be a cooperative process involving the Chief of Police, or his designee, and the Superintendent, or his designee. Both parties must approve of the employee's performance level for a rating of satisfactory or above.

V. EQUIPMENT: The Eureka Police Department shall provide the School Resource Officer with equipment for performance of job requirements including use of a marked police unit and all safety equipment provided to other Eureka Police Officers. Eureka City Schools shall provide on-site office space and equipment, including phone and computer access, to allow the School Resource Officer to function efficiently in an office setting.

VI. FUNCTIONAL SUPERVISION AND AUTHORITY: The School Principal of the site where the School Resource Officer is working will provide functional supervision for school issues. For all other issues the regular Chain of Command for other Police Officers and members of the Eureka Police Department's

MOU Between EPD and Eureka City Schools
through June 2023

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Neighborhood Policing Unit shall remain in effect. It is agreed the School Resource Officer will have full authority and discretion in enforcing Federal, State and local laws, regulations and policies necessary to provide safety, security and improved quality of life on and in the immediate vicinity of the school sites.

VII. PERSONNEL SERVICES: The Eureka Police Department shall provide a police officer to Eureka City Schools for eight (8) hours per day (or the equivalent of) for each teaching day of the annual school calendar. The period will include 180 duty days beginning approximately late August and ending approximately mid-late June each school year.

The School Resource Officer is an officer assigned specifically to the program. When that officer is absent from work, the Eureka Police Department may provide a replacement officer if another officer is available to fill all or a portion of the affected work day(s).

Eureka City Schools agrees to reimburse the City of Eureka per day for actual days worked. The cost to Eureka City Schools for the school year will not exceed \$40,000.00 without prior approval of the Eureka City Schools' Superintendent or his designee.

VIII. ABSENCE FROM WORK: Absence from work due to illness, family death, family sickness, approved training, or time off approved by the Superintendent or his designee, shall be included in billable hours in accordance with the Eureka Police Officer's Memorandum of Understanding.

IX. METHOD OF PAYMENT: During the school year, the Eureka Police Department will invoice monthly Eureka City Schools \$4,000.00 beginning September 30 and ending June 30 of each year. A final accounting of days worked will be provided by the City of Eureka by June 30. The final payment may be adjusted to reflect the final accounting.

X. PROGRAM TERMINATION: This Memorandum of Understanding will be binding on both entities through June 2022 and may be terminated by either entity with a 60 day written notice.

XI. HOLD HARMLESS: The Eureka Police Department shall indemnify, hold harmless, and defend Eureka City Schools from and against all claims, damages, losses and expenses, including reasonable costs and attorney's fees, arising out of or resulting from the Eureka Police Department's performance under the contract, excepting only such injury or harm as maybe caused solely and exclusively by the Eureka City Schools' fault or negligence. Such indemnification shall extend to all claims, demands, or liabilities occurring after completion of the contract as well as during the progress of the contract.

Eureka City Schools shall indemnify, hold harmless and defend the Eureka Police Department from and against all claims, damages, losses and expenses, including reasonable costs and attorney's fees, arising out of or resulting from Eureka City Schools' performance under the contract, excepting only such injury or harm as may be caused solely and exclusively by the Eureka Police Department's fault or negligence. Such indemnification shall extend to all claims, demands, or liabilities occurring after completion of the contract as well as during the progress of the contract.

XII. INSURANCE: Each entity shall obtain insurance that is acceptable to the entity.

A. Public Liability Insurance: Personal injury and replacement value property damage insurance for all activities of the parties arising out of or in connection with this

MOU Between EPD and Eureka City Schools
through June 2023

Page 2

contract, written on a comprehensive general liability form including contractor's protected coverage, blanket contractual, completed operations, vehicle coverage and employers non-ownership blank liability coverage, in an amount no less than \$1,000,000 combined single limit personal injury and property damage for each occurrence.

- B. Workers Compensation: The City of Eureka shall provide Workers Compensation coverage for their employee. Nothing in this agreement shall be construed as providing that the employee of one entity is an employee of the other entity.

Certificate by the Joint Powers Authority for insurance shall suffice for evidence of insurance.

- XIII. NOTICES: Notices pursuant to this agreement shall be first-class United States mail, postage prepaid addressed as follows:

Chief of Police
City of Eureka
604 C Street
Eureka CA 95501

Superintendent of Schools
Eureka City Schools
2100 J Street
Eureka CA 95501

- XIV. ENTIRE AGREEMENT: This MOU contains the entire agreement of the parties hereto and no obligation other than those set forth herein will be recognized. This MOU cannot be modified or amended in writing without additional consideration and the mutual consent of the parties.

- XV. APPLICABLE LAW: This MOU shall be construed and interpreted in accordance with the laws of the State of California.

AUTHORITY TO EXECUTE: Each individual executing this MOU, on behalf of their respective party, warrants that he/she is authorized to do so and that this MOU constitutes the legally binding obligation of the entity which he/she represents.

The parties hereto have executed this MOU on the day and year written below.
CITY OF EUREKA

By: _____
Miles Slattery, City Manager

Dated: _____

Approved as to form:

By: _____
City Attorney

Attest:

By: _____
Pamela J. Powell, City Clerk

EUREKA CITY SCHOOLS

By: _____
Fred Van Vleck, Ed.D. Superintendent of Schools

Dated: _____

School Resource Officer
(Job Description)

The School Resource Officer (SRO) shall serve jointly under the administration of the Eureka Police Department and the functional management of Eureka City Schools. While assigned to Eureka City Schools the officer will coordinate his/her activities with the Principal and his/her staff during the time assigned to the school. Said individual shall be a P.O.S.T. Certified Officer with experience as a patrol Officer with the Eureka Police Department. The assigned officer shall operate within the established policies and procedures of the Eureka Police Department and the Eureka City Schools. The School Resource Officer will show a demonstrated ability to work with young people and have knowledge of community agencies, services and resources that offer assistance to dependency and delinquency prone youths and their families. The Chief of Police and the Eureka City Schools Superintendent or designee shall jointly select and evaluate the performance of the officer for this assignment. Once placed into a school, the officer will be involved in a variety of functions and duties that will include but not be limited to the following:

1. Serving as a liaison between the local law enforcement community and the school.
2. Deferring student misconduct by remaining highly visible on the campus and around the campus perimeter.
3. Assisting the administration when students or others commit crimes or acts of violence.
4. Assisting with security of the school building grounds, parking areas and immediate adjoining neighborhoods.
5. Assisting the administration with investigations of crimes and infractions of school rules.
6. Patrolling (on foot, bicycle, and in a police vehicle) the immediate vicinity around the school.
7. Assisting in deterring student truancy.
8. Citing and arresting students or others when appropriate.
9. Serving as a role model to students, especially in terms of appropriate attitudes and respect.
10. Helping develop and maintain the image of the school as a safe learning environment for students.
11. Provide supervision at agreed upon selected after school activities.
12. Serving court papers and advising parents of potential crimes involving their sons/daughters.
13. Provide drug traffic intervention including establishment of intelligence, interrogating and arrest.

AGENDA ITEM

Agenda Title: Approval of Field Trip Requests: Various Field Trips - Eureka High School FFA
Meeting Date: August 4, 2022
Item: Consent

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve the following field trip requests from the EHS Ag Dept/FFA:

1. Sept. 11-13, 2022 (Shively, CA)
2. December 2-3, 2022 (Santa Rosa, CA)
3. January 13-14, 2023 (Sacramento, CA)
4. February 3-4, 2023 (Arbuckle, CA)
5. February 10-11, 2023 (Chico, CA)
6. March 2-4, 2023 (Davis, CA)
7. March 10-11, 2023 (Mendocino, CA)
8. March 15-19, 2023 (Ontario, CA)
9. March 31-April 1, 2023 (Livermore, CA)
10. April 20-23, 2023 (Fresno, CA)
11. May 5-6, 2023 (San Luis Obispo, CA)

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

See attached Field Trip Request Forms.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 11: Extracurricular Activities

HISTORY *(list previous staff or board action(s) with dates if possible)*

Annual trips.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

See attached Field Trip Request Forms.

WHO *(list the name of the contact person(s), job title, and site location)*

Robert Standish, Principal at EHS

Renaë Will, Director of Personnel and Public Affairs

ATTACHMENTS:

Description

- ▣ Field Trip Request Forms -- 11 Total

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Eureka FFA Chapter Officer Leadership Conference for the Humboldt/Del Norte Section

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This event is held every year for all Humboldt/Del Norte Section FFA officers. The leadership training is to prepare students for leadership positions around the region. FFA leadership is a key intra-curricular component of agriculture education.

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

This event will be free this year to all students and chapters in Humboldt/Del Norte County. The only expense will be gas which will be paid for out of Agriculture Incentive grant.

Name: Eureka Agriculture Department/ Alissa Sarvinski

Dates of Trip: September 11-13, 2022

Destination: Shively, CA

Club/Organization: Eureka FFA

What means of transportation: Department Van and truck

Number of students participating: 12

Briefly describe the details of the trip (chaperone, lodging, etc.):

All three EHS ag teachers will be chaperoning along with occasionally some parents. Students will be camping at the College of the Redwoods farm and staying in tents with only students from their own chapter.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
07/01/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	AS	RS
07/01/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	AS	RS
07/01/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	AS	RS
07/01/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	AS	RS
07/01/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	AS	RS
07/01/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	AS	RS
07/01/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	AS	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
07/01/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	AS	RS
07/01/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	AS	RS
NA	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	AS	RS
NA	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	AS	RS
07/01/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	AS	RS
07/01/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	AS	RS
NA	Students must have travel insurance for travel out of lower 48 states.	AS	RS
07/01/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	AS	RS

APPROVED:

Site Principal: Robert Standish

Date: 7/1/2022

Teacher/Staff: Alissa Sarvinski

Date: 07/01/22

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:
Eureka FFA Chapter Officer Leadership Conference for the North Coast Region.

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This event is held every year for all North Coast Region FFA officers. The leadership training is to prepare students for leadership positions around the region. FFA leadership is a key intra-curricular component of agriculture education.

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

This event will be free this year to all students and chapters in the North Coast Region of FFA. The only expense will be gas which will be paid for out of Agriculture Incentive grant and hotel rooms.

Name: Eureka Agriculture Department/ Alissa Sarvinski

Dates of Trip: December 2-3, 2022

Destination: Santa Rosa, CA

Club/Organization: Eureka FFA

What means of transportation: Department Van and truck

Number of students participating: 12

Briefly describe the details of the trip (chaperone, lodging, etc.):

All three EHS ag teachers will be chaperoning along with occasionally some parents. Students will be staying at the Best Western in Rohnert Park.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
07/01/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	AS	RS
07/01/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	AS	RS
07/01/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	AS	RS
07/01/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	AS	RS
07/01/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	AS	RS
07/01/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	AS	RS
07/01/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	AS	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
07/01/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	AS	RS
07/01/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	AS	RS
NA	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	AS	RS
NA	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	AS	RS
07/01/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	AS	RS
07/01/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	AS	RS
NA	Students must have travel insurance for travel out of lower 48 states.	AS	RS
07/01/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	AS	RS

APPROVED:

Site Principal: Robert Standish

Date: 7/1/22

Teacher/Staff: Alissa Sarvinski

Date: 07/01/22

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Made for Excellence and Advanced Leadership Academy Conferences

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This is a student leadership development event opportunity for our students to discover what they want to do in the future. Our students will be competing participating in leadership development events and workshops.

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

\$100 per student paid for my Eureka FFA and the Eureka FFA Booster Club.

Name: Eureka Agriculture Department/ Alissa Sarvinski

Dates of Trip: January 13-14, 2023

Destination: Sacramento, CA

Club/Organization: Eureka FFA

What means of transportation: school vans, parent vehicles

Number of students participating: 20-24

Briefly describe the details of the trip (chaperone, lodging, etc.):

All three agriculture teachers will be chaperoning along with occasionally parents or active community member coaches. We will be staying at the Hilton Arden West, Sacramento.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	AS	RS
7/1/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	AS	RS
7/1/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	AS	RS
7/1/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	AS	RS
7/1/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	AS	RS
7/1/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	AS	RS
7/1/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	AS	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	AS	RS
7/1/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	AS	RS
NA	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	AS	RS
NA	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	AS	RS
7/1/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	AS	RS
7/1/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	AS	RS
NA	Students must have travel insurance for travel out of lower 48 states.	AS	RS
7/1/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	AS	RS

APPROVED:

Site Principal: Robert Standish

Date: 7/1/22

Teacher/Staff: Alissa Sarvinski

Date: 7/1/22

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Arbuckle FFA Career Development Events Competition

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This is a student career development event opportunity for our students to discover what they want to do in the future. Our students will be competing in contests including, agriculture mechanics, welding, farm power, small engines, forestry, dairy cattle and products and floral.

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

\$75 per student paid for my Eureka FFA and the Eureka FFA Booster Club.

Name: Eureka Agriculture Department/ Alissa Sarvinski

Dates of Trip: February 3rd and 4th, 2023

Destination: Arbuckle, CA

Club/Organization: Eureka FFA

What means of transportation: school vans, parent vehicles

Number of students participating: 30-40

Briefly describe the details of the trip (chaperone, lodging, etc.):

All three agriculture teachers will be chaperoning along with occasionally parents or active community member coaches. We will be staying at the Ramada Inn in Williams, CA.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	AS	RS
7/1/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	AS	RS
7/1/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	AS	RS
7/1/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	AS	RS
7/1/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	AS	RS
7/1/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	AS	RS
7/1/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	AS	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	AS	RS
7/1/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	AS	RS
NA	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	AS	
NA	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	AS	RS
7/1/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	AS	RS
7/1/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	AS	RS
NA	Students must have travel insurance for travel out of lower 48 states.	AS	RS
7/1/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	AS	RS

APPROVED:

Site Principal: Robert Standish

Date: 7/1/22

Teacher/Staff: Alissa Sarvinski

Date: 7/1/22

Director of Personnel:

Date:

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Chico State University FFA Career Development Events Competition

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This is a student career development event opportunity for our students to discover what they want to do in the future. Our students will be competing in contests including, agriculture mechanics, welding, farm power, small engines, forestry, dairy cattle and products and floral.

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

\$75 per student paid for my Eureka FFA and the Eureka FFA Booster Club.

Name: Eureka Agriculture Department/ Alissa Sarvinski

Dates of Trip: February 10-11, 2023

Destination: Chico, CA

Club/Organization: Eureka FFA

What means of transportation: school vans, parent vehicles

Number of students participating: 20-30

Briefly describe the details of the trip (chaperone, lodging, etc.):

All three agriculture teachers will be chaperoning along with occasionally parents or active community member coaches. We will be staying at the Holiday Inn Express in Corning, CA.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/2022	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	AS	RS
7/1/2022	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	AS	RS
7/1/2022	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	AS	RS
7/1/2022	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	AS	RS
7/1/2022	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	AS	RS
7/1/2022	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	AS	RS
7/1/2022	During travel, staff will have school's first aid kit in his/her possession or immediately available.	AS	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/2022	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	AS	RS
7/1/2022	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	AS	RS
NA	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	AS	RS
NA	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	AS	RS
7/1/2022	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	AS	RS
7/1/2022	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	AS	RS
NA	Students must have travel insurance for travel out of lower 48 states.	AS	RS
7/1/2022	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	AS	RS

APPROVED:

Site Principal: Robert Standish

Date: 7/1/22

Teacher/Staff: Alissa Sarvinski

Date: 7/1/2022

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

University of California Davis FFA Career Development Events Competition

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This is a student career development event opportunity for our students to discover what they want to do in the future. Our students will be competing in contests including, agriculture mechanics, welding, farm power, small engines, forestry, dairy cattle and products and floral as well as parliamentary procedure and speaking contests.

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

\$75 per student paid for my Eureka FFA and the Eureka FFA Booster Club.

Name: Eureka Agriculture Department/ Alissa Sarvinski

Dates of Trip: March 2-4, ~~2022~~ 2023

Destination: Davis, CA

Club/Organization: Eureka FFA

What means of transportation: school vans, parent vehicles

Number of students participating: 20-30

Briefly describe the details of the trip (chaperone, lodging, etc.):

All three agriculture teachers will be chaperoning along with occasionally parents or active community member coaches. We will be staying at the Best Western in Dixon, CA.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	AS	RS
7/1/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	AS	RS
7/1/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	AS	RS
7/1/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	AS	RS
7/1/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	AS	RS
7/1/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	AS	RS
7/1/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	AS	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	AS	RS
7/1/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	AS	RS
NA	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	AS	RS
NA	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	AS	RS
7/1/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	AS	RS
7/1/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	AS	RS
NA	Students must have travel insurance for travel out of lower 48 states.	AS	RS
7/1/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	AS	RS

APPROVED:

Site Principal: Robert Standish

Date: 7/1/22

Teacher/Staff: Alissa Sarvinski

Date: 7/1/22

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

FFA Leadership Development Events at the Regional Level. Students must compete and win in the Section in order to move on.

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This is a student career development event opportunity for our students to discover what they want to do in the future.

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

\$75 per student paid for my Eureka FFA and the Eureka FFA Booster Club. We will only be attending if we have finalists.

Name: Eureka Agriculture Department/ Alissa Sarvinski

Dates of Trip: March 10-11, 2023

Destination: Mendocino, CA

Club/Organization: Eureka FFA

What means of transportation: school vans, parent vehicles

Number of students participating: 20-30

Briefly describe the details of the trip (chaperone, lodging, etc.):

All three agriculture teachers will be chaperoning along with occasionally parents or active community member coaches. We will be staying at the Best Western in Ukiah, CA.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	AS	RS
7/1/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	AS	RS
7/1/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	AS	RS
7/1/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	AS	RS
7/1/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	AS	RS
7/1/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	AS	RS
7/1/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	AS	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	AS	RS
7/1/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	AS	RS
NA	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	AS	RS
NA	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	AS	RS
7/1/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	AS	RS
7/1/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	AS	RS
NA	Students must have travel insurance for travel out of lower 48 states.	AS	RS
7/1/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	AS	RS

APPROVED:

Site Principal: Robert Standish

Date: 7/1/22

Teacher/Staff: Alissa Sarvinski

Date: 7/1/22

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

State FFA Convention and Leadership Development Event Speaking Finals

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This is a student leadership development event opportunity for our students to discover what they want to do in the future. Our students will be competing participating in leadership development events and workshops and competing in state speaking finals

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

\$300 per student paid for my Eureka FFA, Eureka FFA Booster Club, NCAP funds and students.

Name: Eureka Agriculture Department/ Alissa Sarvinski

Dates of Trip: March 15-19, 2023

Destination: Ontario, CA

Club/Organization: Eureka FFA

What means of transportation: school vans, parent vehicles

Number of students participating: 20-24

Briefly describe the details of the trip (chaperone, lodging, etc.):

All three agriculture teachers will be chaperoning along with occasionally parents or active community member coaches. We will be staying at a hotel near the capitol in Sacramento, CA. We are unsure right now where we are staying because hotels are not under contract with the State FFA Association yet.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	AS	RS
7/1/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	AS	RS
7/1/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	AS	RS
7/1/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	AS	RS
7/1/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	AS	RS
7/1/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	AS	RS
7/1/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	AS	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/Staff (initial)	Site Principal (initial)
7/1/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	AS	RS
7/1/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	AS	RS
NA	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	AS	RS
NA	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	AS	RS
7/1/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	AS	RS
7/1/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	AS	RS
NA	Students must have travel insurance for travel out of lower 48 states.	AS	RS
7/1/2	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	AS	RS

APPROVED:

Site Principal: Robert Standish

Date: 7/1/22

Teacher/Staff: Alissa Sarvinski

Date: 7/1/22

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:
North Coast Regional Awards Ceremony, State Degrees and Proficiency Awards

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This is an awards ceremony and conference for students who earned their State FFA Degree or a Proficiency Award.

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

\$50 per student paid for my Eureka FFA, Eureka FFA Booster Club, NCAP funds and students.

Name: Eureka Agriculture Department/ Alissa Sarvinski

Dates of Trip: March 31-April 1, 2023

Destination: Livermore, CA

Club/Organization: Eureka FFA

What means of transportation: school vans, parent vehicles

Number of students participating: 20-24

Briefly describe the details of the trip (chaperone, lodging, etc.):

All three agriculture teachers will be chaperoning along with occasionally parents or active community member coaches. We will be staying at the Best Western in Livermore, CA.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	AS	RS
7/1/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	AS	RS
7/1/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	AS	RS
7/1/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	AS	RS
7/1/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	AS	RS
7/1/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	AS	RS
7/1/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	AS	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	AS	RS
7/1/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	AS	RS
NA	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	AS	RS
NA	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	AS	RS
7/1/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	AS	RS
7/1/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	AS	RS
NA	Students must have travel insurance for travel out of lower 48 states.	AS	RS
7/1/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	AS	RS

APPROVED:

Site Principal: Robert Standish

Date: 7/1/22

Teacher/Staff: Alissa Sarvinski

Date: 7/1/22

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Fresno State University FFA Career Development Events Competition

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This is a student career development event opportunity for our students to discover what they want to do in the future. Our students will be competing in contests including, agriculture mechanics, welding, farm power, small engines, forestry, dairy cattle and products and floral.

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

\$125 per student paid for my Eureka FFA and the Eureka FFA Booster Club.

Name: Eureka Agriculture Department/ Alissa Sarvinski

Dates of Trip: April 20-23, 2023

Destination: Fresno, CA

Club/Organization: Eureka FFA

What means of transportation: school vans, parent vehicles

Number of students participating: 20-30

Briefly describe the details of the trip (chaperone, lodging, etc.):

All three agriculture teachers will be chaperoning along with occasionally parents or active community member coaches. We will be staying at the Best Western in Fresno, CA.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	AS	RS
7/1/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	AS	RS
7/1/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	AS	RS
7/1/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	AS	RS
7/1/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	AS	RS
7/1/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	AS	RS
7/1/22	During travel, staff will have school's first aid kit in his/her possession or immediately available.	AS	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	AS	RS
7/1/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	AS	RS
NA	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	AS	RS
NA	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	AS	RS
7/1/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	AS	RS
7/1/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	AS	RS
NA	Students must have travel insurance for travel out of lower 48 states.	AS	RS
7/1/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	AS	RS

APPROVED:

Site Principal: Robert Standish

Date: 7/1/22

Teacher/Staff: Alissa Sarvinski

Date: 7/1/22

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

California Polytechnic State University State Finals Career Development Events FFA

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This is a student career development event opportunity for our students to discover what they want to do in the future. Our students will be competing in contests including, agriculture mechanics, welding, farm power, small engines, forestry, dairy cattle and products and floral.

HISTORY:



Annual Trip



First Year Attending



Other: _____

HOW MUCH:

\$125 per student paid for my Eureka FFA and the Eureka FFA Booster Club.

Name: Eureka Agriculture Department/ Alissa Sarvinski

Dates of Trip: May 5-7, 2023

Destination: San Luis Obispo

Club/Organization: Eureka FFA

What means of transportation: school vans, parent vehicles

Number of students participating: 20-30

Briefly describe the details of the trip (chaperone, lodging, etc.):

All three agriculture teachers will be chaperoning along with occasionally parents or active community member coaches. We will be staying at the Lexington Inn in San Luis Obispo.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	AS	RS
7/1/22	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	AS	RS
7/1/22	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	AS	RS
7/1/22	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	AS	RS
7/1/22	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	AS	RS
7/1/22	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	AS	RS
7/1/2022	During travel, staff will have school's first aid kit in his/her possession or immediately available.	AS	RS

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
7/1/22	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	AS	RS
7/1/22	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	AS	RS
NA	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	AS	
NA	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	AS	RS
7/1/22	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	AS	RS
7/1/22	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	AS	RS
NA	Students must have travel insurance for travel out of lower 48 states.	AS	RS
7/1/22	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	AS	RS

APPROVED:

Site Principal: Robert Standish

Date: 7/1/22

Teacher/Staff: Alissa Sarvinski

Date: 7/1/22

Director of Personnel:

Date:

AGENDA ITEM

Agenda Title: Approval of Change Order No. 3: EHS Gymnasium Project

Meeting Date: August 4, 2022

Item: Discussion/Action

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to approve Change Order No. 3 for the EHS Gymnasium project.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The justifications for Change Order No. 3 are delineated in the attached document.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 19: New and Modernized Facilities

HISTORY *(list previous staff or board action(s) with dates if possible)*

The Board approved the low bid awarding the Eureka High School Gymnasium project to Thompson Builders Corporation at the April 29, 2021, meeting.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Total additive cost for Change Order No. 3 is \$57,435.

WHO *(list the name of the contact person(s), job title, and site location)*

Paul Ziegler, Assistant Superintendent of Business Services

ATTACHMENTS:

Description

- ▣ Change Order No. 3

CHANGE ORDER

AIA DOCUMENT G701

OWNER	<input checked="" type="checkbox"/>
CONTRACTOR	<input checked="" type="checkbox"/>
ARCHITECT	<input checked="" type="checkbox"/>
FIELD	<input type="checkbox"/>
INSPECTOR	<input checked="" type="checkbox"/>

PROJECT:
Eureka High School
1915 J Street
Eureka, CA 95501

Change Order Number: 003

Date: July 26, 2022

Architect's Project No. EC17.03.54

TO CONTRACTOR:
Thompson Builders Corporation
5400 Hanna Ranch Road
Novato, CA 94945

Contract Date: May 10, 2022

Contract For: Construction of New Gymnasium
and Site Work

- 3.1 SHEETS H1.2, H1.3, H8.2, H8.8 and AD.14 (CPE 03/PR No. 2)
- a. Along the west wall of rooms 109 and 132 construct a type "E" furred wall.
 - b. Details 14, 15, 20/AD.14 – Add (2) 600S200-68 studs at each lower bleacher anchoring point with anchors into the concrete slab per DSA approved CCD No. 8.

Requested By: District, Architect

Reason: The diagonal BRB braces occur along these wall lines. The furred wall will be constructed to conceal the BRB braces and allow the walls surface to be used for instructional purposes. The additional studs at the lower bleacher attachment point to the building on the north and south walls is required to address DSA plan check comments from their deferred approval of the bleacher design to meet the high seismic design factors for the Eureka area.

Add \$11,375.00

- 3.2 SHEETS C.1.7 and AS.4.1 (CPE 04/PR No. 3)
- Furnish and install a back flow device on the domestic water line on the house side of the meter per City of Eureka Detail W-50 with a concrete pad.

Requested By: Contractor, Architect, District

Reason: The City of Eureka is requiring a backflow device be installed on the domestic water line before they will allow the water line to be connected to the city water main.

Add \$24,284.00

- 3.3 Provide 22 additional sheets of the Hardie Reval wall panels to the district. (CPE 5/PR No. 4)

Requested By: district

Reason: The Hardie Reval panels are no longer being manufactured by Hardie. The district wanted to obtain additional wall panels to place in storage for future use as repairs are needed.

Add \$ 6,430.00

- 3.4 SHEET AD.1 (CPE 11/CCD No. 3)
- a. Details 14/AD.1 & 19/AD.1
Furnish and install vapor retarder at the base of the pilasters per drawings ASK-15 and ASK-15A
 - b. Details 16 through 20/AD.1
Furnish and install a continuous vapor retarder at the base of the exterior walls along the perimeter of the building.

Requested by: District, Contractor, Architect

Reason: The district requested an additional continuous layer of protection at the base of the exterior walls to help intrusion of water into the building

Add \$3,759.00

- 3.5 SHEET M3.1 (CPE 14/RFI 190)
- Off-set the supply air duct drop through the roof for HV-1.

Requested by: Contractor, Architect

Reason: There is a conflict between the supply air duct connection to the bottom of the mechanical unit HV-1 and a steel roof beam. In order for the duct to clear the steel beam and drop down into the building an horizontal offset needs to be added within the roof curb.

Add \$3,243.00

- 3.6 SHEETS E005 and E205 (CPE 18/PR No. 10)
- a. Adjust the ampere of the circuit breakers in Panel M1 serving mechanical units HV-2, HV-3, HV-5, HV-6, HP-2, HP-3
 - b. Adjust the ampere of the circuit breakers in Panel M2 serving mechanical units HV-1, HV-7, HV-8, HP-4, HP-5. Add power to unit HP-1.
 - c. Adjust the ampere of the circuit breaker in Panel L serving mechanical unit HV-7.

Requested By: Contractor, Architect

Reason: The actual ampere load for these mechanical units were different than the design loads provided. The breaker ampere rating must be changed to meet the requirements for these units.

Add \$8,344.00

Total Additive Cost for this Change Order Add \$ 57,435.00

Change Order No. 3
Gymnasium at
Eureka High School
Eureka City Schools District
Project No. EC17.03.54
July 26, 2022
Page - 3

NOT VALID UNTIL SIGNED BY THE OWNER, ARCHITECT AND CONTRACTOR

The original **(Contract Sum)** was ----- \$ 24,293,000.00
Net Change by previously authorized Change Orders ----- \$ 30,090.00
The **(Contract Sum)** prior to this Change Order was ----- \$ 24,323,090.00
The **(Contract Sum)** will be **(increased)** by this Change Order in the amount of ----- \$ 57,435.00
The new **Contract Sum** including this Change Order will be ----- \$ 24,380,525.00
The Contract Time will be **(unchanged)** by 0 Calendar Days (0 Working Days). ----- (0) days.
The date of Substantial Completion for Phase One, Increments No. 1 and No. 2 as of
the date of this Change Order therefore is ----- October 6, 2022

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

ARCHITECT

F F & J Architects, Inc.
2101 Geer Road, Suite 308
Turlock, CA 95382

CONTRACTOR

Thompson Builders Corporation
5400 Hanna Ranch Road
Novato, CA 94945

OWNER

Eureka City Schools
2100 J Street
Eureka, CA 95501

By  _____

Date 7/26/2022

By _____

Date _____

By _____

Date _____

AGENDA ITEM

Agenda Title: Employment Contract for the Assistant Superintendent of Educational Services
Meeting Date: August 4, 2022
Item: Discussion/Action

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to discuss and approve the Employment Contract for the Assistant Superintendent of Educational Services.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Historically, the assistant superintendent positions have been included in the Classified and Certificated Management Salary Schedules. Beginning in April 2014, contracts were established for the positions of Assistant Superintendent to Business Services and Assistant Superintendent of Educational Services.

STRATEGIC PLAN/PRIORITY AREA:

HISTORY *(list previous staff or board action(s) with dates if possible)*

Last approved by the Board on November 18, 2021.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Contract will be added to the Board pack prior to or at the Board meeting.

WHO *(list the name of the contact person(s), job title, and site location)*

Fred Van Vleck, Superintendent

ATTACHMENTS:

Description

- ▢ Contract

EUREKA CITY SCHOOLS
Assistant Superintendent Employment Agreement

This Employment Agreement ("Agreement") is made and entered into on August 4, 2022 by and between the Governing Board of Eureka City Schools ("District" or "Board") and Gary Storts, Assistant Superintendent of Educational Services ("Assistant").

1. **Term.** Pursuant to Education Code section 35031, the District hereby employs Assistant for a period commencing on July 1, 2022 and terminating on June 30, 2025, subject to the terms and conditions set forth below. This Agreement supersedes all prior contracts of employment.
2. **Salary.**
 - a. **Initial Base Salary.** For the 2022-23 school year, the Assistant shall be compensated in an amount equal to 77% of the Superintendent's base salary. For the 2022-23 school year, Assistant's salary will be \$178,795 and will be adjusted as described below for subsequent school years.
 - b. Once the Superintendent's base annual salary is determined for each fiscal year, the annual salary for the Assistant shall be calculated, and applied. The application of the 77% of the Superintendent's base salary shall never result in a decrease in the salary for the Assistant.
 - c. The Assistant's salary represents payment consistent with his duties as a senior management employee exempt from overtime. Should the application of the factor above result in an increase that exceeds the California Consumer Price Index for Urban Wage Earners and Clerical Workers as calculated by the Department of Industrial Relations, the increase in excess of this amount shall not take effect until action is ratified by a majority of the Board to increase the salary in a public session at a regularly scheduled meeting of the Governing Board.
 - d. The salary shall be payable in twelve (12) equal monthly payments. When only a portion of any year or month is served, the Assistant Superintendent's salary shall be prorated to reflect such service. The Governing Board reserves the right to increase the Assistant Superintendent's contract, with mutual consent of the Assistant Superintendent and ratification of the Governing Board. It is further

provided, however, that by doing so, it shall not be considered that a new contract has been entered into or that the termination date of the existing contract has been extended.

3. **Fringe Benefits.**

- a. **Fringe Benefits.** The Assistant shall receive District-paid health, dental, vision and other fringe benefits, including Post Retirement Employee Benefits, in the same manner and subject to the same limitations as other District administrative employees.
- b. **Auto Allowance.** The Assistant is required to have a vehicle available to exercise the powers and to perform the duties of his position. In order to reimburse the Assistant for this vehicle requirement, the Assistant shall be entitled to a monthly allowance of \$400.
- c. **Necessary Expenses.** The District shall reimburse the Assistant for actual and necessary expenses incurred by the Assistant within the scope of his employment (except mileage reimbursement for automobile travel expenses within Humboldt County) so long as such expenses are permitted by the District policy or incurred with prior approval of the Superintendent. For reimbursement, the Assistant shall submit and complete expense claims in writing in accordance with the District's policies, rules and regulations. The Assistant's expense claims shall be supported by appropriate written documentation verifying the contents of the report prior to authorization for reimbursement.
- d. **Community Service Stipend.** Assistant shall be paid a stipend in the amount of fifty dollars (\$50) per month for expenses incurred incidental to District business which may include, but not be limited to, costs incurred in participating in local community events, including community events that are not specifically tied to the District but which are reasonably related to the District's mission and goals as a public school district. Applicable expenses include but are not limited to meals, membership fees and registration costs and other miscellaneous costs incurred in connection with community events and promoting the District.
- e. **Membership and Dues.** The District shall pay the annual membership dues for Assistant's membership in the Association of California School

Administrators, and one other professional organization, selected by the Assistant and with prior approval by the Superintendent, during each year of this Agreement.

- f. Data/Cell Phone. With the understanding the Assistant is expected to be available 24/7 by email and phone, the District shall provide a monthly payment of one hundred dollars (\$100) to help offset such expenses.
 - g. Retirement. This position is considered a certificated position and Assistant is provided retirement through CalSTRS.
4. **Duties**. The Assistant shall perform all duties prescribed by law, applicable policies and regulations of the District, all duties specified in the Assistant's job description, and such other duties as may be directed by the Superintendent. This position is considered a certificated position and as such the Assistant is required to maintain an administrative credential. Essential to the duties of this position are the organization, direction, and oversight of the educational program of the District and the Assistant is also responsible for design, direction and implementation of educational programs.
5. **Outside Professional Activities**. By prior approval of the Superintendent, the Assistant may undertake for consideration outside professional activities, including consulting, speaking and writing. The Assistant's outside professional activities shall not interfere with Assistant's ability to satisfactorily perform the duties of the position, as solely and exclusively determined by the Superintendent. The Assistant agrees that he will not utilize District staff or property in performing these outside activities without prior written approval by the Superintendent. In no case will the District be responsible for any expenses attendant to the performance of such outside activities unless prior approval is obtained.
6. **Evaluation**. The Superintendent shall evaluate the performance of the Assistant. The evaluation shall be in writing, include a personal conference, and encompass the duties, goals, and expectations for the position. The evaluation procedures shall be set forth exclusively by the Superintendent and shall be the exclusive means by which the Assistant is evaluated and are intended to supersede any other provisions concerning evaluation which might exist in applicable law or by virtue of any District rules, regulations, policies or

other agreements. Any failure on the part of the Superintendent to meet the requirements or deadlines set forth in this Agreement shall not release the Assistant from fully and faithfully performing the services required to be performed under this Agreement or constitute a default by District of its obligations under this Agreement.

7. Termination of Agreement.

- a. Mutual Consent. This Agreement may be terminated at any time by mutual consent of the Board and the Assistant.
- b. Retirement or Death. This Agreement may be terminated at any time upon the Assistant's retirement or death.
- c. Non-Renewal of Agreement by the District. The Board may elect not to renew this Agreement by providing written notice to the Assistant in accordance with Education Code section 35031 (currently 45 days prior notice) in advance of the expiration date of the term as stated in Section 1, Term above. The Assistant shall notify the Superintendent and the President of the Board, in writing, ninety (90) days before expiration of the term of this Agreement that the Agreement will renew for an additional term if a notice is not given forty-five (45) days before expiration of this Agreement. The Assistant's failure to provide the above-mentioned notice may be a material breach of a condition of this Agreement and may constitute grounds for dismissal, independent of any other grounds.
- d. Termination for Cause. The Assistant may be terminated by the Board at any time for, but not limited to, breach of this Agreement, any ground enumerated in the Education Code or Board Policy, the Assistant's unsatisfactory performance, the Assistant's failure to perform his responsibilities, or for other conduct which is seriously prejudicial to the District. The Board shall not terminate this Agreement pursuant to this paragraph until a written statement of the charges has first been served upon the Assistant. The Assistant shall then be entitled to a conference with the Board in closed session, at which time the Assistant shall be given a reasonable opportunity to address the Board's concerns. The conference shall not be conducted as an administrative evidentiary hearing and there shall be no use of witnesses. The Assistant shall have the right to be

represented by counsel of the Assistant's choice at the Assistant's expense. The Assistant shall have a reasonable opportunity to fully respond to all matters raised in the statement of charges, and shall have the opportunity to introduce documentary evidence. If the Board, after considering all evidence presented, decides to terminate this Agreement, it shall provide the Assistant with a written decision. The decision of the Board shall be final. The Assistant's conference with the Board shall be the Assistant's exclusive right to any conference or hearing otherwise required by law. The Assistant knowingly waives any other rights that may be applicable to his termination.

- e. Early Termination. The Board may, for any reason, without cause or a hearing, terminate the Agreement at any time. In consideration for exercise of this right, the District shall pay to Assistant for the remainder of the unexpired term of this Agreement, or twelve (12) months, whichever is less, a sum equal to the difference between Assistant's gross monthly base salary at the salary rate in effect during the Assistant's last month of service and the amount which Assistant earns from any other employment-related source (whether as employee, independent contractor, consultant or self-employed).

The payments made pursuant to this early termination provision may be made in a lump sum or on a monthly basis, at the District's sole election. If a lump sum payment is made it will be considered as severance pay and not subject to a CalSTRS contribution. If the payment is made on a monthly basis, the District makes no representation as to whether CalSTRS will accept the time and contribution as meeting CalSTRS requirements for creditable income and/or service. The Assistant shall also be entitled to District paid health benefits, as those benefits may change from time-to-time for a period of nine (9) months or until the Assistant obtains other employment, which provides health benefits or the unexpired portion of this contract, whichever occurs first. All payments made pursuant to this early termination provision shall be subject to all of District's regular payroll deductions and shall be treated as salary payments.

As a condition of payment hereunder, the Assistant shall be obligated to seek other employment and he shall notify the District immediately if he earns income from any employment-related activity. The Assistant's failure to notify the District of earned income from any employment-related activity may constitute a waiver and release of the District for an equal amount in a subsequent month.

The parties agree that damages to the Assistant which may result from the Board's early termination of this Agreement cannot be readily ascertained. Accordingly, the parties agree that the damage payments made pursuant to this early termination clause, along with the District's agreement to provide paid health benefits, constitutes reasonable liquidated damages for the Assistant, fully compensates the Assistant for all tort, contract, employment and other damages of any nature whatsoever, whether in law or equity, and does not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes the Assistant's sole remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code sections 53260 *et seq.*, to the extent applicable.

As an alternative to the above, the Board may at any time with sixty days' notice to the Assistant, decide for any reason to reassign the Assistant to a different position with different duties for the remainder of the unexpired term of this Agreement. In consideration for the exercise of this right, the District shall continue to pay Assistant his full salary and benefits under this Agreement for the remaining term of this Agreement.

- f. Unilateral Termination. Assistant may, at his option, unilaterally terminate this Agreement by giving ninety (90) days written notice that he will not fulfill the obligations of this Agreement and that he wishes to be relieved of his contract for the remainder of the period of the Agreement.

- g. Disability. Upon written evaluation by a licensed physician designated by the District indicating the inability of the Assistant to perform the essential functions of his position with or without reasonable accommodation as a result of a physical or mental disability, this Agreement may be immediately terminated by the Board upon thirty (30) days written notice to the Assistant.
- h. Reimbursement of Funds. This Agreement is subject to the provisions of Government Code sections 53243-53243.4. If this Agreement is terminated, Assistant shall reimburse District in full for any cash settlement related to the termination if the Assistant is convicted of a crime involving an abuse of his office or position. If the Assistant is placed on paid leave pending an investigation and is convicted of a crime involving an abuse of his office or position, the Assistant shall fully reimburse the District for any salary and health and welfare benefits paid to or for him during the leave period. If the District provides funds for the legal criminal defense of the Assistant and the Assistant is convicted of a crime involving an abuse of his office or position, the Assistant shall fully reimburse the District for all funds paid for the Assistant's criminal defense. For purposes of this paragraph, "abuse of office or position" is defined in Government Code section 53243.4.
8. Sick Leave. The Assistant shall be allocated twelve (12) days of sick leave annually. This sick leave may be accumulated indefinitely but in no event shall the District make a cash payment to the Assistant for accumulated and unused sick leave.
9. Holidays. The Assistant shall schedule non-work days on all holidays granted to the District's certificated and classified employees.
10. Work Year. The Assistant shall be required to serve during all twelve (12) months of the school year, including at least two hundred and twenty (220) days of full and regular service during each annual period covered by this Agreement. The Assistant shall not receive, earn, or accrue paid vacation.
11. Notification of Absence. If the Assistant plans on being absent from the District more than five (5) continuous workdays, the Assistant shall notify the Superintendent and the absence will require approval of the Superintendent in advance.

12. **Annual Reporting Requirements.** The Assistant shall report to the Superintendent in writing on an annual basis, and receive the approval of the Superintendent, for the Assistant's use of sick leave and the total number of days worked.
13. **Professional Meetings and Memberships.** The Assistant is expected to attend appropriate professional meetings at local, state and national levels. Prior approval of the Superintendent shall be obtained when the Assistant attends a function outside of the state. The Assistant shall endeavor to maintain and improve his professional competence including subscription to, and reading of, appropriate periodicals, maintenance of membership in appropriate professional organizations, attendance in education programs, and attendance at professional meetings at the local, state, and national level. The expense of said subscriptions, membership and attendance shall be paid by the District, upon approval of the Superintendent.
14. **General Provisions.**
- a. **Governing Law.** This Agreement, and the rights and obligations of the parties shall be construed and enforced in accordance with the laws of the State of California. The venue for such enforcement shall be in Humboldt County, California.
 - b. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
 - c. **No Assignment.** The Assistant may not assign or transfer any rights granted or obligations assumed under this Agreement.
 - d. **Modification.** This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both parties.
 - e. **Exclusivity.** To the extent permitted by law, the parties intend and agree that the employment relationship between the District and the Assistant shall be governed exclusively by the provisions of this Agreement.
 - f. **Management Hours.** The parties recognize that the demands of the position will require Assistant to work during non-school hours, evenings, and, as

such, the parties agree that Assistant shall not be entitled to overtime compensation.

- g. Construction. The parties shall be deemed to have participated equally in the preparation of this Agreement. The rule of construction that ambiguities are to be construed against the preparer shall not apply.
- h. Board Approval. The effectiveness of this Agreement shall be contingent upon approval by District's Board in open session as required by law.
- i. Execution of Other Documents. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- j. Severability. All agreements and covenants contained herein are severable in that in the event any of them shall be held invalid by any competent Court, the remaining portions of the Agreement shall continue in full force and effect.
- k. District Technology & Devices. The District may provide Assistant a District-owned laptop computer, tablet or other devices (each a "Technology Device") and shall pay all costs associated with the use and maintenance of Technology Devices. The Assistant shall use all Technology Devices and other District technology such as email accounts in accordance with District policies and legal requirements. All Technology Devices are the property of the District and the District shall have the sole right to control access to, and use of, Technology Devices. The Assistant agrees to sign all technology use agreements or other forms that are required of other District employees. Assistant agrees to conduct all District business on a District Technology Device or, if the Assistant conducts District business on a private device or account, the Assistant shall forward or save all work-related communications requiring preservation according to District policy or law to a District account so that all communications related to the District's business are available to the District irrespective of the form of communication or device/account used.

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed above.

I have not entered into an Agreement of employment with the Governing Board of another school district or any other employer that will in any way conflict with the terms of this employment agreement.

DATED: August____, 2022

DISTRICT APPROVAL:

Gary Storts
Assistant Superintendent
Educational Services

Fred Van Vleck, Ed.D.
Superintendent

DATE OF GOVERNING BOARD APPROVAL: August 4, 2022

AGENDA ITEM

Agenda Title: New Classified Management Job Description - Executive Director of Personnel Services and Public Affairs
Meeting Date: August 4, 2022
Item: Discussion/Action

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Board is asked to approve a new job description for the Executive Director of Personnel Services and Public Affairs. This is a Classified Management position.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

A new Executive Director of Personnel Services and Public Affairs position is created to add a higher level Personnel Management position. The Executive Director is directly responsible for and/or oversees all duties related to personnel and public affairs including recruitment, retention, employee relations, union negotiations and labor relations, communications, and more.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 7: Human Resources

HISTORY *(list previous staff or board action(s) with dates if possible)*

N/A

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

The recommended placement for the Executive Director of Personnel Services and Public Affairs in Classified Management, Class VIII, 220 work days.

WHO *(list the name of the contact person(s), job title, and site location)*

Fred Van Vleck, Ed.D., Superintendent

ATTACHMENTS:

Description

▢ Job Description

EXECUTIVE DIRECTOR OF PERSONNEL SERVICES AND PUBLIC AFFAIRS

Purpose Statement

The job of Executive Director of Personnel Services and Public Affairs was established for the purpose(s) of directing personnel programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serving as a member of the Cabinet, Executive, and Leadership Teams. The Executive Director is responsible for ensuring the schools and District are staffed with qualified personnel who demonstrate the professional knowledge and expertise critical to the success of the District's instructional and operational programs, and serves in a leadership role for the public relations and marketing of Eureka City Schools—its programs, mission and goals. The Executive Director is responsible for the development and marketing of all media and advertising and oversees the development and delivery of information both internally and externally.

Essential Functions: Specific duties include:

- Administers a wide variety of personnel policies, processes and employment agreements (e.g., recruitment, selection, hiring, orientation, labor and employment contracts, compensation schedules) for the purpose of conforming to District policies, relevant laws, contracts and agreements.
- Develops and implements a comprehensive workforce strategy that is aligned with the District's strategic goals established by the Board of Education.
- Collaborates with internal and external personnel (e.g., other administrators, auditors, public agencies, community members) for the purpose of implementing and/or maintaining services and programs.
- Consults and advises administrators on a wide variety of sensitive personnel issues (e.g. discipline, hiring, promotions, return to work) for the purpose of assisting in effective decision making and enforcing all relevant policies, procedures and regulations.
- Coordinates the recruitment process (advertising vacancies, screening applicants, conducting interviews, making recommendations for hire, new employee orientation, etc.) for the purpose of maintaining a highly qualified staff.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services including established timeframes and in compliance with related requirements achieving organizational objectives, and ensuring compliance with legal, financial, and District requirements.
- Prepares recommendations and presentations for the Board of Education and communicates personnel information requested by the Board of Education.
- Facilitates meetings, workshops (e.g., personnel actions, regulatory requirements, actions involving outside agencies, inter-district needs) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Investigates grievances and/or complaints from employees (e.g., sexual harassment, pay and/or assignment disputes) for the purpose of reaching resolutions that provide a healthy work environment.
- Investigates complaints (from employees, parents, community members) against employees

(e.g., sexual harassment, inappropriate actions, etc.) for the purpose of determining the facts and reaching resolutions that provide a healthy work and educational environment.

- Maintains manual and electronic documents, files and records (e.g., background information, personnel files, vacancy listings, applicant tracking, substitute acquisition system, website) for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines.
- Monitors a variety of processes (e.g., certificated and classified posting process, interview schedules, substitute placement, certified and classified placements, personnel transfers, new employee orientation, departmental procedures, unemployment claims) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and complying with licensing, legal, and/or administrative requirements.
- Ensures that non-reelects, temporary releases, and layoffs are conducted consistent with Education Code and collective bargaining agreements.
- Monitors departmental budget allocations, expenditures and related financial activities for the purpose of ensuring that allocations are accurate, expenses are within budget limits, and/or fiscal practices are followed.
- Serves as the lead negotiator in collective bargaining processes for the purpose of representing the District in negotiations and labor agreements.
- Participates in meetings, workshops, job fairs and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Works with Business Services to maintain position control.
- Performs personnel administrative functions (e.g., hiring, training, supervising, evaluating, providing professional development opportunities) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and ensuring department/program outcomes are achieved.
- Prepares a wide variety of complex written materials (e.g., plans, budgets, funding requests, investigative reports, analyses, recommendations, procedures) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the District's goals and objectives.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc., for the purpose of developing new programs/services; ensuring compliance with legislative requirements; securing general information for planning; and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g., staffing, conflicts in policies and regulations, community concerns, parental requests) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan.
- Responsible for annual employee orientation and annual employee notifications.
- Provides input on Board Policies and Administrative Regulations related to Personnel and Collective Bargaining Agreements to ensure legal compliance, implementation, and consistent District practices.
- Monitors and reports out to the Board on employee evaluation completions for classified, certificated, confidential, and management employees.

- Develops, implements, and manages a comprehensive annual communications/marketing plan and calendar.
- Develops, implements, and evaluates activities in support of the District's marketing and external communication plan, as well as the internal communication plan.
- Coordinates all District advertising and promotion.
- Works with numerous community and business groups to assure the District's representation at community events.
- Represents the District in the community, at public events and throughout the District, speaking to groups as requested.
- Works closely with the Superintendent and the Executive Team on all activities and events necessary to maintain a positive public image for the District.
- Informs the Superintendent of public opinion regarding the District.
- Coordinates the development, editing, printing of all publications and the District's website.
- Oversees the content of the District's website, webpages, and social media tools on behalf of the District.
- Reviews every District advertisement and photo release to ensure brand compatibility and standards conformity prior to publishing.
- Works closely with the Executive Team to devise strategies to promote recruitment, retention, programs, and achievements.
- Coordinates general advertising (e.g., print, broadcast, electronic message board, and outdoor advertising) for the District.
- Coordinates special events for the District such as the annual employee-of-the-year awards.
- Serves on District committees as assigned.
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, or other employees.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
- Performs other duties as assigned.

Other functions:

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, highly complex, technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records and reports; planning and managing projects; developing effective working relationships; administering District policies and procedures and personnel processes; analyzing; effective listening; facilitating meetings; interpersonal aptitude; leadership; managing staff/performance; monitoring activities; and personnel administration. Use of technology to manage data and information.

KNOWLEDGE is required to perform high-level math skills; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-

based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, District policies, regulations and/or laws; English grammar/punctuation/spelling/vocabulary; office equipment/software; and office practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment and software. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: quick and accurate decision making; communicating with diverse groups; meeting deadlines and schedules; working with detailed information; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, dexterity and repetitive use of the hands. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed in a clean atmosphere, under minimal temperature variations, and with some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise).

Experience

Master's degree in Human Resources, Educational Leadership, or a related field, or seven or more years of increasingly responsible experience in personnel/human resources, with at least five years of upper-level management experience in public education administrative or supervisory position.

Knowledge and understanding of all current Federal, State, and local policies including but not limited to: Board Policies, Administrative Regulations, Executive Orders, California Education Code, Labor Law, and the Health and Safety Code.

Ability to bring diverse cultural and ethnic perspectives to the District while focusing on practices and policies that provide equitable opportunity, access, experience, and achievement for all.

Work Schedule

220 Days

Certificates & Licenses

Valid California Driver's License

Continuing Educ./Training

Desire to continue career improvement

Clearances

Criminal Justice/Fingerprint Clearance

FLSA Status

Exempt

Salary Schedule

Classified Management, Class VIII

AGENDA ITEM

Agenda Title: New Classified Job Description – School
Custodian/Trainer/Rover
Meeting Date: August 4, 2022
Item: Discussion/Action

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Board is asked to approve the job description for a new classified position—School Custodian/Trainer/Rover. This is a Districtwide position and is expected to fill in or train personnel at any site across the District. Hours may be flexed as needed to cover the various needs. This job description was shared with CSEA for review and approval.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

There is a need for this position to provide a support, leadership, and training role for the custodial staff. The School Custodian/Trainer/Rover will lead by example, train new custodial staff, and help establish expectations, working at various sites in the District to provide services as needed.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 7: Human Resources

HISTORY *(list previous staff or board action(s) with dates if possible)*

N/A

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Classified Range 14

WHO *(list the name of the contact person(s), job title, and site location)*

Renae M. Will, Director of Personnel Services and Public Affairs

ATTACHMENTS:

Description

- ▣ School Custodian/Trainer/Rover

School Custodian/Trainer/Rover

PURPOSE STATEMENT:

The job of School Custodian/Trainer/Rover is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities, and events; minimizing property damage, loss, and liability exposure; ensuring that assignments are completed in a safe, proper, and timely manner, and overseeing, supporting, and providing training and guidance to other custodial staff assigned to various sites in the performance of their assignments.

ESSENTIAL FUNCTIONS:

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities, and special events.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends training classes (e.g. bloodborne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Coordinates scheduled special events, meetings, etc. for the purpose of ensuring availability of facilities and/or equipment. Delivers various items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.
- Trains, directs, and supports custodial personnel as assigned for the purpose of maximizing the efficiency of the custodial work force and meeting shift requirements.
- Informs students, other site personnel, and supervisors for the purpose of providing information regarding activities, safety, and/or proper maintenance of facilities.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations and maintained in an attractive and clean condition, while identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Orders supplies and maintains equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Prepares documentation (e.g. schedules, work orders, requisitions, etc.) for the purpose of providing written support and/or conveying information.
- Prepares and/or secures facility for daily operations (e.g. opening and closing gates, building access doors, arming and disarming security systems, raising and lowering flags, minor repairs, etc.) for the purpose of ensuring school facilities are operational and safe for occupancy.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds for the purpose of minimizing property damage, loss and/or liability, and ensuring safety at work site.
- Trains assigned personnel (proper cleaning technics of restrooms, floors, windows, carpets as well as the

proper use of cleaning solvents, equipment, etc.) for the purpose of developing professional skills and safety awareness.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: maintaining and operating equipment used in industrial cleaning and maintenance; adhering to safety practices; handling hazardous materials safely; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning; safety practices and procedures.

ABILITY is required to read and understand written equipment operators manuals; reads and understands product labels to include proper use, mixing instructions, protective equipment needs, health hazards, first aid requirements, and proper disposal technics; conveys clear & precise instructions, both in written and verbal form to others; schedules a number of activities; gathers, collates, and/or classifies data; and coordinates a significant number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances; analyzes data utilizing defined and similar processes; and uses equipment for a variety of purposes under different conditions that requires an understanding of various methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; works with data of different types and/or purposes; and utilizes a wide variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action, and reach solutions; with data it is limited; and with equipment it is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions.

Responsibility

Responsibilities include: working under limited supervision; training and directing other persons within a small work unit; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the District's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 5% sitting, 70% walking and 25% standing. The job is performed under some temperature extremes, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in varying atmospheric conditions.

Experience: Job Related Experience with increasing levels of responsibility is required.

Education: High School Diploma or Equivalent.

Required Testing

Pre-employment Proficiency Exam

Continuing Educ. / Training

As needed

FLSA Status Non Exempt

Salary Grade Classified Range 14

Certificates & Licenses

CPR/First Aid Certificate

Valid CA Driver License

First Aid/CPI Training*

*To be completed within the first 6 months or 130 days of employment.

Clearances

Criminal Justice/Fingerprint Clearance

AGENDA ITEM

Agenda Title: Revised Classified Job Descriptions: Early Education Assistant and Restorative Practices Support Specialist
Meeting Date: August 4, 2022
Item: Discussion/Action

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Board is asked to approve two revised classified job descriptions. The content remains relatively the same with minor changes in job titles and language. The Board is asked to approve the title change from Children's Center Assistant to Early Education Assistant. The Board is also asked to approve the title change from Restorative Justice Support Specialist to Restorative Practices Support Specialist.

The new job descriptions were provided to CSEA for review and approval.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The change to Early Education Assistant allows for more flexibility in hiring and in the classrooms supported. This position can be used to support preschool and Transitional Kindergarten classrooms.

The suggestion to replace the word "Justice" with the word "Practice" is intended to sound more favorable. Justice can imply punishment and has a negative connotation in some environments. It is beneficial to focus on Restorative Practices in our educational programs.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 7: Human Resources

HISTORY *(list previous staff or board action(s) with dates if possible)*

N/A

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

N/A

WHO *(list the name of the contact person(s), job title, and site location)*

Rena M. Will, Director of Personnel Services and Public Affairs

ATTACHMENTS:

Description

- ▣ Early Education Assistant - Revisions for Review
- ▣ Early Education Assistant - Final Version for Approval
- ▣ Restorative Practices Support Specialist - Revisions for Review
- ▣ Restorative Practices Support Specialist - Final Version for Approval

JOB DESCRIPTION Eureka City School District

Children's Center Early Education Assistant

PURPOSE STATEMENT:

The job of Children's Center Early Education Assistant is done for the purpose/s of assisting in the supervision and instruction of preschool and Transitional Kindergarten (TK) children; relieving teachers of clerical tasks; and assisting children by providing for health care needs.

ESSENTIAL FUNCTIONS:

- Assists preschool/TK children (e.g. hygiene needs, basic cognitive, motor, and social skills, meals/snacks, etc.) for the purpose of developing children's daily living and behavioral skills.
- Cleans work areas (e.g. tables, floors, changing tables, playground equipment, storage, etc.) for the purpose of maintaining a sanitary environment.
- Demonstrates appropriate manners, behavior, language, social skills. etc. for the purpose of addressing the individual needs of the children.
- Evaluates situations (e.g. children's' release, disciplinary problems, hazardous conditions, unstable/volatile family situations, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Monitors with children in various activities (e.g. snack time, lunch time, toileting, group or individual play, nap time, etc.) for the purpose of providing for a safe and positive learning environment.
- Participates In various meetings (e.g. staff, parents, families, etc.) for the purpose of sharing information and/or Improving one's skill/knowledge.
- Performs record keeping and clerical functions (e.g. Attendance, curriculum, statistical and operational reports, library materials copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Sets Up up for snacks in morning and afternoon, lunch, and naps for the purpose of providing for adequate preparation for activities.

OTHER FUNCTIONS:

- Administers first aid/ medicine and visual checks to children as may be required for the purpose of meeting immediate health care needs.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

JOB REQUIREMENTS: MINIMUM QUALIFICTIONS

Skills, Knowledge and Abilities

SKILLS are required to perform single technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in a preschool program: administering first aid; adhering to safety practices.

KNOWLEDGE is required to perform basic math; interpret written procedures. Writes routine documents and speaks clearly; and solves practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities; stages of child development; safety practices and procedures; curriculum; behavior modification.

ABILITY is required to schedule activities; gathers, collates, and/or classifies data; and coordinates a number of factors in the use of equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals and/or groups; works with data of different types and/or purposes; and utilizes a variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job Include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team.

Responsibility

Responsibilities include: Working under limited supervision: providing information and/or advising other persons: and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's function. There is a continual opportunity to impact the ~~Organization~~ District's services.

Working Environment

The usual and customary methods or performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling, some climbing and balancing: significant stooping, kneeling, crouching and/or crawling significant reaching, handling, fingering and/or feeling. Generally the job requires 34% sitting, 33% walking and 33% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, Infectious disease, high decibel noise, etc.), and in a clean atmosphere.

Experience

Job Related Experience with increasing levels of responsibility is required.

Education

High School Diploma or Equivalent.

Required Testing

Pre-employment Proficiency Exam

Continuing Educ.

Training

12 ECE Units is preferred

Certificates & Licenses

CPR/First Aid Certificate*

Associate Teacher Permit

High School Diploma or Equivalent

CPI Training*

Clearances

Criminal Justice/Fingerprint Clearance

FLSA Status

Non Exempt

Salary Grade

Classified Range 4

*Completed within first 6 months or 130 days of employment.

JOB DESCRIPTION

Eureka City Schools

Early Education Assistant

PURPOSE STATEMENT:

The job of Early Education Assistant is done for the purpose/s of assisting in the supervision and instruction of preschool and Transitional Kindergarten (TK) children; relieving teachers of clerical tasks; and assisting children by providing for health care needs.

ESSENTIAL FUNCTIONS:

- Assists preschool/TK children (e.g. hygiene needs, basic cognitive, motor, and social skills, meals/snacks, etc.) for the purpose of developing children's daily living and behavioral skills.
- Cleans work areas (e.g. tables, floors, changing tables, playground equipment, storage, etc.) for the purpose of maintaining a sanitary environment.
- Demonstrates appropriate manners, behavior, language, social skills. etc. for the purpose of addressing the individual needs of the children.
- Evaluates situations (e.g. children's' release, disciplinary problems, hazardous conditions, unstable/volatile family situations, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Monitors children in various activities (e.g. snack time, lunch time, toileting, group or individual play, nap time, etc.) for the purpose of providing for a safe and positive learning environment.
- Participates In various meetings (e.g. staff, parents, families, etc.) for the purpose of sharing information and/or Improving one's skill/knowledge.
- Performs record keeping and clerical functions (e.g. Attendance, curriculum, statistical and operational reports, library, materials copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Sets up for snacks in morning and afternoon, lunch, and naps for the purpose of providing for adequate preparation for activities.

OTHER FUNCTIONS:

- Administers first aid/ medicine and visual checks to children as may be required for the purpose of meeting immediate health care needs.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

SKILLS are required to perform single technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions

of the job include: operating equipment used in a preschool program: administering first aid; adhering to safety practices.

KNOWLEDGE is required to perform basic math; interpret written procedures. Writes routine documents and speaks clearly: and solves practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities, stages of child development, safety practices and procedures; curriculum, behavior modification.

ABILITY is required to schedule activities; gathers, collates, and/or classifies data; and coordinates a number of factors in the use of equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals and/or groups; works with data of different types and/or purposes; and utilizes a variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions, with data it is limited; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job Include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team.

Responsibility

Responsibilities include: Working under limited supervision: providing information and/or advising other persons: and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's function. There is a continual opportunity to impact the District's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling, some climbing and balancing: significant stooping, kneeling, crouching and/or crawling significant reaching, handling, fingering and/or feeling. Generally the job requires 34% sitting, 33% walking and 33% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, Infectious disease, high decibel noise, etc.), and in a clean atmosphere.

Experience Job Related Experience with increasing levels of responsibility is required.

Education High School Diploma or Equivalent.

Required Testing Pre-employment Proficiency Exam

Continuing Educ./Training 12 ECE Units is preferred

Certificates & Licenses

CPR/First Aid Certificate*

Associate Teacher Permit

High School Diploma or Equivalent

CPI Training*

Clearances

Criminal Justice/Fingerprint Clearance

FLSA Status

Non Exempt

Salary Grade

Classified Range 4

*Completed within first 6 months or 130 days of employment.

RESTORATIVE JUSTICE PRACTICES SUPPORT SPECIALIST

Purpose Statement

Under general supervision of the School Counselor and/or School Administrator, the Restorative Justice Practices Support Specialist provides behavior intervention support to the entire school community through consistent application of restorative practices, cognitive behavioral interventions, trauma informed instructional strategies, and individualized (Tier III) behavioral supports.

Essential Functions:

- Models a relational approach to interacting with students and staff.
- Works explicitly to build relationships within the school community.
- Collaborates with instructional staff on advisory planning.
- Coordinates and facilitates circles and mediations.
- Collaborates with other school leaders to assess and further develop implementation of the Restorative Justice (RJ) Program.
- Creates metrics to measure RJ implementation and its effectiveness while creating plans to further develop school culture and the RJ Program.
- Manages student discipline referrals by tracking referrals to identify patterns and inform interventions, processes behavioral incidents with students and teachers, investigates discipline situations, and administers appropriate consequences and interventions.
- Manages student suspensions and restoration plans.
- Responds to student behavioral, academic, attendance, and complex trauma concerns.
- Provides campus supervision during all transition periods.
- In collaboration with site leadership, creates a strategic plan, learning outcomes, and assessment strategies for school climate practices.
- Identifies, creates, and manages student support plans in conjunction with classroom teachers, school counselor, and parents/guardians.
- Serves as a liaison between parents, staff, and students when managing student discipline issues and intervention plans.
- Contacts parents to inform them of student behavioral issues.
- Invests parents in behavior interventions and uniform compliance.
- Works with families to generate understanding of and participation in the Restorative process.

Other Functions

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Restorative Justice Practices Support Specialist

Revised and Board Approved 8/4/22
CSEA approval pending

Job Requirements: Minimum Qualifications

Skills Knowledge and Abilities

SKILLS are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; preparing and maintaining accurate records; utilizing pertinent software applications; and adhering to safety practices to meet the needs of students.

KNOWLEDGE is required to perform basic math, including calculation of fractions, percentages and/or ratios; read and understand a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: behavior and crisis management techniques; and tutorial procedures and practices.

ABILITY is required to schedule activities; often gathers, collates, and/or classifyies data; and uses basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyzes data utilizing defined and similar processes; and operates equipment using standard methods of operation. Ability is also required to work with a diversity of individuals and/or groups; works with data of similar types and/or purposes; and utilizes job related equipment. Ability to assist students in developing independence and social skills. In working with others, problem solving is required to analyze issues, creates plans of action and reaches solutions. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; working as part of a team; communicating in an effective, positive, non-threatening manner; building effective relationships; and energy to maintain a work schedule in an intensive, emotionally stressful environment; ability to adapt to changing work demands; follow oral and written instructions; and maintain emotional control under difficult situations.

Responsibilities

Responsibilities include: working under standardized instructions and/or routines; providing information and/or advising other persons; maintaining professional competency; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the ~~organization~~ District's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 25% sitting, 40% walking and 35% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in a clean atmosphere.

Experience

Restorative ~~Justice~~ Practices Support Specialist

*Board Approved: 8/1/19
Revised and Board Approved 8/4/22
CSEA approval pending*

JOB DESCRIPTION
Eureka City Schools

Job related experience is required.

Education

Any combination equivalent to: Completion of two years of higher education (48 units), an Associates or higher degree or equivalent job-related experience.

Required Testing

Pre-Employment Proficiency Exam

Continuing Educ./Training

As needed and/or required.

FLSA Status

Non Exempt

Certificates & Licenses

CPR/First Aid Certificate*

CPI Certification*

Para Professional Certificate

Clearances

Criminal Justice/Fingerprint Clearance

Salary Grade

~~White 39~~ Classified Range 14

*To be completed within the first 6 months or 130 days of employment.

Restorative ~~Justice~~ Practices Support Specialist

~~Board Approved: 8/1/19~~
Revised and Board Approved 8/4/22
CSEA approval pending

RESTORATIVE PRACTICES SUPPORT SPECIALIST

Purpose Statement

Under general supervision of the School Counselor and/or School Administrator, the Restorative Practices Support Specialist provides behavior intervention support to the entire school community through consistent application of restorative practices, cognitive behavioral interventions, trauma informed instructional strategies, and individualized (Tier III) behavioral supports.

Essential Functions:

- Models a relational approach to interacting with students and staff.
- Works explicitly to build relationships within the school community.
- Collaborates with instructional staff on advisory planning.
- Coordinates and facilitates circles and mediations.
- Collaborates with other school leaders to assess and further develop implementation of the Restorative Justice (RJ) Program.
- Creates metrics to measure RJ implementation and its effectiveness while creating plans to further develop school culture and the RJ Program.
- Manages student discipline referrals by tracking referrals to identify patterns and inform interventions, processes behavioral incidents with students and teachers, investigates discipline situations, and administers appropriate consequences and interventions.
- Manages student suspensions and restoration plans.
- Responds to student behavioral, academic, attendance, and complex trauma concerns.
- Provides campus supervision during all transition periods.
- In collaboration with site leadership, creates a strategic plan, learning outcomes, and assessment strategies for school climate practices.
- Identifies, creates, and manages student support plans in conjunction with classroom teachers, school counselor, and parents/guardians.
- Serves as a liaison between parents, staff, and students when managing student discipline issues and intervention plans.
- Contacts parents to inform them of student behavioral issues.
- Invests parents in behavior interventions and uniform compliance.
- Works with families to generate understanding of and participation in the Restorative process.

Other Functions

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills Knowledge and Abilities

SKILLS are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; preparing and maintaining accurate records; utilizing pertinent software applications; and adhering to safety practices to meet the needs of students.

KNOWLEDGE is required to perform basic math, including calculation of fractions, percentages and/or ratios; read and understand a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: behavior and crisis management techniques; and tutorial procedures and practices.

ABILITY is required to schedule activities; often gathers, collates, and/or classifies data; and uses basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyzes data utilizing defined and similar processes; and operates equipment using standard methods of operation. Ability is also required to work with a diversity of individuals and/or groups; works with data of similar types and/or purposes; and utilizes job related equipment. Ability to assist students in developing independence and social skills. In working with others, problem solving is required to analyze issues, creates plans of action and reaches solutions. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; working as part of a team; communicating in an effective, positive, non-threatening manner; building effective relationships; and energy to maintain a work schedule in an intensive, emotionally stressful environment; ability to adapt to changing work demands; follow oral and written instructions; and maintain emotional control under difficult situations.

Responsibilities

Responsibilities include: working under standardized instructions and/or routines; providing information and/or advising other persons; maintaining professional competency; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the District's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 25% sitting, 40% walking and 35% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in a clean atmosphere.

Restorative Practices Support Specialist

*Revised and Board Approved 8/4/22
CSEA approval pending*

Experience

Job related experience is required.

Education

Any combination equivalent to: Completion of two years of higher education (48 units), an Associates or higher degree or equivalent job-related experience.

Required Testing

Pre-Employment Proficiency Exam

Continuing Educ./Training

As needed and/or required.

FLSA Status

Non Exempt

Certificates & Licenses

CPR/First Aid Certificate*

CPI Certification*

Para Professional Certificate

Clearances

Criminal Justice/Fingerprint Clearance

Salary Grade

Classified Range 14

*To be completed within the first 6 months or 130 days of employment.

AGENDA ITEM

Agenda Title: Revised Classified Job Description: Student Information Support Specialist (SISS), and a New Job Description: SISS II
 Meeting Date: August 4, 2022
 Item: Discussion/Action

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Board is asked to approve a revised job description for a Student Information Support Specialist (SISS). This is the current classified position with minor modifications. The Board is also asked to approve the new Student Information Support Specialist II (SISS II) job description, which reflects advanced duties and technical skills related to our student information systems.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

In recognition of the need for a higher level SISS who focuses primarily on student information system data, the SISS II job description was created. This is a higher level position which fully utilizes PowerSchool, interacts with Technical Support, and provides support with student information throughout the District. This position was proposed to CSEA a couple months ago, and CSEA agrees in concept. The job descriptions were provided to CSEA for review and approval. An MOU between ECS and CSEA is being drafted to recognize the new position and the advancement of Sean Schaefer into the SISS II position.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 7: Human Resources

HISTORY *(list previous staff or board action(s) with dates if possible)*

N/A

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

The recommended placement for this position is Classified Range 19.

WHO *(list the name of the contact person(s), job title, and site location)*

Renae M. Will, Director of Personnel Services and Public Affairs

ATTACHMENTS:

Description

- ▢ SISS II Revisions for Review
- ▢ SISS II - Final Version for Approval
- ▢ SISS Revisions for Review
- ▢ SISS - Final Version for Approval

STUDENT INFORMATION SYSTEMS SPECIALIST II

Purpose Statement

The job of Student Information Systems (SIS) Specialist II is done for the purpose/s of meeting designated data processing needs and data integration needs of the District. Plans, directs, and manages the student information management system, leads data, and holds primary responsibility for submissions, maintenance, and reporting in the California Longitudinal Pupil Achievement Data System (CALPADS). The SIS Specialist II is ~~customer-oriented~~ data-oriented, ~~responding to questions and assisting families with student registration~~ leading troubleshooting efforts related to the SIS; ensuring the completion of data processing jobs within required time frames; ~~communicating information to school and district personnel~~; leading trainings on use of the SIS and data processing; leading data integrations with third-party vendors; customizing the SIS to suit the district's needs; and providing support to assigned administrators and staff.

Essential Functions

~~Calpads~~**CALPADS** – A longitudinal data system used to maintain student data including student demographics, course data, discipline, assessments, staff assignments, special education, and other data for state and federal reporting.

- Prepares and submits files to the state for state-required testing.
- Sets up information annually as required by the state.
- Leads the processes to prepare submission information for California Based Education Data System (CBEDS), CALPADS, and other required state reports. ~~Integrates special education information into the SIS.~~

Student Registration

- ~~Registers~~ Assists in registering all students from TK – 8th grade for Eureka City Schools (ECS), as needed.
- Works with school sites on school enrollment accuracy to ensure compliance with state and federally-required reporting requirements.
- ~~Maintains~~ Assists in maintenance of accurate records of incoming and outgoing interdistrict and intradistrict agreements, as needed.
- ~~Maintains~~ Assists in maintenance of student immunization records, as needed.
- Tracks student enrollment numbers for the District and generates reports for assigned administrators.

Student Information System (SIS) – used to record and track student records, including grades and attendance.

- Oversees SIS security and data availability (e.g. ~~scheduling routine data back-up~~; assisting with access, passwords, etc.) for the purpose of maintaining security and

complying with District policies.

- Maintains user security and problem-solving for district programs and SIS.
- Provides technical and data training for clerical staff on a regular basis.
- Maintains the security of confidential student and staff information.
- Creates and runs queries on the SIS and other related databases or programs.
- Acts as a SIS product expert in District discussions and decision-making.
- Carries out calculations of complex nature and interprets results for use by d_ District staff.
- Utilizes HTML, CSS, Javascript, JQuery, and SQL to modify built-in SIS web pages, create custom solutions, and integrate with third-party vendors.

Other Duties

- Analyzes problems with database applications through consultation with users; determines and implements appropriate corrective action.
- Assesses telephone and written requests for assistance regarding data management systems for the purpose of resolving problem situations and/or determining appropriate action/s for maintaining student information system.
- Designs report options and/or database applications for the purpose of providing personnel with information customized to their specific needs.
- Communicates with students, staff, parents and the public using tact, diplomacy, and courtesy in sometimes confrontational or stressful situations.
- Provides phone support to sites; including answering questions and routing requests to the appropriate staff.
- Maintains documents, files and records (confidential and non-confidential) for the purpose of providing up-to-date reference and audit trails for compliance.
- Manages user accounts and passwords, as needed.
- Participates in staff development planning and implementation.
- Prepares written materials (e.g. agendas, meeting/conference minutes, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math including calculation of fractions, percentages and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; standardized accounting/bookkeeping and technology principles including setup, basic operation, troubleshooting, etc. of a small computer system, and

Job Description: Student Information Systems Specialist II 2 Revised and Board Approved 8/4/22
CSEA approval pending

working knowledge of web development and database languages.

ABILITY is required to schedule a number of activities; often gathers, collates, and/or classifyies data; and usess basic job related equipment. Flexibility is required to work with others under a variety of circumstances; analyzes data utilizing defined but different processes; and operates equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; works with data of different types and/or purposes; and utilizes job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; maintaining a suitable work environment; working as part of a team; working with constant and sustained interruptions; working with detailed information/data/technology.

Responsibility

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization Districts's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Education

Job related experience within specialized field with increasing levels of responsibility is required.

Education

High School Diploma or equivalent.

Continuing Educ. / Training

As needed

Required Testing

Pre-employment Proficiency Exam

Certificates and Licenses

*CPR/First Aid Certificate

*CPI Training Certificate

Valid California Driver's License

Clearances

Criminal Justice/Fingerprint Clearance (DOJ and FBI)

FLSA Status

Non Exempt

Salary Grade

White-41 Classified Range 19

* To be completed within the first 12 6 months or 130 days of employment.

STUDENT INFORMATION SYSTEMS SPECIALIST II

Purpose Statement

The job of Student Information Systems (SIS) Specialist II is done for the purpose/s of meeting designated data processing needs and data integration needs of the District. Plans, directs, and manages the student information management system, leads data, and holds primary responsibility for submissions, maintenance, and reporting in the California Longitudinal Pupil Achievement Data System (CALPADS). The SIS Specialist II is data-oriented, leading troubleshooting efforts related to the SIS; ensuring the completion of data processing jobs within required time frames; leading trainings on use of the SIS and data processing; leading data integrations with third-party vendors; customizing the SIS to suit the district's needs; and providing support to assigned administrators and staff.

Essential Functions

CALPADS – A longitudinal data system used to maintain student data including student demographics, course data, discipline, assessments, staff assignments, special education, and other data for state and federal reporting.

- Prepares and submits files to the state for state-required testing.
- Sets up information annually as required by the state.
- Leads the processes to prepare submission information for California Based Education Data System (CBEDS), CALPADS, and other required state reports.

Student Registration

- Assists in registering all students from TK – 8th grade for Eureka City Schools (ECS), as needed.
- Works with school sites on school enrollment accuracy to ensure compliance with state and federally-required reporting requirements.
- Assists in maintenance of accurate records of incoming and outgoing interdistrict and intradistrict agreements, as needed.
- Assists in maintenance of student immunization records, as needed.
- Tracks student enrollment numbers for the District and generates reports for assigned administrators.

Student Information System (SIS) – used to record and track student records, including grades and attendance.

- Oversees SIS security and data availability (e.g. assisting with access, passwords, etc.) for the purpose of maintaining security and complying with District policies.
- Maintains user security and problem-solving for district programs and SIS.
- Provides technical and data training for clerical staff on a regular basis.

- Maintains the security of confidential student and staff information.
- Creates and runs queries on the SIS and other related databases or programs.
- Acts as a SIS product expert in District discussions and decision-making.
- Carries out calculations of complex nature and interprets results for use by District staff.
- Utilizes HTML, CSS, Javascript, JQuery, and SQL to modify built-in SIS web pages, create custom solutions, and integrate with third-party vendors.

Other Duties

- Analyzes problems with database applications through consultation with users; determines and implements appropriate corrective action.
- Assesses telephone and written requests for assistance regarding data management systems for the purpose of resolving problem situations and/or determining appropriate action/s for maintaining student information system.
- Designs report options and/or database applications for the purpose of providing personnel with information customized to their specific needs.
- Communicates with students, staff, parents and the public using tact, diplomacy, and courtesy in sometimes confrontational or stressful situations.
- Provides phone support to sites; including answering questions and routing requests to the appropriate staff.
- Maintains documents, files and records (confidential and non-confidential) for the purpose of providing up-to-date reference and audit trails for compliance.
- Manages user accounts and passwords, as needed.
- Participates in staff development planning and implementation.
- Prepares written materials (e.g. agendas, meeting/conference minutes, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math including calculation of fractions, percentages and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; standardized accounting/bookkeeping and technology principles including setup, basic operation, troubleshooting, etc. of a small computer system, and working knowledge of web development and database languages.

ABILITY is required to schedule a number of activities; often gathers, collates, and/or

classifies data; and uses basic job related equipment. Flexibility is required to work with others under a variety of circumstances; analyzes data utilizing defined but different processes; and operates equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; works with data of different types and/or purposes; and utilizes job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; maintaining a suitable work environment; working as part of a team; working with constant and sustained interruptions; working with detailed information/data/technology.

Responsibility

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the District's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Education

Job related experience within specialized field with increasing levels of responsibility is required.

Education

High School Diploma or equivalent.

Continuing Educ. / Training

As needed

Required Testing

Pre-employment Proficiency Exam

Certificates and Licenses

*CPR/First Aid Certificate

*CPI Training Certificate

Valid California Driver's License

Clearances

Criminal Justice/Fingerprint Clearance (DOJ and FBI)

FLSA Status

Non Exempt

Salary Grade

Classified Range 19

* To be completed within the first 6 months or 130 days of employment.

STUDENT INFORMATION SYSTEMS SPECIALIST

Purpose Statement

The job of Student Information Systems (SIS) Specialist is done for the purpose/s of meeting designated data processing needs of the District. Plans, directs, and manages the student information management system and ~~holds primary responsibility for~~ assists in submissions, maintenance, and reporting in the California Longitudinal Pupil Achievement Data System (CALPADS). The SIS Specialist is customer-oriented, responding to questions and assisting families with student registration; ~~ensuring~~ assisting in the completion of data processing jobs within required time frames; communicating information to school and ~~d~~District personnel; and providing support to other Student Information Systems Specialists, as well as assigned administrators and staff.

Essential Functions

~~Calpads~~**CALPADS** – A longitudinal data system used to maintain student data including student demographics, course data, discipline, assessments, staff assignments, special education, and other data for state and federal reporting.

- ~~Assists in Prepares and submits~~ preparing and submitting files to the state for state-required testing.
- ~~Assists in Sets~~ setting up information annually as required by the state.
- ~~Assists in Leads~~ the processes to prepare submission information for California Based Education Data System (CBEDS), CALPADS, and other required state reports. ~~Integrates special education information into the SIS.~~

Student Registration

- Registers all students from TK – 8th grade for Eureka City Schools (ECS).
- Works with school sites on school enrollment accuracy to ensure compliance with state and federally-required reporting requirements.
- Maintains accurate records of incoming and outgoing interdistrict and intradistrict agreements.
- Maintains student immunization records.
- Tracks student enrollment numbers for the District.

Student Information System (SIS) – used to record and track student records, including grades and attendance.

- ~~Oversees~~ Assists in SIS security and data availability (e.g. ~~scheduling routine data back-up~~; assisting with access, passwords, etc.) for the purpose of maintaining security and complying with District policies. ~~Maintains user security and problem-solving for district programs and SIS.~~

- Maintains staff records in the SIS.
- Provides~~Assists in providing~~ technical and data training for clerical staff on a regular basis.
- Maintains the security of confidential student and staff information.
- ~~Creates and runs~~Assists in creating and running queries on the SIS and other related databases or programs.~~Carries out calculations of complex nature and interprets results for use by district staff~~

Other Duties

- Analyzes problems with database applications through consultation with users; determines and implements appropriate corrective action.
- Assesses telephone and written requests for assistance regarding data management systems for the purpose of resolving problem situations and/or determining appropriate action/s for maintaining student information system.~~Designs report options and/or database applications for the purpose of providing personnel with information customized to their specific needs.~~
- Communicates with students, staff, parents and the public using tact, diplomacy, and courtesy in sometimes confrontational or stressful situations.
- Provides phone support to sites; including answering questions and routing requests to the appropriate staff.
- Maintains documents, files, and records (confidential and non-confidential) for the purpose of providing up-to-date reference and audit trails for compliance.
- Manages user accounts and passwords.
- Participates in staff development planning and implementation.
- Prepares written materials (e.g. agendas, meeting/conference minutes, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math including calculation of fractions, percentages and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; standardized accounting/bookkeeping and technology principles including setup, basic operation, troubleshooting, etc. of a small computer system.

ABILITY is required to schedule a number of activities; often gathers, collates, and/or classifyies data; and uses basic job related equipment. Flexibility is required to work with

others under a variety of circumstances; analyzes data utilizing defined but different processes; and operates equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; works with data of different types and/or purposes; and utilizes job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; maintaining a suitable work environment; working as part of a team; working with constant and sustained interruptions; working with detailed information/data/technology.

Responsibility

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the ~~Organization~~ District's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Education

Job related experience within specialized field with increasing levels of responsibility is required.

Education

High School Diploma or equivalent.

Continuing Educ. / Training

As needed

Required Testing

Pre-employment Proficiency Exam

Certificates and Licenses

*CPR/First Aid Certificate

*CPI Training Certificate

Valid California Driver's License

Clearances

Criminal Justice/Fingerprint Clearance (DOJ and FBI)

FLSA Status

Non Exempt

Salary Grade

~~White-41~~ Classified Range 16

* To be completed within the first ~~12~~ 6 months or 130 days of employment.

STUDENT INFORMATION SYSTEMS SPECIALIST

Purpose Statement

The job of Student Information Systems (SIS) Specialist is done for the purpose/s of meeting designated data processing needs of the District. Plans, directs, and manages the student information management system and assists in submissions, maintenance, and reporting in the California Longitudinal Pupil Achievement Data System (CALPADS). The SIS Specialist is customer-oriented, responding to questions and assisting families with student registration; assisting in the completion of data processing jobs within required time frames; communicating information to school and District personnel; and providing support to other Student Information Systems Specialists, as well as assigned administrators and staff.

Essential Functions

CALPADS – A longitudinal data system used to maintain student data including student demographics, course data, discipline, assessments, staff assignments, special education, and other data for state and federal reporting.

- Assists in preparing and submitting files to the state for state-required testing.
- Assists in setting up information annually as required by the state.
- Assists in the processes to prepare submission information for California Based Education Data System (CBEDS), CALPADS, and other required state reports.

Student Registration

- Registers all students from TK – 8th grade for Eureka City Schools (ECS).
- Works with school sites on school enrollment accuracy to ensure compliance with state and federally-required reporting requirements.
- Maintains accurate records of incoming and outgoing interdistrict and intradistrict agreements.
- Maintains student immunization records.
- Tracks student enrollment numbers for the District.

Student Information System (SIS) – used to record and track student records, including grades and attendance.

- Assists in SIS security and data availability (e.g. assisting with access, passwords, etc.) for the purpose of maintaining security and complying with District policies.
- Maintains staff records in the SIS.
- Assists in providing technical and data training for clerical staff on a regular basis.
- Maintains the security of confidential student and staff information.
- Assists in creating and running queries on the SIS and other related databases or

programs.

Other Duties

- Analyzes problems with database applications through consultation with users; determines and implements appropriate corrective action.
- Assesses telephone and written requests for assistance regarding data management systems for the purpose of resolving problem situations and/or determining appropriate action/s for maintaining student information system.
- Communicates with students, staff, parents and the public using tact, diplomacy, and courtesy in sometimes confrontational or stressful situations.
- Provides phone support to sites; including answering questions and routing requests to the appropriate staff.
- Maintains documents, files, and records (confidential and non-confidential) for the purpose of providing up-to-date reference and audit trails for compliance.
- Manages user accounts and passwords.
- Participates in staff development planning and implementation.
- Prepares written materials (e.g. agendas, meeting/conference minutes, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math including calculation of fractions, percentages and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; standardized accounting/bookkeeping and technology principles including setup, basic operation, troubleshooting, etc. of a small computer system.

ABILITY is required to schedule a number of activities; often gathers, collates, and/or classifies data; and uses basic job related equipment. Flexibility is required to work with others under a variety of circumstances; analyzes data utilizing defined but different processes; and operates equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; works with data of different types and/or purposes; and utilizes job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; maintaining a suitable work environment;

Job Description: Student Information Systems Specialist

*Revised and Board Approved 8/4/22
CSEA approval pending*

working as part of a team; working with constant and sustained interruptions; working with detailed information/data/technology.

Responsibility

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the District's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Education

Job related experience within specialized field with increasing levels of responsibility is required.

Education

High School Diploma or equivalent.

Continuing Educ. / Training

As needed

Required Testing

Pre-employment Proficiency Exam

Certificates and Licenses

*CPR/First Aid Certificate

*CPI Training Certificate

Valid California Driver's License

Clearances

Criminal Justice/Fingerprint Clearance (DOJ and FBI)

FLSA Status

Non Exempt

Salary Grade

Classified Range 16

* To be completed within the first 6 months or 130 days of employment.

AGENDA ITEM

Agenda Title: New Classified Management Job Description – Director of Maintenance, Facilities, and Operations
Meeting Date: August 4, 2022
Item: Discussion/Action

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Board is asked to approve a new job description for the Director of Maintenance, Facilities, and Operations. This is a new Classified Management position.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Prior to Dan Pire's retirement from the Director of Transportation, Operations, and Risk Management, it was determined that the job duties would be structured differently. The Board approved the Director of Transportation and Risk Management position in August 2021. Responsibility for Operations was assumed by Charley Batini, and this new job description for the Director of Maintenance, Facilities, and Operations reflects the duties of the position.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 7: Human Resources

HISTORY *(list previous staff or board action(s) with dates if possible)*

N/A

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

The recommended placement for this position is Classified Management, Class VI, 228 work days.

WHO *(list the name of the contact person(s), job title, and site location)*

Renae M. Will, Director of Personnel Services and Public Affairs

ATTACHMENTS:

Description

- ▣ Director of Maintenance, Facilities, and Operations - Revisions for Review
- ▣ Director of Maintenance, Facilities, and Operations - Final Version for Approval

Director of Maintenance, ~~and~~ Facilities, and Operations

Purpose Statement

Under the direction of the Assistant Superintendent Business Services, the Director plans, organizes, coordinates, and oversees, and administers all maintenance and operations programs of the District including new construction and modernization, grounds development and maintenance, custodial care of buildings, gardening and grounds keeping, warehouse activities, and energy conservation programs; and does related work as required. Provides supervision and oversight of the Districts construction and operations projects including site input, site construction management, site inspection, project log, review of proposal requests/change orders, and certification of applications for payment and post construction warranty issues, and custodial services in schools and related facilities.

Essential Functions

- Administers and coordinates all maintenance and operations services.
- Administers maintenance and construction of school plants and equipment.
- Develops and implements policies and programs for both immediate and long-range department functions.
- Prepares and administers the facilities maintenance, operations, and construction budgets.
- Establishes and ensures the cost effectiveness of departmental operations.
- Makes presentations to the Governing Board.
- Confers with administrative and school personnel, employee representatives, governmental agencies, and the general public relative to maintenance, operations, and construction.
- Coordinates maintenance, grounds keeping, operations, warehouse, and construction activities with other District services.
- Makes plans for landscaping, planting, and maintenance of the District's grounds.
- Instructs and assists in propagation and cultivation work required for the various plants.
- Trains subordinates.
- Inspects grounds and facilities for needed maintenance care.
- Makes cost estimates.
- Assists in interviewing, selecting, and orienting applicants employees.
- Keeps records and requisitions supplies.
- Answers emergency calls and takes appropriate actions to protect and preserve property.
- Assists in arranging work schedules.
- Prepares performance evaluations and reports.
- Attends a variety of meetings (e.g., project planning, pre-construction, classified management, safety) for the purpose of addressing liability concerns, coordination ing project activities, and providing and/or receiving information.
- Coordinates construction activities with project and state architects, consultants, contractors, District building and support staff, etc., for the purpose of ensuring compliance with projects specifications and timelines.
- Inspects school buildings to determine if proper custodial methods are being followed

- and standards being maintained.
- Arranges for substitute custodians in schools in case of absences and assigns custodians on a temporary basis to meet emergencies.
 - Maintains liaison relationships for District with construction projects (e.g., architects, contractors, regulatory agency personnel, etc.) for the purpose of ensuring efficiency in project sequence of activities.
 - Maintains work records and files (e.g., architectural plans, material samples, inspections, change orders, job related communications, etc.) for the purpose of ensuring the availability of documentation as may be required for future reference and/or adhering to regulatory requirements.
 - Oversees work on construction projects performed by both contractors and District staff.
 - Responds to inquiries (e.g., code requirements, project status, etc.) for the purpose of providing information and/or direction.
 - Reviews a variety of information for the purpose of ensuring completeness of records and insurance claims.
 - Supervises assigned personnel for the purpose of ensuring their department and individual performance objectives are met.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Serves in the capacity of Safety Inspector for the purpose of identifying violations of code requirements, unsafe practices and physical plant deficiencies, and development and/or implementation of remedial action.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: basic computer skills.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the function of the job includes: Title 24 regulations; safety practices; local building & fire codes; techniques and materials used in construction trades.

ABILITY is required to schedule a significant number of activities; often gather, collate, and/or classify data; and coordinate a number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is limited.

Specific abilities required to satisfactorily perform the functions of the job include: reading and interpreting plans and specifications; physical stamina; working extended and variable hours; and communicating with persons of varied cultural and educational backgrounds.

Responsibility

Responsibilities include: working under limited supervision focusing primarily on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; significant climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 20% sitting, 50% walking, and 30% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in varying atmospheric conditions.

Experience Job Related Experience within Specialized Field is required.

Education High School Diploma or Equivalent.

Required Testing None specified

Continuing Education/Training None specified

Certificates & Licenses

CPR/First Aid Certificate
Valid CA Driver's License

Clearances

Criminal Justice/Fingerprint Clearance

FLSA Status

Non exempt

Salary Grade

Classified Management Class VI

Director of Maintenance, Facilities, and Operations

Purpose Statement

Under the direction of the Assistant Superintendent Business Services, the Director plans, organizes, coordinates, and oversees, and administers all maintenance and operations programs of the District including new construction and modernization, grounds development and maintenance, custodial care of buildings, gardening and grounds keeping, warehouse activities, and energy conservation programs; and does related work as required. Provides supervision and oversight of the Districts construction and operations projects including site input, site construction management, site inspection, project log, review of proposal requests/change orders, certification of applications for payment and post construction warranty issues, and custodial services in schools and related facilities.

Essential Functions

- Administers and coordinates all maintenance and operations services.
- Administers maintenance and construction of school plants and equipment.
- Develops and implements policies and programs for both immediate and long-range department functions.
- Prepares and administers the facilities maintenance, operations, and construction budgets.
- Establishes and ensures the cost effectiveness of departmental operations.
- Makes presentations to the Governing Board.
- Confers with administrative and school personnel, employee representatives, governmental agencies, and the general public relative to maintenance, operations, and construction.
- Coordinates maintenance, grounds keeping, operations, warehouse, and construction activities with other District services.
- Makes plans for landscaping, planting, and maintenance of the District's grounds.
- Instructs and assists in propagation and cultivation work required for the various plants.
- Trains subordinates.
- Inspects grounds and facilities for needed maintenance care.
- Makes cost estimates.
- Assists in interviewing, selecting, and orienting employees.
- Keeps records and requisitions supplies.
- Answers emergency calls and takes appropriate actions to protect and preserve property.
- Assists in arranging work schedules.
- Prepares performance evaluations and reports.
- Attends a variety of meetings (e.g., project planning, pre-construction, classified management, safety) for the purpose of addressing liability concerns, coordinating project activities, and providing and/or receiving information.
- Coordinates construction activities with project and state architects, consultants, contractors, District building and support staff, etc., for the purpose of ensuring compliance with projects specifications and timelines. • Inspects school buildings to determine if proper custodial methods are being followed and standards being

maintained.

- Arranges for substitute custodians in schools in case of absences and assigns custodians on a temporary basis to meet emergencies.
- Maintains liaison relationships for District with construction projects (e.g., architects, contractors, regulatory agency personnel, etc.) for the purpose of ensuring efficiency in project sequence of activities.
- Maintains work records and files (e.g., architectural plans, material samples, inspections, change orders, job related communications, etc.) for the purpose of ensuring the availability of documentation as may be required for future reference and/or adhering to regulatory requirements.
- Oversees work on construction projects performed by both contractors and District staff.
- Responds to inquiries (e.g., code requirements, project status, etc.) for the purpose of providing information and/or direction.
- Reviews a variety of information for the purpose of ensuring completeness of records and insurance claims.
- Supervises assigned personnel for the purpose of ensuring their department and individual performance objectives are met.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Serves in the capacity of Safety Inspector for the purpose of identifying violations of code requirements, unsafe practices and physical plant deficiencies, and development and/or implementation of remedial action.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: basic computer skills.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the function of the job includes: Title 24 regulations; safety practices; local building & fire codes; techniques and materials used in construction trades.

ABILITY is required to schedule a significant number of activities; often gather, collate, and/or classify data; and coordinate a number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is limited.

Specific abilities required to satisfactorily perform the functions of the job include: reading and interpreting plans and specifications; physical stamina; working extended and variable hours; and communicating with persons of varied cultural and educational backgrounds.

Responsibility

Responsibilities include: working under limited supervision focusing primarily on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; significant climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 20% sitting, 50% walking, and 30% standing. The job is performed under minimal temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in varying atmospheric conditions.

Experience Job Related Experience within Specialized Field is required.

Education High School Diploma or Equivalent.

Required Testing None specified

Continuing Education/Training None specified

Certificates & Licenses

CPR/First Aid Certificate
Valid CA Driver's License

Clearances

Criminal Justice/Fingerprint Clearance

FLSA Status

Non exempt

Salary Grade

Classified Management Class VI

AGENDA ITEM

Agenda Title: New Classified Management Job Description – District Safety and Security Coordinator
Meeting Date: August 4, 2022
Item: Discussion/Action

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Board is asked to approve a new job description for a District Safety and Security Coordinator. This is a new Classified Management position that is taking the place of the GRIP (Gang Risk Intervention Program) Coordinator.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The District recognizes the need to focus on safety at all levels. The District Safety and Security Coordinator organizes, directs, plans, and evaluates the District's safety and security programs to ensure the protection, security and safety for all students, staff, and visitors, as well as District property and equipment.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 7: Human Resources

HISTORY *(list previous staff or board action(s) with dates if possible)*

N/A

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

The recommended placement for this position is Classified Management, Class II, 206 work days.

WHO *(list the name of the contact person(s), job title, and site location)*

Renae M. Will, Director of Personnel Services and Public Affairs

ATTACHMENTS:

Description

- District Safety and Security Coordinator

District Safety and Security Coordinator

PURPOSE STATEMENT:

Under the direction of the Assistant Superintendent of Educational Services, Superintendent, or Designee, the District Safety and Security Coordinator organizes, directs, plans, and evaluates the District's security programs to ensure the protection, security, and safety for all students, staff, visitors, District property and equipment; participates in a wide variety of investigative activities that may be highly confidential or sensitive in nature regarding incidents as they pertain to campus security and safety; directs, coordinates and trains all district security personnel, including monitors and campus supervisors; works to ensure compliance with state codes, local ordinance, and school policies and regulations; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Plans and directs a staff development program for all areas of school safety based on needs assessment. Possesses the ability to present safety and security training to all employees of the District.
- Leads school-based administrators, staff, community members, and school site councils in developing their specific comprehensive school safety plans.
- Develops evacuation and reunification plans for each school, preschool, corporation yard, and the District office.
- Develops training plans for security personnel and maintains security training records.
- Manages and reports to top management on security incidents and threats.
- Identifies strengths and weaknesses of the various aspects of the District and school safety and security guidelines and procedures, conducts annual threat assessments with local law enforcement agencies, prepares reports for gap analysis, and recommends a course of action to correct.
- Plans, organizes, directs, and evaluates District-wide safety and security program to ensure an effective, efficient, and operational security campus model.
- Plans, organizes, and coordinates security coverage for daily functions, special events, and athletics as they pertain to campus and District security.
- Develops and revises strategies and procedures for protecting District personnel, students, and property and advises personnel of said measures.
- Coordinates, advises, and conducts in-service training to District personnel on security policies, procedures, and standards of safe and effective campus security practices.
- Plans and implements programs and activities to reduce school violence.
- Plans and implements programs and activities to reduce the risk of a violent attack on school property.
- Promotes character education concepts and serves as a positive role model.
- Maintains high visibility throughout the building and grounds.
- Collaborates closely with the school resource officer (SRO).
- Coordinates program-related staff development for faculty and staff as indicated.

- Monitors student behavior and develops interventions for improvement.
- Makes classroom presentations on program-related topics in coordination with instructional staff.
- Communicates effectively with students, parents, administration, and staff.
- Serves as a team player and role model for other employees in the organization; demonstrates a commitment to continuous quality improvement; supports and exhibits organizational core values of caring, respect, integrity, responsibility, high expectations, customer-driven, and valuing diversity.
- Performs other duties and accepts responsibilities as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to perform the job functions satisfactorily include operating standard office equipment, preparing and maintaining accurate records, and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculation of fractions, percents, and/or ratios; read technical information; compose various documents and/or facilitate group discussions, and solve practical problems. Specific knowledge required to perform the job functions satisfactorily includes grammar and punctuation concepts. Knowledge of local gang structures and gang-related behaviors, delinquency prevention strategies, at-risk youth and family support services, community resources and education, education code and penal code, conflict mediation programs, parent education programs, school-wide behavior management programs, and anti-bullying/harassment programs.

ABILITY is required to schedule many activities; often gather, collate, and/or classify data; and use basic job-related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing various processes, some of which may be undefined; operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; utilize job-related equipment. In working with others, problem-solving is required to analyze issues, create plans of action, and reach solutions. Specific abilities required to perform the functions of the job satisfactorily include: adapting to changing work priorities; effectively communicating (orally and in writing) with diverse groups; being objective; meeting deadlines and schedules; working with constant interruptions; working with detailed information/data; working as part of a team. Ability to establish credibility with local students, parents, law enforcement, schools, and communities; work effectively with culturally diverse groups; meet requirements and standard provisions for school-based employment working with at-risk youth and sharing of confidential information; communicate dangers and pitfalls of gang-related behaviors; work flexible days/hours of employment including some evenings and weekends; write concise reports to meet grant requirements.

Responsibility

Responsibilities include: working under limited supervision focusing primarily on results; leading, guiding, and/or coordinating other persons; and operating within a defined budget and/or

financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the District's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; significant reaching, handling, fingering and/or feeling. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The position is performed under minimal temperature variations, some hazardous conditions (e.g., mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in a clean atmosphere.

Experience

Job-Related Experience is required.

Education

Bachelor's Degree and/or two years equivalent experience with at-risk youth support and intervention programs and services, coordinating youth activities, and working with law enforcement, community agencies, and culturally diverse groups.

Required Testing

None Specified

Certificates & Licenses

CPR/First Aid Certification
Valid CA Driver's License

Continuing Education/Training

None Specified

Clearance

Criminal Justice/Fingerprint Clearance

FLSA Status

Exempt

Salary Grade

Classified Management Class II

AGENDA ITEM

Agenda Title: New Certificated Management Job Description – Special Education Program Specialist
Meeting Date: August 4, 2022
Item: Discussion/Action

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Board is asked to approve a new job description for a Special Education Program Specialist. This is a new Certificated Management position that reports to the Director of Student Services.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The Special Education Program Specialist works as part of Student Services, supporting the District's Special Education Team. The Specialist focuses on inclusive practices, attendance at high needs IEP (Individual Education Plan) meetings, supervision of special education personnel, IEP placement arrangements, implementation of IDEA (Individuals with Disabilities Education Act) mandates, legal compliance, and responses.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 7: Human Resources

HISTORY *(list previous staff or board action(s) with dates if possible)*

N/A

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

The recommended placement for this position is Certificated Management, VI, 205 work days.

WHO *(list the name of the contact person(s), job title, and site location)*

Renae M. Will, Director of Personnel Services and Public Affairs

ATTACHMENTS:

Description

- ▣ Job Description - Special Education Program Specialist

SPECIAL EDUCATION PROGRAM SPECIALIST

PURPOSE STATEMENT:

The Special Education Program Specialist is responsible to the Superintendent and works under the direct supervision of the designated administrator. The Special Education Program Specialist works directly with assigned instructional and support staff and administrators to develop and implement programs and services for students with disabilities. This is a certificated management position.

ESSENTIAL FUNCTIONS:

Includes the following; other duties may be assigned as required.

- Supervises assigned personnel.
- Assists in administrative functions for the purpose of supporting services affecting the operating functions of the District as well as the educational programs of students with disabilities.
- Assists in the planning, proposing, and writing of local, state, and federal projects for the purpose of enhancing programs for students with disabilities.
- Assists in preparing and managing the budgets for special education programs.
- Assists with personnel functions (e.g. recruitment, hiring, etc.) for the purpose of maintaining adequate staffing and enhancing productivity of personnel.
- Provides coordination, consultation, and program development activities involving referrals, assessment, family support services, programming, and transition.
- Collaborates with local, state, public and private organizations and agencies for the purpose of coordinating special education services.
- Facilitates meetings and processes (e.g. Individualized Education Plan (IEP), Individualized Family Support Plan (IFSP), program planning meetings, staff and team meetings, etc.) for the purpose of implementing and maintaining programs and services, to achieve the Districts' desired objectives.
- Assigns and monitors staff caseload assignments for the referral, assessment, and program instruction process.
- Implements assigned programs and/or projects for the purpose of planning staff development for the certificated and classified staff as appropriate.
- Ensures accountability for programs and services under his/her direction and supervision.
- Assists with parents'/guardians' questions or complaints with the IEP or IFSP
- Observes, consults with, and supervises assigned personnel

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Knowledge of current education, special education programs, and regulations.
- General knowledge of all disabilities.
- Knowledge of current state and federal special education laws and regulations, including Early Start and Individuals with Disabilities Education Act (IDEA).
- Knowledge of alternative delivery systems.
- Knowledge of current best practices in service delivery, curriculum, ethnics, parent's rights and responsibilities, state standards, and accountability procedures for infants through adults and their families.
- Skills necessary to perform multiple technical tasks with an occasional need to upgrade skills due to changing conditions.
- Skills necessary to interpret data and utilize pertinent software.
- Skills necessary to coordinate with other agencies.

ABILITY TO:

- Routinely gather, collate and/or classify data.
- Use basic job related equipment using standard methods of operation.
- Work with a significant diversity of individuals and/or groups under a wide variety of circumstances.
- Analyze data utilizing various processes, some of which may be undefined.
- Problem solve, analyze issues, create plans of action, and reach solutions.
- Analyze and interpret policies.
- Develop and implement policies and procedures.
- Function as a positive, contributing member of an educational team.
- Supervise, train, and evaluate staff.
- Motivate and support staff in the delivery of services following best practices in the field of early intervention through adult.

WORKING ENVIRONMENT

Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

PHYSICAL REQUIREMENTS

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.

- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation. When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

TRAINING, EDUCATION, AND EXPERIENCE

- A Master's degree in a job related area is required.
- Job related experience within specialized field with increasing levels of responsibility is required.

QUALIFICATIONS

LICENSES, CREDENTIALS, AND OTHER REQUIREMENTS

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess an Administrative Services Credential.
- Must possess one of the following: Pupil Personnel Services Credential, Educational Specialist Credential or Clinical Rehabilitative Services Credential.

WORK SCHEDULE

205 Days

REQUIRED TESTING

None required

CONTINUING EDUC./TRAINING

Desire to continue career improvement

FLSA STATUS

Exempt

REPORTS TO:

Director of Student Services

SALARY SCHEDULE

Certificated Management, Class VI

CERTIFICATES & LICENSES

Valid California Driver's License

CLEARANCES

Criminal Justice/Fingerprint Clearance
Current TB Clearance

AGENDA ITEM

Agenda Title: Revised Certificated Management Salary Schedule

Meeting Date: August 4, 2022

Item: Discussion/Action

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Board is asked to approve the revised Certificated Management Salary Schedule. The two new positions, Director of Community Schools and Social Emotional Supports and the Special Education Program Specialist, have been added under Class VI. The work calendar for the Director of Student Services has been updated from 215 days to 220 work days per year.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The salary schedule is updated to reflect Board approved changes and to be current as of July 1, 2022.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 7: Human Resources

HISTORY *(list previous staff or board action(s) with dates if possible)*

N/A

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

N/A

WHO *(list the name of the contact person(s), job title, and site location)*

Renae M. Will, Director of Personnel Services and Public Affairs

ATTACHMENTS:

Description

- ▢ Certificated Management Salary Schedule (Revised)

Certificated Management Salary Schedule Based on Per Diem

Effective July 1, 2022

() Indicates number of work days per year.

Step	Class II	Class III	Class IV	Class V	Class VI	Class VII	Class VIII	Class IX	
1	256	400	415	430	445	460	480	505	
2	260	406	421	436	451	466	487	512	
3	264	412	427	442	457	473	494	519	
4	268	418	433	448	463	480	501	526	
5	272	424	439	454	469	487	508	533	
6	276	430	445	460	476	494	515	540	
7	280	436	451	466	483	501	522	548	
8	284	442	457	473	490	508	529	556	
9	288	448	463	480	497	515	536	564	
10	292	454	469	487	504	522	544	572	
11	296	460	476	494	511	529	552	580	
12	300	466	483	501	518	536	560	588	
13	304	473	490	508	525	544	568	596	
14	308	480	497	515	532	552	576	604	
15	312	487	504	522	539	560	584	612	
16	316	494	511	529	547	568	592	621	
17	320	501	518	536	555	576	600	630	
18	324	508	525	544	563	584	608	639	
19	329	515	532	552	571	592	617	648	
20	334	522	539	560	579	600	626	657	
	Director Early Childhood Education (220)	HCMHDG Project Director (186)	Instructional Coach District Wide (185)	Dean of Student Activities & Athletics (185)	Assistant Principal High School (205)	Associate Principal High School (215)	Middle School Principal (215)	Director of Student Services (220)	
		School Social Worker (186)			Elementary Principal (205)				
		Counselor Psychologist (192)	Lead School Psychologist (195)	Dean of Students (192)			Principal Alternative Ed. (205)	Director of Special Education (215)	Director of Curriculum, Instruction, and Assessment (220)
		School Counselor (195)							
		Mental Health/Crisis Counselor (195)	Lead Speech Therapist (192)		Director of Community Schools and Social Emo Supports (205)		Director of Personnel (220)	High School Principal (220)	
		Coord: Homeless/ Foster Youth and MFRC (195)							
		Superv K-12 Educ Mental Health Coord (195)	Counseling Services Director (195)	Assistant Principal Middle School (205)	Special Education Program Specialist (205)				
		Dir of Early Childhood Dev and Spec Educ (220)							

AGENDA ITEM

Agenda Title: Revised Classified Management Salary Schedule

Meeting Date: August 4, 2022

Item: Discussion/Action

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Board is asked to approve the revised Classified Management Salary Schedule. The GRIP Coordinator is replaced by the District Safety and Security Coordinator. The two new positions, Director of Maintenance, Facilities, and Operations (Class VI), and the Executive Director of Personnel Services (Class VIII), have been added to the salary schedule. In order to add the Class VIII position, the former Class VIII is now Class IX. The schedule has also been updated to reflect the current rate for the Assistant Superintendent of Business Services (Class IX).

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

The salary schedule is updated to reflect Board approved changes and to be current as of July 1, 2022.

STRATEGIC PLAN/PRIORITY AREA:

Priority Area 7: Human Resources

HISTORY *(list previous staff or board action(s) with dates if possible)*

N/A

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

N/A

WHO *(list the name of the contact person(s), job title, and site location)*

Rena M. Will, Director of Personnel Services and Public Affairs

ATTACHMENTS:

Description

▣ Classified Management Salary Schedule Revised

Classified Management Salary Schedule Based on Per Diem

Effective July 1, 2022

() Indicates number of work days per year.

Step	Class II	Class III	Class IV	Class V	Class VI	Class VII	Class VIII	Class IX
1	240	297	332	375	415	465	538	813
2	243	302	337	381	421	472	546	813
3	246	307	342	387	427	479	555	813
4	250	312	347	393	433	486	563	813
5	254	317	352	399	440	493	571	813
6	258	322	357	405	447	500	579	813
7	262	327	362	411	454	508	588	813
8	266	332	368	417	461	516	597	813
9	270	337	374	423	468	524	607	813
10	274	342	380	429	475	532	616	813
11	278	347	386	436	482	540	625	813
12	282	352	392	443	489	548	634	813
13	286	357	398	450	496	556	644	813
14	290	362	404	457	504	564	653	813
15	294	368	410	464	512	573	663	813
16	298	374	416	471	520	582	674	813
17	303	380	422	478	528	591	684	813
18	308	386	428	485	536	600	695	813
19	313	392	434	492	544	609	705	813
20	318	398	441	499	552	618	716	813
	Student Services Coordinator (190)	Director of Maint (228)	Director of Transport/ Ops/Risk Mgmt (228)	Project Mgr HCMHDG (186)	Director of Information Technology (228)	Director of Personnel Services and Public Affairs (220)	Exec Dir of Personnel Services and Public Affairs (220)	Assist Sup. Business Services (CBO) (220)
	District Safety and Security Coordinator (206)	Director of Food Services (228)		Board Cert Behavioral Analyst (192)				
	Assist Athletic Director (206)	Executive Assist to the Superintend (220)		Coordinator Homeless/ Foster Youth and MFRC (195)	Director of Fiscal Services (228)			
	Student Services Navigator (190)			Mental Health/Crisis Counselor (195)	Director of Maint, Facilities, and Operations (228)			
	Assist Dir of Transport/ Risk Mgmt (228)	Director of Transport/ Risk Mgmt (228)		Director of Maint and Facilities (228)				

Board Revised August 4, 2022

AGENDA ITEM

Agenda Title: Review of Draft 2022 Local Agency Biennial Conflict of Interest Code and Resolution 22-23-001: Resolution of the Eureka City Schools Governing Board Affirming Changes to the Conflict of Interest Code Appendix of Designated Employees and Disclosure Categories (1st Review)

Meeting Date: August 4, 2022

Item: Discussion

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

The Governing Board is asked to review the proposed 2022 Local Agency Biennial Notice and draft of Resolution 22-23-001: Resolution of the Eureka City Schools Governing Board Affirming Changes to the Conflict of Interest Code Appendix of Designated Employees and Disclosure Categories. A draft redlined copy of the proposed changes to the Appendix are also attached.

Note: Additional positions may be revised/added to the final Resolution and attach Appendix, which will come to the Board for review and approval on August 25, 2022.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Biennially notices are received from the County Clerk's Office asking for updated to the District's Conflict of Interest Code and Appendix of Designated Positions, if needed.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

Biennial review. This is the first review of the draft and proposed changes to Exhibit 9270 (Appendix). A final copy of the Resolution and attachments will be brought to the Board on August 25, 2022.

HOW MUCH*(list the revenue amount \$ and/or the expense amount \$)*

Not applicable.

WHO*(list the name of the contact person(s), job title, and site location)*

Fred Van Vleck, Superintendent

ATTACHMENTS:

Description

- ▣ 2022 Local Agency Biennial Notice
- ▣ Draft Resolution - no attachments
- ▣ Draft of Redlined Revisions to Exhibit 9720 (Appendix of Designated Positions)
- ▣ Current Policies - BB 9270 and E 9270
- ▣ Memo from Office of Elections

2022 Local Agency Biennial Notice

Name of Agency: Eureka City Schools

Mailing Address: 2100 J Street - Eureka, CA 95501

Contact Person: Micalyn Harris Phone No. 707-441-2414

Email: harrismicalyn@eurekacityschools.org Alternate Email: none

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☒ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☒ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Humboldt County Office of Elections
Attn: Christina Strevey
2426 6th Street, Eureka, CA 95501**

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

www.fppc.ca.gov
FPPC Advice: advice@fppc.ca.gov (866.275.3772)

Page 1 of 1

RESOLUTION 22-23-001

**RESOLUTION OF THE EUREKA CITY SCHOOLS GOVERNING BOARD TO APPROVE
THE CONFLICT OF INTEREST CODE AND REVISIONS TO THE APPENDIX IN EXHIBIT
9270-E OF DESIGNATED EMPLOYEES AND DISCLOSURE CATEGORIES**

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Board of Education of the Eureka City Unified School District (“District”) has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the District's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Eureka City Unified School District has recently reviewed its positions, and the duties of each position, and has determined that changes to the current appendix for the conflict of interest code is necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the District's conflict of interest code shall be rescinded and superseded by this resolution and appendix, which reflects updates to Exhibit 9270-E; and

NOW THEREFORE BE IT RESOLVED that the Eureka City Unified School District Board of Education adopts the Conflict of Interest Code, Bylaw 9270, including approved revisions to Exhibit 9270, the Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 25th day of August, 2022, at a meeting, by the following vote:

AYES:_____ NOES:_____ ABSENT:_____

Attest:

Fred Van Vleck, Ed.D., Superintendent
Secretary to the Governing Board

Eureka City Schools

1st Review - Proposed Revisions to Exhibit 9270-E: Conflict Of Interest

New Positions Noted in RED and Added Positions in BLUE

Underlined Text Added

(Document Formatting Corrected)

RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Board of Education of the Eureka City Unified School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Eureka City Unified School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Eureka City Unified School District Board of Education adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

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

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary/President

Conflict of Interest Code of the Eureka City Unified School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Board of Education members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX Disclosure Categories

1. **Category 1:** A person designated Category 1 shall disclose:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
- b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. **Category 2:** A person designated Category 2 shall disclose:

- a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
- b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

Designated Positions

Designated Position Disclosure Category

Board of Education Members - Category 1

District Superintendent – Category 2

Assistant Superintendent of Business Services - Category 2

Assistant Superintendent of Educational Services – Category 2

Executive Director of Personnel Services and Public Affairs – Category 2 [pending Board approval on 08/04/22]

Director of Personnel Services and Public Affairs – Category 2

Director of Student Services – Category 2

Director of Community Schools – Category 2

Director of Early Childhood Development and Special Education – Category 2

Director of Maintenance, Facilities, and Operations – Category 2

Director of Maintenance/Grounds – Category 2

Director of Curriculum and Assessment – Category 2

Director of Transportation – Category 2

Director of Information Technology – Category 2

Director of Food Services – Category 2

Principals – Category 2

*Consultant – Category 2

Consultants are designated employees who must disclose financial interests as determined on a case- by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2

CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

Bylaw 9270: Conflict Of Interest

Status: ADOPTED

Original Adopted Date: 09/08/2016 | **Last Reviewed Date:** 09/08/2016

The Board of Education desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

Conflict of Interest under the Political Reform Act

A Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government

Code 87101 and 2 CCR 18705.

Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion and deliberations of the matter with members of the public.

3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters.

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.

4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

Common Law Doctrine Against Conflict of Interest

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Incompatible Offices and Activities

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
 2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes
-

Exhibit (PDF) 9270-E PDF(1): Conflict Of Interest

Status: ADOPTED

Original Adopted Date: 09/08/2016

See PDF on the next page.

RESOLUTION ADOPTING A

CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Board of Education of the Eureka City Unified School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Eureka City Unified School District has recently reviewed its positions, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and

NOW THEREFORE BE IT RESOLVED that the Eureka City Unified School District Board of Education adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

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

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary/President

Conflict of Interest Code of the

Eureka City Unified School District

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Board of Education members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
- b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. Category 2: A person designated Category 2 shall disclose:

- a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
- b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

Designated Positions

Designated Position Disclosure Category

Board of Education Members 1

District Superintendent 2

Assistant Superintendent of Business Services 2

Assistant Superintendent of Educational Services 2

Director of Personnel Services and Public Affairs 2

Director of Student Services 2

Principals 2

Director of Food Services 2

Director of Maintenance/Grounds 2

*Consultant 2

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of

disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)



COUNTY OF HUMBOLDT
Office of Elections & Voter Registration

2426 6th Street
Eureka, CA 95501-0788
707-445-7481
Fax 707-445-7204

RECEIVED

JUL 05 2022

EUREKA CITY SCHOOLS
SUPERINTENDENT'S OFFICE

TO: Eureka City Schools
2100 J Street
Eureka, CA 95501

FROM: Christina Strevey, Administrative Analyst

DATE: June 26, 2022

SUBJECT: 2022 Biennial Notice for Conflict-of-Interest Code

RESPONSE DEADLINE: SEPTEMBER 6, 2022

The Political Reform Act requires local government agencies to review their conflict-of-interest code every two years and determine if revisions to the code are necessary. Any necessary revisions must be reviewed and approved by the Humboldt County Board of Supervisors. The Office of Elections assists in this process by receiving districts' materials and presenting proposed revisions to Board of Supervisors for approval. **Districts must complete and forward a completed 2022 Local Agency Biennial Notice form to the Office of Elections no later than September 6, 2022.** Please feel free to contact the Humboldt County Office of Elections at 707-445-7481 with questions.

Required Components for Conflict-of-Interest Code

A local government agency's Conflict-of-Interest Code must contain three components: (1) terms of the code; (2) designated positions, and (3) disclosure categories. Each component is briefly defined below. Additional information about required components can be found at the Fair Political Practices Commission (FPPC) website: <http://www.fppc.ca.gov/>.

1. Incorporation (Terms of the Code): Terms of the Code include provisions that govern local government agencies' decisions, such as how financial interests are reported and where financial statements are held. The FPPC recommends that agencies incorporate FPPC Regulation 18730 by reference because these terms can be quite complex and Regulation 18730 contains all of these provisions. Regulation 18730 can be found on the FPPC's website at <http://www.fppc.ca.gov/>.
2. List of Designated Positions: A Conflict-of-Interest Code must list all positions that participate in the decision-making process where financial interests may exist, such as voting, negotiating contracts, or making recommendations on district-related matters.
3. Disclosure categories: Disclosure categories describe different types of financial interests based on job descriptions. Higher-level district positions that have a broader range of job duties will have increased disclosure requirements than district positions with limited job duties.

When Conflict-of-Interest Code Revisions are Necessary

Step 1: District board reviews its Conflict-of-Interest Code and determines revisions **are** necessary because of changes in state law or district circumstances (see **Attachment pg. 1:** Should You Amend Your Agency's Conflict of Interest Code?).

Step 2: District board drafts proposed revisions to its Conflict-of-Interest Code (see **Attachment pg. 2:** Conflict-of-Interest Code Changes). Contact the Office of Elections for additional information about how the changes should be presented for review.

Step 3: District board completes biennial notice form.

Step 4: District board returns biennial notice form and proposed code revisions to the Office of Elections.

NOTE: Revisions to a district's Conflict-of-Interest Code do not go into effect until they have been approved by the Humboldt County Board of Supervisors.

When Conflict-of-Interest Code Revisions are NOT Necessary

Step 1: District board reviews its Conflict-of-Interest Code and determines no changes are necessary (see **Attachment pg. 1:** Should You Amend Your Agency's Conflict of Interest Code?).

Step 2: District board completes biennial notice form

Step 3: District board returns biennial notice form to the Office of Elections.

Attachments

2022 Local Agency Biennial Notice

Attachment pg. 1: Should You Amend Your Agency's Conflict of Interest Code?

pg. 2: Conflict-of-Interest Code Changes

2022 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☐ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Humboldt County Office of Elections
Attn: Christina Strevey
2426 6th Street, Eureka, CA 95501**

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

www.fppc.ca.gov
FPPC Advice: advice@fppc.ca.gov (866.275.3772)

Page 1 of 1



CALIFORNIA Fair Political Practices Commission

Should you Amend Your Agency's Conflict of Interest Code?

A local agency's conflict of interest code must reflect the current structure of the organization and properly identify officials and employees who should be filing Statements of Economic Interests (Form 700). A code tells public officials, governmental employees, and consultants what financial interests must disclose on the Form 700. It helps provide transparency in local government as required under the Political Reform Act.

Biennial Review of Conflict of Interest Codes

To ensure conflict of interest codes remain current and accurate, each local agency is required to review its code at least every even-numbered year. The agency should receive a Biennial Notice as a reminder of this obligation from its code reviewing body.

The Local Agency Biennial Notice is not forwarded to the FPPC.

The County Board of Supervisors is the code reviewing body for county agencies and the code reviewing body for city agencies is the City Council.

When determining whether to amend, an agency should carefully review its current conflict of interest code and consider the following:

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the current code was adopted?
- Have any positions been eliminated or renamed since the current code was adopted?
- Have any new positions been added since the current code was adopted?
- Have there been any substantial changes in duties or responsibilities for any positions since the current code was adopted?

The resources on the FPPC website provide guidance to local agencies about amending codes. The information is categorized based on the jurisdiction of the agency. If you answered yes to any of the above questions, your agency's conflict of interest code will likely need to be amended. Each district must complete the enclosed Biennial Notice and return it to their reviewing body. The code reviewing body will provide further instructions on the code amendment and approval process.

Statutory Authority

Government Code Sections 87302, 87302.6, 87303, 87306, 87306.5, 87307, 87309, 87310, 87311, and 87314.

CONFLICT-OF-INTEREST CODE CHANGES

MATERIALS NEEDED FROM AGENCY MAKING A CHANGE

- Send the Elections Office the entire code showing amendments in ~~strikeout~~ (of old text) and underscore (of new text) format
- In a transmittal letter, discuss areas of change and manner of resolution. Please include
 - Written explanation of all changes
 - Duty statements of newly-designated positions
 - Organization chart of agency
 - Declaration of agency CEO or Board President
 - Minutes of a recent meeting (to show who is involved in decisions)
 - A list of all boards and commissions within the agency, if applicable

STRIKEOUT/UNDERScore AND WRITTEN EXPLANATION EXAMPLE

A.	Outreach Services Community Services	
	1. Community Services Director	2
	2. <u>Community Services Manager</u>	3
	2. Community Services Assistant Manager	3
	3. Cultural Services Manager	4
	4. Senior Recreation Supervisor	4

Comments:

Outreach Services become Community Services.

The Community Services Assistant Manager was reclassified to Community Services Manager.

AGENDA ITEM

Agenda Title: Information Only: September 2022 - Review of CDE Calendar of Events
Meeting Date: August 4, 2022
Item: Information Only

WHAT *(the board is asked to discuss, receive, approve, or adopt)*

September 2022

Library Card Sign-Up Month

The CDE encourages you to recognize September as Library Card Sign-Up Month.

National Preparedness Month

The CDE encourages you to annually recognize September as National Preparedness Month.

National School Success Month

The CDE encourages you to annually recognize September as National School Success Month.

Labor Day (9/5/2022)

Labor Day is a public school holiday, per California Education Code Section 37220, recognized on the first Monday of September every year. It is also a state holiday per California Government Code Section 6700. The CDE will be closed on Monday, September 5, 2022.

International Literacy Day (9/8/2022)

The CDE encourages you to annually recognize September 8 as International Literacy Day.

California Admission Day (9/9/2022)

The CDE encourages you to annually recognize September 9 as California Admission Day. California Admission Day is celebrated on September 9 to commemorate the anniversary of the 1850 admission of California into the Union as the thirty-first state.

Patriot Day (9/11/2022)

The CDE encourages you to annually recognize September 11 as Patriot Day. In the United States, Patriot Day, observed as the National Day of Service and Remembrance, occurs on September 11 of each year in memory of the 2,977 people killed in the 2001 September 11 attacks. The flag of the United States is flown at half-staff from sunrise to sunset (36 United States Code 144)

National Hispanic Heritage Month

The CDE encourages you to annually recognize September as National Hispanic Heritage Month from September 15-October 15 (36 United States Code 126).

Constitution and Citizenship Day (9/17/2022)

The CDE encourages you to annually recognize September 17 as Constitution and Citizenship Day (36 United States Code 106). Constitution and Citizenship Day on September 17 commemorates the formation and signing of the Constitution of the United States on September 17, 1787. It is dedicated to all American citizens.

Constitution Week

The CDE encourages you to annually recognize September 17–23 as Constitution Week (36 United States Code 108).

Native American Day (9/23/2022)

California Education Code Section 37220.7. (a) In addition to the holidays prescribed in Section 37220, public schools may be closed on the fourth Friday in September, known as "Native American Day," if the governing board, pursuant to a memorandum of understanding reached pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, agrees to close schools for that purpose. (b) On the fourth Friday in September, or if schools are closed on that date as specified in subdivision (a), on an alternate day determined by the governing board, public schools and educational institutions throughout (California) may include exercises, funded through existing resources, commemorating and directing attention to the many contributions that Native Americans have made to this country. The State Board of Education may adopt a model curriculum guide to be available for use by public schools for exercises related to Native American Day.

Gold Star Mother's Day (9/25/2022)

The CDE encourages you to recognize September 25, 2022 as Gold Star Mother's Day. Gold Star Mothers Day is observed in the United States on the last Sunday of September each year. It is a day for people to recognize and honor those who have lost a son or daughter while serving the United States

Armed Forces.

WHY *(briefly explain why the action or discussion is important; and if applicable, how it is connected to site, district, or strategic plans)*

Information only.

STRATEGIC PLAN/PRIORITY AREA:

Subject does not apply to a Strategic Plan Priority Area

HISTORY *(list previous staff or board action(s) with dates if possible)*

Not applicable.

HOW MUCH *(list the revenue amount \$ and/or the expense amount \$)*

Not applicable.

WHO *(list the name of the contact person(s), job title, and site location)*

Not applicable.