

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

Wednesday, May 15, 2024

5:00 p.m. Room P-8

“Every Day, Every Child, Whatever it Takes”

AGENDA

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. ESTABLISHMENT OF A QUORUM

Mr. Tony Lopez, President

Mrs. Shawndel Meder, Clerk

Mrs. Patricia Agles, Member

Mr. Ryan Belflower, Member

Mr. Greg Forest, Member

Mr. Lukas Chang, Student Board Member

4. CONFIRMATION OF THE AGENDA

5. STUDENT AND STAFF RECOGNITIONS – Ms. Edwards, Mr. Moore, Ms. Simpson

5.1 Valedictorian and Salutatorian Celebration

- Valedictorians: Nolan Mierzwa and Isaiah Alexander
- Salutatorian: Alexander Mize

5.2 Students and Staff of the Month

5.3 ACSA Every Student Succeeds Award

- Jesus Mendez

6. OPPORTUNITY FOR SCHOOL AFFILIATED ORGANIZATIONS TO ADDRESS THE BOARD

- BAFB Liaison – Mrs. Annette Goodly
- Wheatland Athletic Foundation

7. RECOGNITION OF PERSONS HAVING BUSINESS WITH THE BOARD

*The Public may address the Board on any matter pertaining to the school district that relates to Closed Session or is not on the agenda. Unless otherwise determined by the Board, **each person is limited to three (3) minutes**. If a large number wish to speak on a specific item, the Board may limit total input to twenty (20) minutes on any item. There will be no Board discussion except to ask questions or to refer the matter to staff and no actions will be taken unless listed on the agenda.*

The Ralph M. Brown Act prevents the Board of Trustees from responding to these comments with the exception of clarifying questions. The California Government Code, Section 54954.2(a)2 states, “No action or discussion shall be undertaken on any item not appearing on the posted agenda, except the members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3.

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code 54954.3. In addition, on their own initiative, or in response to questions posed by

the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement or make a brief report on his or her own activities. Furthermore, a member of a legislative body or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for actual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

8. CLOSED SESSION

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

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION - SUPERINTENDENT**

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

- **PUBLIC EMPLOYEE / PERSONNEL**

Title: Certificated, Classified, Administration, and Unrepresented Employees

9. RECONVENE TO OPEN SESSION

10. ACTION ON CLOSED SESSION ITEMS IF ANY

11. PRESENTATIONS

11.1 SkillsUSA – Mr. Patric McInnis

12. SUPERINTENDENT'S REPORT

This item provides an opportunity for the Superintendent to share various items of interest with the Board – Ms. Nicole Newman

13. DIRECTOR OF CAPITAL PROJECTS, MOT – Mr. Terry Biladeau

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

15. STUDENT BOARD REPRESENTATIVE REPORT – Mr. Lukas Chang

16. PRINCIPAL'S REPORT – Ms. Schandia Edwards

- Wheatland Union High School
- Edward P. Duplex Continuation High School
- Community Day School

17. RECOGNITION OF PERSONS HAVING BUSINESS WITH THE BOARD

*The Public may address the Board on any matter pertaining to the school district that is not on the agenda or is on the consent agenda. Unless otherwise determined by the Board, **each person is limited to three (3) minutes**. If a large number wish to speak on a specific item, the Board may limit total input to twenty (20) minutes on any item. There will be no Board discussion except to ask questions or to refer the matter to staff and no actions will be taken unless listed on the agenda.*

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- *All open session materials distributed to board members are available upon request at 1010 Wheatland Road, Wheatland, CA 95692*
- *Individuals requiring disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing at least two days prior to meeting date. (American Disabilities Act) Government Code 54954.1)*
- *In accordance with Board Bylaw 9322, students and parents/guardians may request that directory information or personal information (as defined in Ed Code 49061 and/or 49073.2) be excluded from the minutes by making a request in writing to the Superintendent or Clerk of the Board.*

In addition, on their own initiative, or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement or make a brief report on his or her own activities. Furthermore, a member of a legislative body or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for actual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

18. CONSENT AGENDA

ACTION NO. 23.079

Notice to the Public

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

- A. Approve minutes of the April 17, 2024, Regular Board Meeting.
- B. Approve bills and warrants for April 2024 in the amount of \$806,423.91.
- C. Approve contracts for services or materials (*list attached*).
- D. Approve surplus equipment (*list attached*).
- E. Approve Tri-County Induction Program (TCIP) Contract for Services
- F. Approve Memorandum of Understanding with the Wheatland High Education Association of Teachers (W.H.E.A.T.) adding the following stipends:
 - Girls' Flag Football, Head Coach: 8%
 - Girls' Flag Football, Assistant Coach: 7%
 - Girls' Wrestling, Head Coach: 10%
- G. Adopt the following textbooks (*presented to board during September 27, 2023 meeting*):
 - AP Calculus – Pearson Education, Inc., copyright 2020
 - Modern World History – Houghton Mifflin, Harcourt, copyright 2019
- H. Approve the following overnight field trips:
 - FBLA Summer Summit in Visalia, June 14-15, 2024
 - FBLA National Leadership Conference in Orlando, Florida, June 28-July 3, 2024
 - Football – South Lake Tahoe, June 22-26, 2024
- I. Approve hiring of the following personnel:
 - Aleia Van Dyke (Lund) – Director of Community Schools and Mental Health
- J. Accept the resignation of the following personnel:
 - Denise Maccoun, Cook
 - Ivory Fishel, Academic Technician
 - Katelynn Pribyl, English Teacher
 - Mariah Taylor, Math Teacher
- K. Approve hiring of the following certificated personnel for the 2024-25 school year.

Name	Position		Ed Code	Effective
Phillips, Kelly	Teacher – Mathematics	Prob 0	44911	08/09/2024
Powell, Jason	CTE Teacher – Auto / EV	Prob 1	44929.21	08/09/2024

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L. March 2024 Board Policy Updates

- Second Reading BP 0450 Comprehensive Safety Plan
- Second Reading AR 0450 Comprehensive Safety Plan
- Second Reading BP 0470 COVID-19 Mitigation Plan – **DELETE**
- Second Reading BP 3516 Emergencies and Disaster Preparedness Plan
- Second Reading AR 3516 Emergencies and Disaster Preparedness Plan
- Second Reading BP 3550 Food Service / Child Nutrition Program
- Second Reading AR 3550 Food Service / Child Nutrition Program
- Second Reading BP 4157 Employee Safety
- Second Reading BP 4257 Employee Safety
- Second Reading BP 4357 Employee Safety
- Second Reading AR 4157 Employee Safety
- Second Reading AR 4257 Employee Safety
- Second Reading AR 4357 Employee Safety
- Second Reading AR 4157.1 Work-Related Injuries
- Second Reading AR 4257.1 Work-Related Injuries
- Second Reading AR 4357.1 Work-Related Injuries
- Second Reading BP 5126 Awards for Achievement
- Second Reading AR 5126 Awards for Achievement
- Second Reading BP 5141.21 Administering Medication and Monitoring Health Conditions
- Second Reading BP 6115 Ceremonies and Observances
- Second Reading AR 6115 Ceremonies and Observances
- Second Reading BP 6175 Migrant Education Program
- Second Reading AR 6175 Migrant Education Program
- Second Reading BB 9320 Meetings and Notices
- Second Reading BB 9323.2 Actions by the Board
- Second Reading E(1) 9323.2 Actions by the Board
- Second Reading E(2) 9323.2 Actions by the Board – **DELETE**

19. DEFERRED CONSENT ITEMS

20. INFORMATION ITEMS

20.1 2024-25 DRAFT LCAP – Dr. Nicole Newman

21. ACTION ITEMS

21.1 APPROVE SUBMISSION OF THE CARL PERKINS APPLICATION

- Dr. Nicole Newman

ACTION NO. 23.080

LCAP GOAL #1: *WUHSD students will graduate high school college and career ready.*

LCAP GOAL #2: *WUHSD students will feel a sense of connectedness academically, socially, emotionally, and physically in their school.*

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Posted: 05/10/2024 MH

LCAP GOAL #3: WUHSD will engage families and members of the greater school community as educational partners.

21.2 APPROVE SPECIFICATIONS OF THE ELECTION ORDER AND RULES AND REGULATIONS REGARDING CANDIDATES' STATEMENTS FOR THE NOVEMBER 5, 2024 ELECTION – Dr. Nicole Newman

ACTION NO. 23.081

LCAP GOAL #1: WUHSD students will graduate high school college and career ready.

LCAP GOAL #2: WUHSD students will feel a sense of connectedness academically, socially, emotionally, and physically in their school.

LCAP GOAL #3: WUHSD will engage families and members of the greater school community as educational partners.

21.3 APPROVE RESOLUTION 23.082 TIE VOTES OF THE ELECTORATE FOR TRUSTEE POSITION– Dr. Nicole Newman

ACTION NO. 23.082

LCAP GOAL #1: WUHSD students will graduate high school college and career ready.

LCAP GOAL #2: WUHSD students will feel a sense of connectedness academically, socially, emotionally, and physically in their school.

LCAP GOAL #3: WUHSD will engage families and members of the greater school community as educational partners.

22. BOARD MEMBER REPORTS / COMMENT

23. ITEMS TO BE AGENDIZED FOR THE NEXT REGULAR MEETING

24. ADJOURNMENT

ACTION NO. 23.083

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SCHOOL BOARD MEETING FORMAT

What is a School Board Meeting?

A School Board Meeting is the normal business meeting of the governing board at which district business is conducted. It is not a public meeting where questions and discussion come from the audience. Members of the audience may address their comments to the Board during the time at which the Board is discussing the agenda item. A three-minute time limit will be imposed except for special presentations approved in advance.

Notification of Meetings

To provide the public with information about what will be on each board meeting agenda, a public notice is posted on the Wheatland Union High School website at www.wheatlandhigh.org on the Friday prior to a regularly scheduled board meeting. In addition, a copy of every board meeting agenda is posted at all schools, sent to union presidents and available for review at the District Office.

Next Regular Meeting: June 26, 2024

- *All open session materials distributed to board members are available upon request at 1010 Wheatland Road, Wheatland, CA 95692*
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Posted: 05/10/2024 MH



SkillsUSA®

Wheatland SkillsUSA Board Presentation

5/22/2024



SkillsUSA®

President.....Lukas Chang
Vice President.....Drakston Young
Secretary.....Adrian Quintero
Treasurer.....Damian Quintero
Public Relations.....Izzy Osborne
Fundraising Chair..... James Hendrickson &
.....Ayden Truong
Parliamentarian.....Alex Mize

What is SkillsUSA?

- #1 workforce development organization for students
- Our mission is to teach students to become professionals & leaders
- We need commitment from our students
- We teach our students:
 - Teamwork
 - Communication
 - Leadership



SkillsUSA 2023-24 Recap



Sports Broadcasting



Leadership Development Conferences



SkillsUSA Regional Competitions

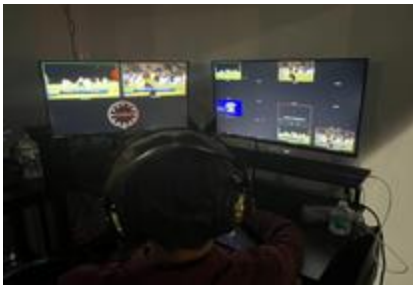


Homecoming

Broadcasting



Deluxe Mobile Live Studio



State of the Art Graphic
and Camera Controls



Award-Winning Student Crew



5 Games a Season



Multiple Community
Partnerships



Campus and Community Events



- SkillsUSA makes its own float for homecoming. Every member works together to make a float that goes with that year's theme.
- SkillsUSA week is a whole week where the members and administration of SkillsUSA are recognized.
- Toys for tots is a community event where members and non members put toys into a box that will get donated to a bunch of kids and toddlers that can not afford toys.



Regional Comp, Student Emmy.

- Video Production Live Broadcast won first place
- Video Commercial placed fourth
- Both teams qualified for state
- Ten Student Emmy Submissions: 3 PSA, 2 Commercials, Serious news, Light news, Short Form non-fiction, Live sporting event, Craft talent news and sports



Goals for Next Year

- Obtain Chapter 3 Excellence
- Compete at SkillsUSA State Conference
- Broadcast 5 WUHS sports games for every season (*Fall, Winter, Spring*)
- Double Student Membership





SkillsUSA®

**Thank you for
your support!**

Wheatland Union High School's SkillsUSA



WHAT IS SKILLSUSA?

SkillsUSA is a national organization in the United States which focuses on career and technical education. Providing students with opportunities to develop leadership skills, engage in competitions related to their field of study, and connect with industry professionals. Along the way following SkillsUSA's core values of integrity, respect, leadership, excellence, professionalism, and citizenship.

SkillsUSA 2023-2024 A Year to Remember ★



SkillsUSA Regional
Competitions



Homecoming Parade



Leadership
Development
Conference



Sports
Broadcasting



BROADCASTING

Previously covered fourteen live streams this school year with more to come! Implementing our deluxe mobile live studio, state of the art graphic controls, camera controls, and award-winning student crew. Recognizing our multiple community partnerships along the way.



CAMPUS & COMMUNITY EVENTS

- Participating in Wheatland Union's Homecoming Float parade! Showcasing our Barbie themed SkillsUSA float our member's created.
- SkillsUSA Week! Recognizing our members, administration, and our community members.
- Raising Toys for Tots! Coming together to bring toys to children in need.



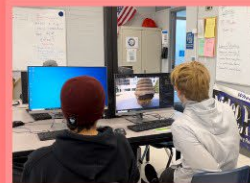
All students who submitted were placed in the top five and qualified for state! Video Production Live Broadcast team placing 1st in their category. Video Commercial teaming placing 4th in their category.



REGIONAL COMPETITIONS & STUDENT EMMY

10 Student Emmy Submissions

- 3 PSA
- 2 Commercials
- Serious News
- Light News
- Short Form Non-Fiction
- Live Sporting Event
- Craft Talent News
- Sports News



GOALS FOR 2024-2025

Obtain Chapter 3 Excellence

Compete at SkillsUSA State Conference

Broadcast 5 WUHS sports games for every season (Fall, Winter, Spring)

Double Student Membership

Board Update

Meeting Date; **May 15, 2024**

FMOT Board Meeting Notes

Capital Projects:

- District Master Plan.
- T-Mobile Cell Tower **(Received DSA approved plans # 02-121457 on 8-10-23)**
- Multipurpose Building. **(Received DSA Application # 02-121816 on 9-21-23.)**
- North side Solar. **(Received DSA Application # 02-122379 on 4-5-24.)**
- Artificial Turf. **(Some punch list corrections still need to be done.)**

North Side Solar Project:

- Contracts have been signed.
- 90% Plans are in design, they were scheduled April 10 to upload plans to DSA. (Groundbreaking June 2024)
- One issue we had to address is solar utility conduits run under the footprint. This was fixed with a note added to the plans E2.0. GPR was done.

Artificial turf in the Sports Complex:

- Next steps are punch list corrections and close out.
- Surfacing was installed 15-17, one additional flagpole has been ordered.
- We added cement pads for the pole vault over spring break. **(Done)**
- Final punch walk was done, and correction list was turned in to AstroTurf. Contract with Verde was done, and we are in the process of final closeout. Notice of completion (NOC) can be done anytime. Retention funds are being held until after punch walk corrections are done.

Multipurpose Building:

- This project is currently in planning, we have reviewed the 90% plans now in DSA.
- DSA Application number has been assigned 02-121816.

Cell Tower:

- This project is almost ready to start. Lease contracts are done.
- We have requested installers supply a pathway for fiber for the home side press box as part of the lease agreement. They have offered a \$10,000 "lease signing fee" to cover the cost of running fiber.
- We will request the lighting bracket and height information for the T-Mobile cell tower project.
- Because removing the pole was taken from the scope of work the contractor has agreed to run a fiber pathway to the back of the press box.

Next steps for the cell tower include:

1. 100% Plans were sent to and approved by DSA. (Approved 8-10-23)
2. Looks like construction can start early June 2024.

General projects:

*Spring break projects that were not completed are being done as we have time. Items that impacted safety and student teaching were given priority and all were completed over spring break.

- Add ductwork to welding shop classroom. **(Summer project)**
- Repair interior walls in the weightroom. **(Summer project)**
- Light timer upgrade. **(Spring Break)**
- Abate and replace VCT in the Kitchen, Cafeteria, and kitchen classroom. (24 weekdays) **(Summer project) (Job walk with KYA was done April 5th, contracts are waiting on corrections.)**
- Reset and weld hinges on the track gate below the press box. **(Spring Break)**
- Service all HVAC units and prep for AC summer. (CALSHAPE) **(Done)**
- Rebuild the JV baseball backstop. **(Summer project)**
- Convert the woodshop into an auto shop. The electrical, plumbing-HVAC, and painting as well as adding the dropped ceiling have all been done. We are finalizing contracts now. This project will start the end of May.
- Surplus equipment moves and sales. Next one scheduled for end of May.
- Install a 25X30 metal storage for Auto Shop equipment. (Before the end of school.)
- Pour cement patio West of the snack bar. **(Done)**
- Add one flagpole to the football field. **(Summer project)** (Pole is on order)
- D-10 power upgrade, Plumbing upgrade, add cabinet and sink, replace window, paint (?). **(Summer project)**
- When boring for solar power we should add the future sewer high pressure line (3" from the lift station to the lawn area manhole for the MP). **(Summer project)**
- Fix the handrail at the east DO door. **(Spring Break)**
- Install a two room 30X50 storage building for turf equipment, stage and chair storage/ Athletic equipment. **(Summer project if not sooner)**
- Install a 18X36 greenhouse after the end of the school year. In planning with CASA. **(Summer project)**
- Install gutter above south-east district office east door. **(Spring Break)**

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

Wednesday, April 17, 2024

5:00 PM Room P-8

Unadopted Minutes

A regular meeting of the Wheatland Union High School District Board of Trustees was held on Wednesday, April 17, 2024.

Trustees in attendance included Mr. Tony Lopez, Mrs. Shawndel Meder, Mrs. Patricia Agles, Mr. Greg Forest, Mr. Ryan Belflower, and Mr. Lukas Chang.

Also Present: Nicole Newman, Kerri Hubbard, Terry Biladeau, Schandia Edwards, Wendy Simpson, Amber Crawley Pam Sullivan, Joyce Willey, Carol Keiser, Kailia Mize, Michelle Slaughter, Ellie Landers, Amanda Wellborn, Patric McInnis, Emilio Smith, Kim McLaughlin, Rebecca Azevedo, Laura Holley, Mona Hood, students, staff, and community members.

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE TO THE FLAG

Member Meder led the pledge of allegiance.

3. ESTABLISHMENT OF A QUORUM

Mr. Tony Lopez, President	A (arrived at 5:10 p.m.)
Mrs. Shawndel Meder, Clerk	P
Mrs. Patricia Agles, Member	A (arrived at 5:03 p.m.)
Mr. Ryan Belflower, Member	P
Mr. Greg Forest, Member	P
Mr. Lukas Chang, Student Board Member	A (arrived at 5:50 p.m.)

4. CONFIRMATION OF THE AGENDA

Superintendent Newman made the following corrections to the agenda:

➤ **Consent Agenda**

- Classified Salary Ranges – change effective date to 7/1/2023 as listed on attachment.
- Agreement between WUHSD and CSEA – change effective date to 7/1/2023 as listed on the agreement (attachment).

➤ **Action Item number 23.078 added to**

22. Information / Possible Action

22.1 Board Policy Update

- First Reading BP 3510 Green School Operations
- First Reading BP 5030 Student Wellness

5. STUDENT AND STAFF RECOGNITIONS

Students of the Month – TRUSTWORTHY *(attachment)*

- 9th Grade – Tatum Sousa
- 10th Grade – Miranda Wilke
- 11th Grade – Jeremiah Reister
- 11th Grade – Isabella Navarro-Saelee

EPD Student of the Quarter

- Anabella Ramirez

Staff of the Month

- Certificated: Heather Sherk
- Classified: Laura Holley

Special Recognition: 2024 Student Achievement Scholarship, SSDA

- Faith Miller \$1,000.00
- Yuritzzy Garcia \$ 500.00
- Erika Thompson \$ 500.00

6. TENURE CELEBRATION

6.1 Tenure Celebration for the following Certificated Staff:

- Jacob Fletcher
- Stephanie Grignon
- Patric McInnis
- Kimberly McLaughlin
- Kailia Mize
- Michelle Slaughter
- Emilio Smith
- Amanda Wellborn

7. OPPORTUNITY FOR SCHOOL AFFILIATED ORGANIZATIONS TO ADDRESS THE BOARD

- **BAFB Liaison** – Not present
- **Wheatland Athletic Foundation** – Not present

8. RECOGNITION OF PERSONS HAVING BUSINESS WITH THE BOARD

Student, Mikle Allen, presented concerns regarding availability of gender-neutral restrooms on campus. Dr. Newman and Mrs. Edwards will meet with the student to discuss the issue further and address student concerns.

9. CLOSED SESSION - 5:27 PM

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

- **PUBLIC EMPLOYEE / PERSONNEL**

Title: Certificated, Classified, Administration and Unrepresented Employees

10. RECONVENE TO OPEN SESSION – 5:48 PM

11. ACTION ON CLOSED SESSION ITEMS IF ANY

President Lopez reported no action was taken during closed session.

12. PRESENTATIONS

12.1 After School Program – Ms. Amber Crawley (attachment)

13. SUPERINTENDENT’S REPORT

Superintendent Newman reported the following:

- Summer School Update (attachment)
- A “fly-over” by Beale Air Force Base during the 2024 graduation ceremony has been requested. More information to follow.
- Progress has been made in converting the Wood Shop into an Auto/EV classroom. Over 100 students have registered for the new 2024-25 CTE pathway. A Graphic Production pathway is also being considered for next year.
- Math teachers will be working with Mona Tonchef from Solution Tree Math Coaching in strategies to improve student math and CAASPP scores. This will continue to be a priority for the next few years.
- The Yuba County Educator of the Year awards will be held tomorrow night at the FIVE30 Event Center in Marysville. The following staff members will be celebrated:
 - Will Husse, New Teacher of the Year (1-5 years)
 - Pam Sullivan, Teacher of the Year
 - Jessica Ibarra, Classified Educator of the Year
- The Colusa-Sutter-Yuba Award’s Dinner will be held at Hilcrest Catering in Yuba City on Friday evening. The following staff members will be celebrated:
 - Schandia Edwards
 - Celeste Boggs
 - Brandon Moore
 - Aleia Lund
 - Carol Keiser
 - Heather McHugh
- Today’s Career Fair was a great success. Laura Holley and Heather McHugh did an amazing job in organizing the huge event.
- President Lopez, Member Forest, and Superintendent Newman attended the 2x2x2 meeting on Monday. Several items were discussed by the district representatives including development of the Plumas Lake property and potential issues with unification. Overall it was a productive meeting with good coordination between the districts.

14. DIRECTOR OF CAPITAL PROJECTS, MOT (attachment)

15. CHIEF BUSINESS OFFICER'S REPORT

- Developer Fee Report (attachment)

16. STUDENT BOARD REPRESENTATIVE REPORT

Mr. Lukas Chang reported the following:

- Today's Career Fair "went great". The event was live broadcasted by students and is available at: <https://youtu.be/fwvpbkmOrf8>.
- May 7th is National Signing Day to honor seniors as they sign letters of intent for a job offer, apprenticeship or advanced technical training.
- The ASB Hallway Rally to motivate students for next week's statewide testing was "great".
- Mr. Chang was pleased to see the computer labs are being upgraded for next school year.

17. PRINCIPAL'S REPORT

Wheatland Union High School

- The College and Career Fair was held today. Approximately 50 businesses participated. This was the biggest fair in WUHS history. Several WUHS graduates were working at the booths which is a great encouragement to students.
- State testing will be held next week. Seniors will have a late 10:00 a.m. start time. Under classmen will be testing in the early morning hours each day.
- MORP is scheduled for Friday evening on April 19th and Prom will be held on May 4th in Marysville.
- A calendar of all upcoming senior events will be going out in the next few days.
- Notification will be sent to senior parents that "Senior Assassins" is not a school endorsed event and any senior involved in a senior prank will not be allowed to walk for graduation.
- Graduation time has moved to 9:30 a.m. with gates open from 7:30-9:30 a.m. for ticketed guests only and to the public from 9:00-9:30 a.m. Mr. McInnis will be asked to video tape the event and broadcast it.
- The 2024-25 Welcome Wagon and other summer events are in the works.
- The annual 2024-25 calendar party will be held soon.

Edward P. Duplex Continuation High School

- EPD graduation will be held on Thursday, June 6th. Board members were invited to attend.
- Students had a great time on their zoo field trip.

Wheatland Community Day School

- Enrollment = 10 students
- A mural will be painted on the side of the Community Day School classroom.

18. RECOGNITION OF PERSONS HAVING BUSINESS WITH THE BOARD

No one present addressed the board.

19. CONSENT AGENDA

ACTION NO. 23.075

Notice to the Public

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- A. Approve minutes of the March 20, 2024, Regular Board Meeting
- B. Approve bills and warrants for March 2024 in the amount of \$2,156,756.25.
- C. Williams Uniform Complaint Report (January, February, March 2024)
- D. Approve Surplus Equipment (attachment)
- E. Approve overnight field trip for Summer College Exploration 2024, July 8-9, 2024.
- F. Approve the following job descriptions:
 - School Health Medical Billing Analyst
 - Administrative Assistant to the Co-Executive Directors of GSPP RTAC
 - Special Education and School Attendance Review Board (SARB) Secretary
 - Director of Community Schools and Mental Health
- G. Approve the following salary schedule:
 - Director of Community Schools and Mental Health
- H. Approve classified salary ranges, effective 7/1/2023. *(Effective date corrected during confirmation of agenda.)*
- I. Approve Agreement between Wheatland Union High School District and the California School Employees Association (CSEA) to reclassify Alyssa Chun to Special Education and School Attendance Review Board (SARB) Secretary effective July 1, 2023. *(Effective date corrected during confirmation of agenda.)*
- J. Approve the following members of the Citizens' Bond Oversight Committee for one-year term of May 16, 2024, through May 15, 2025:
 - Sonya Harris, Community at Large
 - Connie Walczak, Taxpayer Organization Member
 - Jan Curtin, Senior Citizen Group Representative

MOTION by Patricia Agles, seconded by Ryan Belflower, to approve the consent agenda.

Agles - Aye	Lopez - Aye
Belflower - Aye	Meder - Aye
Forest - Aye	Chang - Aye

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

20. **DEFERRED CONSENT ITEMS**

There were no deferred consent items.

21. **INFORMATION ITEMS**

21.1 **March 2024 Board Policy Updates** *(approval upon second reading)*

- A. First Reading BP 0450 Comprehensive Safety Plan
- B. First Reading AR 0450 Comprehensive Safety Plan
- C. First Reading BP 0470 COVID-19 Mitigation Plan – **DELETE**
- D. First Reading BP 3516 Emergencies and Disaster Preparedness Plan
- E. First Reading AR 3516 Emergencies and Disaster Preparedness Plan
- F. First Reading BP 3550 Food Service / Child Nutrition Program
- G. First Reading AR 3550 Food Service / Child Nutrition Program
- H. First Reading BP 4157 Employee Safety
- I. First Reading BP 4257 Employee Safety
- J. First Reading BP 4357 Employee Safety
- K. First Reading AR 4157 Employee Safety
- L. First Reading AR 4257 Employee Safety
- M. First Reading AR 4357 Employee Safety
- N. First Reading AR 4157.1 Work-Related Injuries
- O. First Reading AR 4257.1 Work-Related Injuries
- P. First Reading AR 4357.1 Work-Related Injuries
- Q. First Reading BP 5126 Awards for Achievement
- R. First Reading AR 5126 Awards for Achievement
- S. First Reading BP 5141.21 Administering Medication and Monitoring Health Conditions
- T. First Reading BP 6115 Ceremonies and Observances
- U. First Reading AR 6115 Ceremonies and Observances
- V. First Reading BP 6175 Migrant Education Program
- W. First Reading AR 6175 Migrant Education Program
- X. First Reading BB 9320 Meetings and Notices
- Y. First Reading BB 9323.2 Actions by the Board
- Z. First Reading E(1) 9323.2 Actions by the Board
- AA. First Reading E(2) 9323.2 Actions by the Board - **DELETE**

22. **INFORMATION / POSSIBLE ACTION**

22.1 **Board Policy Update**

- First Reading BP 3510 Green School Operations
- First Reading BP 5030 Student Wellness

Action Item 23.078

MOTION by Shawndel Meder, seconded by Ryan Belflower, to approve BP 3510 Green School Operations and BP 5030 Student Wellness.

Agles - Aye	Lopez - Aye
Belflower - Aye	Meder - Aye
Forest - Aye	Chang - Aye

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

23. **ACTION ITEMS**

23.1 **APPROVE APPOINTMENT OF THE FOLLOWING PERSONNEL TO SERVE FOR THE 2024-25 SCHOOL YEAR AS THE SCHOOL'S CIF LEAGUE REPRESENTATIVES**

- Nicole Newman
- Schandia Edwards
- Brandon Moore
- Jason Soderlund

ACTION NO. 23.076

MOTION by Patricia Agles, seconded by Shawndel Meder, to approve appointment of Nicole Newman, Schandia Edwards, Brandon Moore, and Jason Soderlund to serve for the 2024-25 school year as the School's CIF League Representatives.

Agles - Aye	Lopez - Aye
Belflower - Aye	Meder - Aye
Forest - Aye	Chang - Aye

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

24. **BOARD MEMBER REPORTS / COMMENTS**

- **Lukas Chang** – nothing to report.
- **Ryan Belflower** – FBLA was “awesome” and enjoyed by the students.
- **Greg Forest** – nothing to report.
- **Patricia Agles** – nothing to report.
- **Shawndel Meder** – nothing to report.
- **Tony Lopez** – nothing to report.

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

- ✓ LCAP
- ✓ Valedictorian and Salutatorian Recognitions
- ✓ ACSA Every Student Succeeding Recognitions
- ✓ Carl Perkins Application

24. **ADJOURNMENT**

ACTION NO. 23.077

MOTION by Shawndel Meder, seconded by Ryan Belflower, to adjourn at 7:15 p.m. 6 yeas, 0 Absent. Motion carries.

Respectfully Submitted:

Dr. Nicole Newman, Superintendent

Shawndel Meder, Clerk

Date

Date

Checks Dated 04/01/2024 through 04/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22204350	04/05/2024	ACSA Region 2	01-4300	Region 2 Gala Tickets		180.00
22204351	04/05/2024	Adam Labs Inc	01-5800	PLM Asbestos lab		20.00
22204352	04/05/2024	American Technical Publishers	01-4100	Welding Skills Textbook	2,700.06	
				Unpaid Tax	194.20-	2,505.86
22204353	04/05/2024	Animal Damage Management	01-5504	Pest Control		285.00
22204354	04/05/2024	BSN Sports LLC	01-4300	Welcom Wagon T-shirts		2,343.94
22204355	04/05/2024	CA Foster Youth Ed Summit	01-5200	CA Foster Youth Conf Staff Regis		2,250.00
22204356	04/05/2024	CalTronics JJR Enterprises Inc Ffle 2388	01-4300	Equip Contract		541.98
22204357	04/05/2024	Century LLC	01-4300	Wrestling Mats		16,742.66
22204358	04/05/2024	Coker, Olumide	01-5200	CEC Conf Reim		379.24
22204359	04/05/2024	Edwards, Schandia	01-5200	SSDA Reim		560.10
22204360	04/05/2024	Flora Fresh Inc	01-4300	Horticulture Supplies		606.90
22204361	04/05/2024	Hamilton, Kayla	01-5200	FFA Conf Reim		241.50
22204362	04/05/2024	Hastie's Capitol Sand & Gravel	01-4300	Gravel/Sand/Rock		1,066.73
22204363	04/05/2024	Hust Bros. Inc	01-4300	Maintenance Supplies		9.52
22204364	04/05/2024	Jack E Campbell	25-5800	March Insp Svc	480.00	
			35-6170	March Insp Svc	480.00	960.00
22204365	04/05/2024	James Sutherland	01-5800	Mar 25-28 Mileage		129.98
22204366	04/05/2024	Jorin, Christopher D	01-5200	SSDA Reim		18.00
22204367	04/05/2024	JW Pepper & Son Inc	01-4300	class Music		54.00
22204368	04/05/2024	King Consulting, Inc.	25-5800	Consulting Prof Svc		4,100.00
22204369	04/05/2024	Link, Lauren	01-5200	Council SPED Conf Reim		5,228.86
22204370	04/05/2024	Lund, Aleia	01-4300	Expense Reim	20.47	
			01-5200	Lead Summit Reim	204.85	
			01-5800	Expense Reim	6.35	
				Feb 28-Mar 22 Mileage Reim	88.87	
			01-5898	Feb 28-Mar 22 Mileage Reim	24.24	344.78
22204371	04/05/2024	McLaughlin, Kimberly	01-5200	CEC Conf Reim		336.41
22204372	04/05/2024	Mobile Modular Mgmt Corp	01-5600	DO 48x60 Rental		3,042.00
22204373	04/05/2024	Office Depot	01-4300	Class Supplies	117.33	
				Office Supplies	239.70	357.03
22204374	04/05/2024	Saunders, Kimberly	01-5200	CEC Conf Reim		302.24
22204375	04/05/2024	Shadd Janitorial Supply	01-4300	Janitorial Supplies		2,352.34
22204376	04/05/2024	Smith, Emilio F	01-5800	FFA State Conf Reim		314.72
22204377	04/05/2024	Sullivan, Pamela	01-5800	Zoo Trip Reim		95.00
22204378	04/05/2024	Synchrony Bank/Amazon	01-4300	AG Chem Supplies	73.36	
				Health office supplies	224.54	

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Checks Dated 04/01/2024 through 04/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22204378	04/05/2024	Synchrony Bank/Amazon		PirateFocus Supplies	277.88	
				SpEd Supplies	822.60	1,398.38
22204379	04/05/2024	Sysco Food Svcs Of Sacramento	13-4700	After School Snacks		680.04
22204380	04/05/2024	The Track Doctor Inc	35-6170	Track Surface Repair		8,500.00
22204381	04/05/2024	US Bank Corporate	01-4300	AMSAT	67.26	
				Board Mtg Supplies	53.61	
				Culinary Supplies	224.44	
				Office supplies	23.69	
				SpEd supplies	86.50	
			01-4400	Laptop	2,589.23	
			01-5200	Acsa Regis JWiley	425.00	
			01-5300	Padlet Subscription	99.99	
			01-5800	Field Trip-Zoo	386.97	
			01-5898	Monterey Plaza	433.62	
			13-4700	Cafeteria Food	58.46	4,448.77
22204382	04/05/2024	Wellborn, Amanda	01-5200	FFA Conf Reim		241.50
22204492	04/12/2024	A-Z Bus Sales	01-4300	Bus Repairs and Supplies	548.48	
			01-5600	Bus Repairs and Supplies	182.83	731.31
22204493	04/12/2024	Advanced Document	01-5800	Copier Maint Agreement		948.94
22204494	04/12/2024	Appeal-Democrat	01-5800	Legal Notice Developer Fee increase		515.00
22204495	04/12/2024	Backseat Driver & Assoc Inc	01-4300	Online Drivers Ed Lic		1,000.00
22204496	04/12/2024	CA+SA Studio	21-6200	Architecture Svc	89,000.00	
			35-6200	Architecture SVC	9,026.91	98,026.91
22204497	04/12/2024	CareerSafe	01-5800	Patient Care License		1,443.00
22204498	04/12/2024	Carolina Bio Supply	01-4300	AG 2 Prep Supplies		142.62
22204499	04/12/2024	Gopher Sports NW 5634	01-4300	PE Supplies		193.84
22204500	04/12/2024	Home Depot Gefc	01-4300	Ag Contr Supplies	83.60	
				Maintenance Supplies	19.26	
				Whiteboard	344.56	447.42
22204501	04/12/2024	Hust Bros. Inc	01-4300	Maintenance Supplies		197.68
22204502	04/12/2024	Mobile Modular Mgmt Corp	01-5600	Modular Rental Classrooms		2,090.00
22204503	04/12/2024	Raj's Mini Mart	01-4390	Vehicle Fuel FY 23/24		13,054.62
22204504	04/12/2024	San Diego County of ED	01-5200	Section 4 Trg		140.00
22204505	04/12/2024	SiteLogiq 82-0714007	40-6200	Solar Phase II		345,823.75
22204506	04/12/2024	Soter Technologies, LLC	01-9330	Vape Detector Renewal		750.00
22204507	04/12/2024	State Of Calif. Employment Dev elopment Department	01-3501	Acct 942-2105-8	508.30	
			01-3502	Acct 942-2105-8	75.95	584.25

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Checks Dated 04/01/2024 through 04/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22204508	04/12/2024	Stinemans Farm Supply	01-4300	Ag Biology/Animal Sci	18.39	
				AG Construction Materials	115.91	
				AG Plant Science Supplies	26.55	
				AG Welding Supplies	15.57	
				Farm Supplies	54.38	
				Garden Supplies	325.92	
				Maintenance Supplies	736.33	1,293.05
22204509	04/12/2024	Sullivan, Pamela	01-5200	AntiBias Conf Reim		888.30
22204510	04/12/2024	Synchrony Bank/Amazon	01-4300	Class Supplies	69.46	
				Eng Dept Supplies	206.96	
				Floral Supplies	47.30	
				Laptop Battery	57.10	
				PE Supplies	170.19	551.01
22204511	04/12/2024	Sysco Food Svcs Of Sacramento	01-4300	SafeHarbor		302.85
22204512	04/12/2024	TCSIG	01-9515	WC-T52 Payments FY 23/24		15,821.46
22204513	04/12/2024	US Bank Corporate	01-4300	Board Name Plate	45.65	
				MOT Supplies	241.31	
				Wall Clock	13.99	300.95
22204514	04/12/2024	Verizon Wireless	01-5900	Communications Svc		250.27
22204667	04/19/2024	All Rite Roofing Inc.	01-5600	TPO Leak Repair		350.00
22204668	04/19/2024	Anson Chan	01-5800	Live Scan Reim		82.16
22204669	04/19/2024	AstroTurf Corporation	35-6170	Aggregate civid scope for Turf Ftbl Field		66,191.25
22204670	04/19/2024	AT&T	01-5900	Communication Svc FY 23/24		2,092.60
22204671	04/19/2024	Bidwell H2O	01-4300	Drinking Water		92.90
22204672	04/19/2024	Bob's Lock & Key	01-5600	Key Supplies/Repairs		1,254.07
22204673	04/19/2024	Boggs Education Consulting LLC	01-5800	Grant Writing Svcs		10,000.00
22204674	04/19/2024	City Of Wheatland	01-5505	Water & Sewer Svc		1,974.21
22204675	04/19/2024	Crisis Prevention Institute	01-5200	NonViolent CIP Renewal		1,849.00
22204676	04/19/2024	De Lage Landen Public Finance	01-5600	Canon Lease		900.06
22204677	04/19/2024	DKS Electric	01-5600	Electric Svc		6,125.00
22204678	04/19/2024	Edapt Schools Inc	01-5800	LCAP AI Software		5,400.00
22204679	04/19/2024	Fatten, Courtney	01-4300	SPED Transitional Reim		489.57
22204680	04/19/2024	Garcia, Alicia	01-5800	Meal Reim (PerDiem)		44.76
22204681	04/19/2024	Gonzalez, Adela	01-5200	CEC Reim		259.00
22204682	04/19/2024	Griego, Kathleen	01-4300	Amazon Reim		132.68
22204683	04/19/2024	Hamilton, Kayla	01-4300	Clipboards Reim		116.28
22204684	04/19/2024	Haskett, Nina	01-5200	CEC Reim		369.35

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Checks Dated 04/01/2024 through 04/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22204685	04/19/2024	Home Depot Gefc	01-4300	Maintenance Supplies		50.54
22204686	04/19/2024	Hust Bros. Inc	01-4300	Maint Supplies		274.93
22204687	04/19/2024	Ibarra, Jessica	01-4300	Feb 16-Mar 22 Reim	294.15	
			01-5200	2/16-3/27 Mileage	196.79	
			01-5898	Feb 16-Mar 22 Reim	140.88	631.82
22204688	04/19/2024	James Sutherland	01-5800	Apr 8-12 Mileage		164.15
22204689	04/19/2024	Jorin, Christopher D	01-5810	Sac Zoo reim		23.90
22204690	04/19/2024	Language Line Service	01-5800	Document Translation		148.35
22204691	04/19/2024	Lund, Aleia	01-5800	Stu Summit Reim		1,450.00
22204692	04/19/2024	Office Depot	01-4300	Janitorial Supplies	492.81	
				Office Supplies	142.40	
				Window Envelopes	285.48	920.69
22204693	04/19/2024	Power Protection Plus	01-5600	Walk-In Freezer Hookup		4,200.00
22204694	04/19/2024	Realityworks	01-4400	Ag 2 Prep Suplies		11,961.31
22204695	04/19/2024	Recology Yuba Sutter	01-5502	Waste & Garbage Svc		3,633.94
22204696	04/19/2024	Sacramento Valley Golf Cars	01-4300	Golf Chargers		1,530.03
22204697	04/19/2024	School Steps Inc	01-5800	OT/COTA/BCBA Services		3,695.75
22204698	04/19/2024	Sherwin-williams Co	01-4300	Paint & Supplies		103.37
22204699	04/19/2024	SiteLogiq	40-6200	Facility Solution Project		14,582.46
22204700	04/19/2024	Sutter County Sup of Schools	01-5200	LLink TC Credential		600.00
22204701	04/19/2024	Synchrony Bank/Amazon	01-4300	AG 2 Prep room supplies	414.19	
				Ag 2 Prep-Groming table	1,616.24	
				AG Mechanic	312.17	
				Class Clocks	143.00	
				Continental wonders map rug	405.09	
				Eng Class Supplies-chargers	91.06	
				ESY Supplies	1,030.43	
				Floral Supplies	253.10	
				No Parking sign	11.84	
				Raptor Reunification Supplies	490.78	
				SAIL Prog Supplies	395.42	
				Transportation Supplies	540.24	
				Unpaid Tax	29.14-	5,674.42
22204702	04/19/2024	Sysco Food Svcs Of Sacramento	13-4300	Cafeteria Food/Supplies	3.21	
			13-4700	Cafeteria Food/Supplies	51.16	54.37
22204703	04/19/2024	US Bank Corporate	01-4100	Textbooks	10.99	
			01-4300	Ag 2 Prep-Models	159.94	

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Checks Dated 04/01/2024 through 04/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22204703	04/19/2024	US Bank Corporate		AG 2 Prep-Scale	505.74	
				Biohazard kits	143.20	
				Counseling Supplies	110.70	
				Depper-sunglasses	622.19	
				Laminating Rolls	399.22	
				Medals	749.13	
				MOT Supplies	71.05	
				Postal Svc	47.67	
				SAIL Supplies	1,570.94	
				SPED rug supplies	12.92	
				Stickers	96.97	
				UPS Charges	47.67	
				Video Production supplies	134.72	
			01-4400	Ag 2 Prep-Ultrasound Probe	4,294.92	
			01-5200	CCCAOE Conf Lodging	905.16	
			01-5800	ChatGPT Subscription	60.00	
			13-4300	Cafeteria Supplies	305.79	
				Kitchen Supplies	489.27	
				Unpaid Tax	53.88-	10,684.31
22204704	04/19/2024	Valley Pump & Motor Works Inc	01-5600	Well Service		180.00
22204705	04/19/2024	Waxie Supply	01-4300	Scrub repair		418.05
22204706	04/19/2024	Wellborn, Amanda	01-4300	Ag Chem Lab Reim	20.40	
				County Awards Reim	139.85	
				Floral Supplies Reim	134.69	
				TPT Ag Reim	134.79	429.73
22204707	04/19/2024	Wheatland Florist	01-4300	SpEd Floral Project		178.36
22204708	04/19/2024	Wheatland Tire Co.	01-4300	Tire Svc/Repairs	20.00	
				Tires and mount	930.00	950.00
22204709	04/19/2024	Yuba County Probation Department	01-5800	PASS Officer Svc FY 23/24		32,263.09
22204903	04/26/2024	Anderson, James	01-5800	Mar 28 , Apr 9 Reim		36.72
22204904	04/26/2024	Azevedo, Rebecca	01-4300	Playscript Reim		301.58
22204905	04/26/2024	B.E. Publishing	01-4300	Class Books-BurgerShack	1,166.64	
				Unpaid Tax	83.91-	1,082.73
22204906	04/26/2024	Boggs, Celeste	01-5200	Linked Learning Conf Reim		2,790.47
22204907	04/26/2024	BUSWEST	01-5800	Transporation Svc		1,092.51
22204908	04/26/2024	CalTronics JJR Enterprises Inc File 2388	01-4300	Equip Contract		103.18
22204909	04/26/2024	Capitol Custom Embroidery	01-4300	WUHS Logo		712.23

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Checks Dated 04/01/2024 through 04/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22204910	04/26/2024	CDTFA	01-9505	QTR 1 Use Tax		238.27
22204911	04/26/2024	CIF-Sac-Joaquin Section	01-4300	Wrestling Assessments	320.00	
			01-5300	Boys Soccer Playff Fee	125.00	445.00
22204912	04/26/2024	De Lage Landen Public Finance	01-5600	Canon Lease		900.06
22204913	04/26/2024	Discovery Door	01-5600	Kitchen Door		8,625.00
22204914	04/26/2024	Easter Seals Superior CA Inc	01-5800	PT Service		495.00
22204915	04/26/2024	Flora Fresh Inc	01-4300	County Awards Supplies		1,377.05
22204916	04/26/2024	Floral Resources Sacramento	01-4300	County Awards Supplies		175.63
22204917	04/26/2024	Grad Awards	01-4300	CSF Certificates		551.60
22204918	04/26/2024	Griego, Kathleen	01-5800	Live Scan Reim		79.00
22204919	04/26/2024	Hillyard / Sacramento	01-4300	Cleaning Supplies		713.11
22204920	04/26/2024	Hubbard, Kerri	01-5200	CASBO Conf Reim		580.74
22204921	04/26/2024	Hust Bros. Inc	01-4300	Maint Supplies		249.45
22204922	04/26/2024	Institute for Edu Leadership Attn: Kathy Rodriguez	01-5200	Institute for Ed Leadership Conf		1,250.00
22204923	04/26/2024	James Sutherland	01-5800	Apr 15-19 Mileage Reim		261.97
22204924	04/26/2024	JW Pepper & Son Inc	01-4300	class Music		40.00
22204925	04/26/2024	Keiser, Carol	01-4300	CTE/SSDA Reim	446.04	
			01-5200	CTE/SSDA Reim	62.00	508.04
22204926	04/26/2024	Keiser, Joshua	01-5200	HOSA Conf Reim	330.04	
			01-5800	FBLA Conf Reim	259.00	589.04
22204927	04/26/2024	KHovnanian Homes	25-8681	Permit Plan Change Refund		432.00
22204928	04/26/2024	Link, Lauren	01-4300	SpEd Reim	352.69	
			01-5200	SIP Conf Reim	2,008.43	2,361.12
22204929	04/26/2024	Mescher Door Company	01-4400	Construction Door		2,250.00
22204930	04/26/2024	Mize, Kailia	01-5200	HOSA Conf Reim		501.19
22204931	04/26/2024	Mobile Modular Mgmt Corp	01-5600	Modular Rental Classrooms		2,720.00
22204932	04/26/2024	Moore, Brandon	01-5200	CSADA Conf Reim		838.85
22204933	04/26/2024	Pacific Gas & Electric	01-5501	PG& E Svc FY 23/24		12,416.65
22204934	04/26/2024	Pacific Shredding	01-5800	Document Shredding Svc		60.48
22204935	04/26/2024	PlaceWorks	25-5800	WHSD-01 Svc thru 2/29/24		2,635.47
22204936	04/26/2024	PlaceWorks Inc.	25-5800	Plumas Lake Property Environmental Study		4,437.77
22204937	04/26/2024	Purchase Powe Pitney Bowes Bank	01-5900	Postage Svc		503.50
22204938	04/26/2024	RR Goyakla Apache Trudvang LLC	01-4300	AMSAT Series 2		397.13
22204939	04/26/2024	Shadd Janitorial Supply	01-4300	Janitorial Supplies		2,005.05
22204940	04/26/2024	Sierra Pacific Turf Supply	01-4300	Maint/OP Supplies		298.30
22204941	04/26/2024	Soderlund, Jason	01-5200	CSADA Conf Reim		1,870.65
22204942	04/26/2024	Synchrony Bank/Amazon	13-4300	Kitchen Supplies		64.01

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.

Checks Dated 04/01/2024 through 04/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
22204943	04/26/2024	Sysco Food Svcs Of Sacramento	13-4700	Cafeteria Food/Supplies		334.08
22204944	04/26/2024	Taylor, Melissa	01-4300	AG Supplies Reim		17.43
22204945	04/26/2024	TPx Communications	01-5900	Communication Phone Svc		3,441.32
22204946	04/26/2024	US Bank Corporate	01-4300	Ag Chem Supplies	158.45	
				AG Class Supplies	42.00	
				Binders	51.46	
				Board Mtg4/17	560.30	
				Certificate Frames	16.47	
				Certificates Frames	93.33	
				Classroom Supplies	35.37	
				Culinary Supplies	32.24	
				Eng Book	174.83	
				Foreign Lang Supplies	786.82	
				Lock Box for Trans	34.37	
				MOT Supplies	233.17	
				Offoce Supplies	40.99	
				Sail Project	21.54	
				SAIL Project supplies	395.42	
			01-5200	CA FCCLA Conf-flights	719.85	
				CASBO Conf	1,816.98	
				Institute Ed Leadership Conf-Flights	875.92	
			13-4300	Cafeteria Supplies	73.21	
			13-4700	Cafeteria Food	67.90	6,230.62
22204947	04/26/2024	Wheatland Smog-repair Llc	01-5600	Vehicle Repairs/Svc		748.74
Total Number of Checks					144	806,423.91

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	130	258,968.30
13	Cafeteria Special Rev Fund	7	2,127.13
21	Building Fund	1	89,000.00
25	Capital Facilities Fund	5	12,085.24
35	County School Facilities Fund	4	84,198.16
40	Sp Reserve Fnd-Cap Outlay Pr	2	360,406.21

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.

Checks Dated 04/01/2024 through 04/30/2024

Check Number	Check Date	Pay to the Order of	Fund-Obj	Comment	Expensed Amount	Check Amount
Total Number of Checks			144		806,785.04	
Less Unpaid Tax Liability					361.13	
Net (Check Amount)					806,423.91	

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.

WHEATLAND UNION HIGH SCHOOL DISTRICT
2023-2024 CONTRACTS FOR SERVICES AND MATERIALS
LISTING FOR BOARD REVIEW - INFORMATION ONLY

The Board shall review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days. (Education Code 17605)

The Board of Trustees recognizes its fiduciary responsibility to oversee the prudent expenditure of district funds. In order to best serve district interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the district received maximum value for items purchased. He or she shall ensure that records of expenditures and purchases are maintained in accordance with the law. (BP 3300)

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings. (BP 3300)

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order. (BP 3300)

CONTRACTS				
CONTRACT NO. / PROJECT NO.	CONTRACTOR	AMOUNT	SERVICES OR MATERIALS	BOARD APPROVAL/ RATIFICATION DATE
24-004	HC Heilman Construction	\$ 45,000.00	Concrete Flatwork West of Snack Bar	5/15/2024
24-005	Building Right	\$ 6,900.00	Install Wood Shop Drive Thru Opening	5/15/2024
24-006	Verde Design	\$ 2,340.00	Football Field Project Close Out	5/15/2024
24-007	Power Protection Plus	\$ 12,400.00	Auto Shop Electrical Work	5/15/2024

Wheatland Union High School District

SURPLUS EQUIPMENT AND BOOKS

Site Location: Wheatland Union High School

Date: May 15, 2024

Serial Number	Equipment Description (model, etc.)	Reason
Tag 01566	Grizzly Router Table	Obsolete
	Mini Max S45	Obsolete
Tag 2232	Craftsman Jointer	Obsolete
Tag 1009	Mini Max Big Green Surface Planer	Obsolete
34-080 K8824 Tag 2225	Delta Miter Saw	Obsolete
19I008384 2019-39CT	Delta 20" Scroll Saw	Obsolete
1-490 Tag 1014	PowerMatic Mod: 300	Obsolete
902411	MultiMax Scroll Saw Mod: 14E	Obsolete
201425-CJ61207	Delta Scroll Saw 20"	Obsolete
	Workbench/Cord holders 36"x60" Metal Top	Obsolete
Red Lathe	TurnCrafter KWL-1218VS	Obsolete
Red Lathe	TurnCrafter TCLC12VS	Obsolete
2012180-00222	Rockwell Shop Series RK9011	Obsolete
171000059	Grizzly Sander G 7297	Obsolete
	54"x54" Worktables (6) Vise included	Obsolete
	Beverage-Air Milk Cooler SP60-16	Obsolete
11-356-090	Hobart Mixer D300 with bowl	Obsolete
	Microscope Lot	Obsolete
Tag 1219	Montague Double Oven	Obsolete
	Black bad wheels – old welding cart	Obsolete
	Rolling Ladder	Obsolete
	2 Pallets – Robotics	Obsolete
	Portable Landing, Gray 5'x5' with rails	Obsolete
	Portable Ramp – Black 9'x4'	Obsolete
	PRE-CORE Elliptical EFX544	Obsolete
GG30015200074	ProForm Treadmill	Obsolete
	CamBro Food Card (Blue)	Obsolete
	Back Boards (2) 3'x6'6"	Obsolete
Tag 00848 & 00846	Workbench (2) 2x3 and 30"x5'	Obsolete

Please send a signed copy to the Director of Fiscal Services



School Administrator's Signature

SURPLUS EQUIPMENT LIST - May 15, 2024 Board Meeting

Surplus #	SN # / Tag #	Location	Make	Model
S44	Tag 01566	Wood Shop	Grizzly	Router Table
S45	NONE	Wood Shop	Mini Max	S45
S46	Tag 2232	Wood Shop	Craftsman Jointer	"Avaialbe on request"
S47	Tag 1009	Wood Shop	Mini Max	Big Green Surface Planer
S48	SN 34-80 Tag 2225	Wood Shop	Delta Miter Saw	34-080 K8824
S49	19I008384 2019-39CT	Wood Shop	Delta	20" Scroll Saw
S50	Tag 1014 SN 1-490	Wood Shop	PowerMatic	Mod: 300
S51	902411	Wood Shop	MultiMax Scroll Saw	Mod: 14E
S52	201425-CJ61207	Wood Shop	Delta Scroll Saw	20" Scroll Saw
S53	None	Wood Shop	Work Bench/Cord holders	36"X60" Metal top
S54	None, Red Lathe	Wood Shop	TurnCrafter	KWL-1218VS
S55	None, Red Lathe	Wood Shop	TurnCrafter	TCLC12VS
S56	2012180-00222	Wood Shop	Rockwell Shop Series	RK 9011
S57	171000059	Wood Shop	Grizzly Sander	G 7297
S58	None	6ea Wood Shop Work Tables	54"X54"	Vise is included
S59		Maintenance Shop	Beverage-Air	Milk Cooler SP60-16
S60	11-356-090	Conex Box	Hobart Mixer D300	With Bowl
S61		Conex Box		Microscope Lot
S62	Tag 1219	Conex Box	Montague	Double Oven
S63		Welding Shop	Black bad wheels	Old Welding Cart
S64		Wood Shop		Rolling Ladder
S65	None	Conex Box		2 Pallets Robotics
S66	None	Bus Yard	Gray 5'X5' with rails	Portable Landing
S67	None	Bus Yard	Black 9'X4'	Portable Ramp
S68	None	Bus Yard	PRE-CORE	Elliptical EFX 544
S69	GG30015200074	Bus Yard	ProForm	Treadmill
S70	None	Bus Yard	CamBro	Food Cart (Blue)
S71	None	Bus Yard	2 ea Back Boards	3' X 6'6"
S72	Tag 00848 & 00846	Wood Shop	Work Bench 2ea	2X3 & 30"X5'
S73				

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

A. General

This Contract for Services (the "Agreement") is between the Sutter County Superintendent of Schools (SCSOS), serving as the Local Education Agency (LEA) for the Tri-County Induction Program (TCIP), and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively "District") signing below. The term of this Agreement commences on July 1, 2024, and terminates on June 30, 2025.

B. Purpose

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

C. Eligibility

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

D. LEA Responsibilities

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

E. District/COE Responsibilities

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

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

F. Other Terms and Conditions

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

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

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

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

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

- Option 1: District pays SCSOS \$2,210 per Candidate to select, hire, match and provide continuous training to its Mentors using the criteria as outlined above. Billing will occur half in November and half in May with payments due in December and June. If the district is going to charge the Candidate, it is their responsibility to notify the Candidate upon hiring and collect all fees due. If the Candidate leaves the program during the year, the district will be responsible for reimbursing the cost to the Mentor on a prorated basis. **It is the responsibility of the district to notify TCIP ASAP when a Candidate or Mentor leaves the program on a leave or permanent basis.**
- ☒ Option 2: The district agrees to provide written verification of the above selection, hiring, and matching process to TCIP upon request by credential type, same grade level or subject matter as Candidate.

H. Fiscal Responsibilities and Terms

1. SCSOS, in its capacity as LEA, agrees to the overall fiscal responsibility for the funding of the administration of the program.
2. The DISTRICT will assume financial responsibility of all Credential PROGRAM FEES for each Candidate enrolled in the Program. **The Clear Credential Candidate Program Fee** from Districts includes enrollment of one Candidate in **one** of the following programs: Clear Multiple Subject Credential, Clear Single Subject Credential, Clear Education Specialist Credential, or Career Technical Education Preliminary/Clear Credential at the rate of \$1,600 per year.
3. If District has elected "Option 2" in section "G" above, the District shall distribute the funds to Mentors for compensation.

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

Wheatland Union High School District

Name of District or County Office of Education

Dr. Nicole Newman, Superintendent

Printed Name/Title

[Signature]

Signature

5/6/2024

Date

District Liaison:

Dr. Nicole Newman, Superintendent

Printed Name/Title

nnewman@wheatlandhigh.org

Liaison's Email Address

Sutter County Superintendent of Schools as LEA:

Tom Reusser/Superintendent

Printed Name/Title

Signature

Date received at SCSOS

Memorandum of Understanding
Between The
Wheatland Union High School District
and the Wheatland High Education Association of Teachers

I. Article XVI-A: Salary – Stipends

A. Stipends added to Appendix E & F

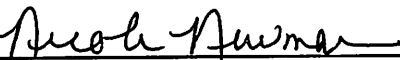
- Percentage is from Step 1 / Column III of the Certificated Salary Schedule
- Girls' Flag Football, Head Coach: 8%
- Girls' Flag Football, Assistant Coach: 7%
- Girls' Wrestling, Head Coach: 10%

FOR THE WHEATLAND HIGH EDUCATION ASSOCIATION OF TEACHERS

By: 
Melissa Taylor, W.H.E.A.T. President

Date: 5/7/24

FOR THE WHEATLAND UNION HIGH SCHOOL DISTRICT

By: 
Dr. Nicole Newman, Superintendent

Date: 5/7/2024

Wheatland Union High School District

OVERNIGHT FIELD TRIPS APPROVAL PROCESS

Date Submitted: 4/25/2024

Approval: ☐ Yes ☐ No

Approval Date: _____

Waiver Signed: _____

As outlined in the district's administrative regulations, requests for overnight field trips must be submitted 20 days prior to the date of the next regularly scheduled Board meeting. The Board will approve or disapprove the request and Superintendent or Designee will notify the Teacher(s)/Staff of the decision.

Event/Group Title: Future Business Leaders of America (FBLA) -- Summer Summit

Teacher(s)/Staff Submitting Request (Trip Supervisor): Stacey Atencio

Supervising Teacher(s)/Staff Email: satencio@wheatlandhigh.org

The teacher(s) submitting the request will be designated the Trip Supervisor and assumes responsibility at all times for supervising student activities and shall assume responsibility for the proper conduct of all participants.

Number of students participating: 2 * Number of adult volunteers: 1

List adult volunteers/chaperones: Stacey Atencio

* For other than athletic events, there must be one adult for every ten students participating.

Date transportation request submitted: N/A

Funding Source: CA FBLA Funded and incidentals will be paid by chapter

Departure Date/Time/Location: June 14th, 2024 (5:00 am)
Drive to Visalia CA

Schedule Return (include time): June 15th, 2024 (9:00pm)

Destination (address required): Holiday Inn Express 5625 W. Cypress Ave Visalia CA 93277
Tulare Office of Education 6200 S Mooney Blvd Visalia CA 93277

Contact Phone Number at Destination (required): 805-701-3939

Supervision on School Sponsored Trips

Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations.

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.

Safety Issues

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available.

Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip.

2. The district shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip.

3. If the Superintendent or designee receives threat level warnings from the Homeland Security pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.

4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

5. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

CHECKLIST TO BE COMPLETED BY ADMINISTRATOR PRIOR TO TRIP DEPARTURE

(initial each item certifying completion)

_____ Wheatland Union High School District "Field Trip Notice & Medical Authorization" form has been signed by parent(s)/guardian(s) of all student participants.

_____ WUHSD Fingerprint and TB clearance requirements per WUHSD AR 1240 have been obtained for all non-District employee chaperones.

_____ Meeting held for staff, noncertificated adults, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions as required by WUHSD AR 6153.

Meeting date: _____

_____ Health Conditions/Medication: Health Clerk has been consulted at least two weeks prior to any field trip. Trip participant health information has been gathered and reviewed and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (e.g., food allergies). A plan has been developed by a health clerk to collect, secure, and dispense prescription medications from their original containers and consistent with physician's instructions. (See WUHSD AR 5141.21)

_____ Supervision is by certificated personnel and assisted by other school employees, parent/guardian(s), or other authorized chaperones who are at least 21 years old. Site Administrator and trip leader are satisfied all chaperones are willing and able to perform required duties, including understanding and implementing instructions, health information for students in their group and responding effectively in the event of emergency.

☒ Adult to Student Ratio is at least 1:10 (or higher if high risk activities).

_____ Sleeping arrangements and night supervision are safe and appropriate.

☒ Safety requirements have been met (e.g., first aid kits, emergency contact and health info, instructions for chaperones, cell phones).

_____ Confirm that: (1) if destination is out of the Wheatland area, arrangements have been made for use of an additional vehicle in event of illness or emergency and (2) students received instruction in safe conduct on bus or other transport.

_____ WUHSD Declaration of Driver form completed and signed by driver and registered owners of any private vehicles used on trip and copy of proof of insurance and California driver's license are on file and secured at school site. The same forms may be used for multiple trips or for entire school year as long as insurance proof on file is updated. This requirement does not apply to licensed bus companies on the District's approved bus list or for public transportation entities, airlines or AMTRAK.

_____ Confirm all student participants on higher risk activities (e.g. swimming, snow trips, horseback riding, sailing, rafting, etc) are covered by medical or accident insurance as required by AR 6153.

Do not exclude students without insurance; however, contact Risk Management for instructions.

_____ Site and trip leader has a list of students and adults attending trip.

TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST

Wheatland Union High School District

OVERNIGHT FIELD TRIPS APPROVAL PROCESS

Date Submitted: 4/25/2024

Approval: ☐ Yes ☐ No

Approval Date: _____

Waiver Signed: _____

As outlined in the district's administrative regulations, requests for overnight field trips must be submitted 20 days prior to the date of the next regularly scheduled Board meeting. The Board will approve or disapprove the request and Superintendent or Designee will notify the Teacher(s)/Staff of the decision.

Event/Group Title: Future Business Leaders of America (FBLA) -- National Leadership Conference

Teacher(s)/Staff Submitting Request (Trip Supervisor): Stacey Atencio

Supervising Teacher(s)/Staff Email: satencio@wheatlandhigh.org

The teacher(s) submitting the request will be designated the Trip Supervisor and assumes responsibility at all times for supervising student activities and shall assume responsibility for the proper conduct of all participants.

Number of students participating: 2 * Number of adult volunteers: 1

List adult volunteers/chaperones: Stacey Atencio

* For other than athletic events, there must be one adult for every ten students participating.

Date transportation request submitted: N/A

Funding Source: FBLA ASB funds and District CTEIG/other funding

Departure Date/Time/Location: June 28th, 2024 (7:00 am)

Southwest or Other Air from Sacramento to Orlando, Shuttles to and from hotel and Convention Center, Rental vehicle around town, possible Uber if needed and Atencio's car or Parent drop off at airport.

Schedule Return (include time): July 3rd, 2024 11pm

Destination (address required): Wyndham Orlando Resort 8001 International Dr Orlando 32819 and Orange County Convention Center 9800 International Dr Orlando Florida

Contact Phone Number at Destination (required): 844-209-0445

Supervision on School Sponsored Trips

Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations.

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.

Safety Issues

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available.

Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip.

2. The district shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip.

3. If the Superintendent or designee receives threat level warnings from the Homeland Security pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.

4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

5. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

CHECKLIST TO BE COMPLETED BY ADMINISTRATOR PRIOR TO TRIP DEPARTURE

(initial each item certifying completion)

_____ Wheatland Union High School District "Field Trip Notice & Medical Authorization" form has been signed by parent(s)/guardian(s) of all student participants.

_____ WUHSD Fingerprint and TB clearance requirements per WUHSD AR 1240 have been obtained for all non-District employee chaperones.

_____ Meeting held for staff, noncertificated adults, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions as required by WUHSD AR 6153.

Meeting date: _____

_____ Health Conditions/Medication: Health Clerk has been consulted at least two weeks prior to any field trip. Trip participant health information has been gathered and reviewed and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (e.g., food allergies). A plan has been developed by a health clerk to collect, secure, and dispense prescription medications from their original containers and consistent with physician's instructions. (See WUHSD AR 5141.21)

_____ Supervision is by certificated personnel and assisted by other school employees, parent/guardian(s), or other authorized chaperones who are at least 21 years old. Site Administrator and trip leader are satisfied all chaperones are willing and able to perform required duties, including understanding and implementing instructions, health information for students in their group and responding effectively in the event of emergency.

☒ _____ Adult to Student Ratio is at least 1:10 (or higher if high risk activities).

_____ Sleeping arrangements and night supervision are safe and appropriate.

☒ _____ Safety requirements have been met (e.g., first aid kits, emergency contact and health info, instructions for chaperones, cell phones).

_____ Confirm that: (1) if destination is out of the Wheatland area, arrangements have been made for use of an additional vehicle in event of illness or emergency and (2) students received instruction in safe conduct on bus or other transport.

_____ WUHSD Declaration of Driver form completed and signed by driver and registered owners of any private vehicles used on trip and copy of proof of insurance and California driver's license are on file and secured at school site. The same forms may be used for multiple trips or for entire school year as long as insurance proof on file is updated. This requirement does not apply to licensed bus companies on the District's approved bus list or for public transportation entities, airlines or AMTRAK.

_____ Confirm all student participants on higher risk activities (e.g. swimming, snow trips, horseback riding, sailing, rafting, etc) are covered by medical or accident insurance as required by AR 6153.

Do not exclude students without insurance; however, contact Risk Management for instructions.

_____ Site and trip leader has a list of students and adults attending trip.

TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST

*****SUBMIT COMPLETED FORM TO THE PRINCIPAL FOR APPROVAL*****

Wheatland Union High School District

OVERNIGHT FIELD TRIPS APPROVAL PROCESS

Date Submitted: 6-30-21

Approval: ☐ Yes ☐ No

Approval Date: _____

Waiver Signed: _____

As outlined in the district's administrative regulations, requests for overnight field trips must be submitted 20 days prior to the date of the next regularly scheduled Board meeting. The Board will approve or disapprove the request and Superintendent or Designee will notify the Teacher(s)/Staff of the decision.

Event/Group Title: Football

Teacher(s)/Staff Submitting Request (Trip Supervisor): Andy Fatten

Supervising Teacher(s)/Staff Email: Afatten@wheatlandhigh.org

The teacher(s) submitting the request will be designated the Trip Supervisor and assumes responsibility at all times for supervising student activities and shall assume responsibility for the proper conduct of all participants.

Number of students participating: 85 * Number of adult volunteers: 18

List adult volunteers/chaperones: Andy Fatten, Jason Sobelund, Earl Menden, Josh Wilson, Jere Cumming, George Chene, Gena Grayland, Steph Atkinson, Marny Morken, Will Busse,

* For other than athletic events, there must be one adult for every ten students participating.

Date transportation request submitted: 6-22-21

Funding Source: Football

Departure Date/Time/Location: 6-22 @ 12pm South Lake Tahoe

Schedule Return (include time): 6-26 @ 4pm

Destination (address required): 1900 Jamison Beach Rd South Lake Tahoe

Contact Phone Number at Destination (required): 530-494-2228 Cal. 96150

Principal's Approval: [Signature]

Date: 5/2/21

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Parent/Guardian Permission

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All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims.

Safety Issues

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available.

Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip.

2. The district shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip.

3. If the Superintendent or designee receives threat level warnings from the Homeland Security pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.

4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

5. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

CHECKLIST TO BE COMPLETED BY ADMINISTRATOR PRIOR TO TRIP DEPARTURE

(initial each item certifying completion)

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_____ WUHSD Fingerprint and TB clearance requirements per WUHSD AR 1240 have been obtained for all non-District employee chaperones.

_____ Meeting held for staff, noncertificated adults, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions as required by WUHSD AR 6153.

Meeting date: _____

_____ Health Conditions/Medication: Health Clerk has been consulted at least two weeks prior to any field trip. Trip participant health information has been gathered and reviewed and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (e.g., food allergies). A plan has been developed by a health clerk to collect, secure, and dispense prescription medications from their original containers and consistent with physician's instructions. (See WUHSD AR 5141.21)

_____ Supervision is by certificated personnel and assisted by other school employees, parent/guardian(s), or other authorized chaperones who are at least 21 years old. Site Administrator and trip leader are satisfied all chaperones are willing and able to perform required duties, including understanding and implementing instructions, health information for students in their group and responding effectively in the event of emergency.

_____ Adult to Student Ratio is at least 1:10 (or higher if high risk activities).

_____ Sleeping arrangements and night supervision are safe and appropriate.

_____ Safety requirements have been met (e.g., first aid kits, emergency contact and health info, instructions for chaperones, cell phones).

_____ Confirm that: (1) if destination is out of the Wheatland area, arrangements have been made for use of an additional vehicle in event of illness or emergency and (2) students received instruction in safe conduct on bus or other transport.

_____ WUHSD Declaration of Driver form completed and signed by driver and registered owners of any private vehicles used on trip and copy of proof of insurance and California driver's license are on file and secured at school site. The same forms may be used for multiple trips or for entire school year as long as insurance proof on file is updated. This requirement does not apply to licensed bus companies on the District's approved bus list or for public transportation entities, airlines or AMTRAK.

_____ Confirm all student participants on higher risk activities (e.g. swimming, snow trips, horseback riding, sailing, rafting, etc) are covered by medical or accident insurance as required by AR 6153.

Do not exclude students without insurance; however, contact Risk Management for instructions.

_____ Site and trip leader has a list of students and adults attending trip.

TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST



PARENT/GUARDIAN PERMISSION SLIP FOR EXTENDED DAY/OVERNIGHT FIELD TRIP

NAME OF STUDENT:	
NAME OF PARENT/GUARDIAN:	PHONE:
NAME OF PARENT/GUARDIAN:	PHONE:

TRIP INFORMATION

SCHOOL: Wheatland Union High School		DATE(S) OF TRIP:
DESIGNATED TEACHER/SUPERVISOR: <i>Andy Fatten</i>		PHONE:
DESTINATION: <i>South Lake Tahoe</i>		
ACTIVITIES: <i>Football Camp</i>		STUDENT WILL HAVE ACCESS TO WATER Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
MODE OF TRANSPORTATION TO AND FROM EVENT: <i>Bus, School Van, Personal Vehicle</i>		
DEPARTURE DATE/TIME: <i>6-22-21 12pm</i>	RETURN DATE/TIME: <i>6-26-21 4pm</i>	
STUDENT COST (IF APPLICABLE): <i>TBD</i>	RETURN FORM BY: <i>6-15-21</i>	
ITEMS STUDENTS SHOULD BRING (IF ANY): <i>Tent, Sleeping bag, Football Cleats and Athletic Clothes</i>		

Parent Consent to Participate and Indemnity Agreement:

In consideration for my child/ward's participation, I agree to reimburse and indemnify the school for all reasonable legal and court fees incurred by school in defending a lawsuit that I or my child/ward may bring against the school which relates to the above named activity if the school is found not legally liable by the courts and prevails in the lawsuit. If the school is found legally liable for injuries sustained by child/ward, this paragraph will not apply.

I certify that I have an understanding of this agreement and any risks and hazards associated with the activity described above that my child/ward will be participating in. I further understand that I had the opportunity to fully discuss this agreement with a representative of the school to clarify any concerns or questions about the activity or this agreement that I may have had.

I have read the information above and give consent for my child to participate in all aspects of this field trip:

PARENT/GUARDIAN SIGNATURE:	DATE:
<input type="checkbox"/> YES, I AM AVAILABLE TO CHAPERONE. I CAN BE REACHED AT	

PAGE TWO: EXTENDED DAY/OVERNIGHT FIELD TRIP MEDICAL RELEASE:

Emergency Medical Treatment: In the event of an emergency, I give permission to transport my child/ward to a hospital for emergency medical treatment. I wish to be advised prior to any further treatment by the hospital or doctor.

If you are unable to reach a parent/guardian at the above numbers, contact:

ALTERNATE CONTACT NAME:		PHONE:
PHYSICIAN'S NAME:		PHONE:
NAME OF MEDICAL INSURANCE:	POLICY #:	
PERTINENT MEDICAL CONDITIONS, INCLUDING ALLERGIES AND SPECIAL DIETARY NEEDS:		

Other Medical Treatment: In the event that the child becomes ill with symptoms such as headache, vomiting, sore throat, fever, or diarrhea, do you grant permission for supervisors to give your child non-prescription medication, such as acetaminophen, throat lozenges, cough syrup, or antacid?

☐ Yes ☐ No, I wish to be contacted first.

Medications: List all medications, prescription and over-the-counter, that the student currently takes at home and during the school day. Include all as-needed and emergency medications. Medications not authorized for self-carry must be in original container and given to the designated supervisor.

MEDICATION:	DOSAGE:	ROUTE: HOW GIVEN:	FREQUENCY:	START DATE:	STOP DATE:	SIDE EFFECTS:
1.						
2.						
3.						

MEDICAL PROVIDER CONSENT: REQUIRED FOR PRESCRIPTION MEDICATIONS LISTED ABOVE.

I Authorize the School/Parish to Give the Above Prescription Medication(S) to this Student.	
PRINT MEDICAL PROVIDER NAME:	PHONE:
MEDICAL PROVIDER SIGNATURE:	DATE:
Inhaler and Epi-Pen Only: This student and his/her parents have been instructed in self-administration and the student may carry an inhaler or Epi-Pen and self-administer. Yes <input type="checkbox"/> No <input type="checkbox"/>	

PARENT CONSENT FOR MEDICAL TREATMENT AND ADMINISTRATION OF MEDICATION

I hereby warrant that to the best of my knowledge, my child is in good health and I assume all responsibility for the health of my child. I give the school/parish permission for emergency and other medical treatment, including the administration of the above prescription and non-prescription medication(s).	
PARENT/GUARDIAN SIGNATURE:	DATE:
Inhaler/Epi-Pen Only: My child may <input type="checkbox"/> or may not <input type="checkbox"/> carry and self-administer.	

Policy 0450: Comprehensive Safety Plan

Status: DRAFT

Original Adopted Date: 02/13/2019 | **Last Revised Date:** 02/22/2023

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The Superintendent or designee shall oversee the development of a districtwide comprehensive safety plan that is applicable to each school site. (Education Code 32281)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education (CDE) of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to safeguard students and staff, secure affected school premises, and apprehend criminal perpetrator(s), shall be developed by the Superintendent or designee in accordance with Education Code 32281. In developing such strategies, the Superintendent or designee shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials and approve the tactical response plan, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

Safety Plan(s) Access and Reporting

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents need not be publicly disclosed.

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

The Superintendent or designee shall also provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools in accordance with Education Code 32289.5. (Education Code 32289.5)

Regulation 0450: Comprehensive Safety Plan

Status: DRAFT

Original Adopted Date: 02/13/2019 | **Last Revised Date:** 02/22/2023

Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan. When practical, the school site council shall also consult with other school site councils and safety planning committees. (Education Code 32281, 32282)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting, if available: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization
3. A representative of each parent/guardian organization at the school, including the parent teacher association and parent teacher clubs
4. A representative of each teacher organization at the school
5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

After the first evaluation or review is conducted, and after each annual evaluation or review, a school employee, a student's parent/guardian or educational rights holder, or a student may bring concerns about an individual student's ability to access disaster safety procedures described in the comprehensive school safety plan to the principal. (Education Code 32282)

If the principal determines there is merit to a concern, the principal shall direct the school site council or school safety planning committee, to make appropriate modifications to the comprehensive school safety plan during the

evaluation of the comprehensive safety plan. The principal may direct the school site council or the school safety planning committee to make such modifications before the evaluation, as appropriate. (Education Code 32282)

Content of the Comprehensive Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of any crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-11174.3
2. Routine and emergency disaster procedures including, but not limited to:
 - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973
 - b. An earthquake emergency procedure system in accordance with Education Code 32282
 - c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations
4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079
5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4
6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"
7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
8. A safe and orderly school environment conducive to learning
9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5
10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions
11. Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school.
12. For schools that serve students in any of grades 7-12, a protocol in the event a student is suffering or is reasonably believed to be suffering from an opioid overdose

Among the strategies for providing a safe environment, the comprehensive safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution
2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations
3. Strategies aimed at preventing potential incidents involving crime and violence on school campuses, including vandalism, drug and alcohol abuse, gang membership and violence, hate crimes, bullying, including bullying committed personally or by means of an electronic act, teen relationship violence, and discrimination and harassment, including sexual harassment
4. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education and literacy, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence
5. Parent/guardian involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus
6. Provision of safety materials and emergency communications in language(s) understandable to parents/guardians
7. Annual notification to parents/guardians related to the safe storage of firearms
8. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students
9. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction
10. District policy prohibiting the possession of firearms and ammunition on school grounds
11. Measures to prevent or minimize the influence of gangs on campus
12. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime
13. Procedures for the early identification and threat assessment of, and appropriate response to, suspicious and/or threatening digital media content
14. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus
15. Independent security assessment of the school's network infrastructure and selected web applications to identify vulnerabilities and provide recommendations to improve cybersecurity
16. Guidelines for the roles and responsibilities of mental health professionals, athletic coaches, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:
 - a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
 - b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
 - c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch

period whether on or off campus, or during or while going to or coming from a school-sponsored activity

17. Strategies for suicide prevention and intervention
 18. District policy and/or plan related to pandemics
 19. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff
 20. Crisis prevention and intervention strategies, which may include the following:
 - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
 - b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
 - c. Assignment of staff members responsible for each identified task and procedure
 - d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
 - e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media
 - f. Communication with parents/guardians of reunification plans and the necessity of cooperating with first responders
 - g. Development of a method for the reporting of violent incidents
 - h. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
 21. Training on assessment and reporting of potential threats, violence prevention, and intervention techniques. Such training shall include preparation to implement the elements of the comprehensive safety plan
 22. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants
 23. Continuity of operations procedures to ensure that the district's essential functions are not disrupted during an emergency, to the extent possible
-

Policy 0470: COVID-19 Mitigation Plan

Status: DRAFT

Original Adopted Date: 12/13/2021

The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Governing Board determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. In the event that any federal or state law and/or order or local order may conflict with this policy, the law or order shall govern.

The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.

To limit the impact of the pandemic on the education of district students, the district shall implement learning recovery, social-emotional support, and other measures and strategies designed to keep students learning and engaged in the instructional program.

COVID-19 Safety Plan

The Superintendent or designee shall establish, implement, and maintain a COVID-19 safety plan that complies with any mandatory public health guidance of the California Department of Public Health (CDPH), the COVID-19 prevention program ("CPP") consistent with the regulations of the California Division of Occupational Safety and Health, any orders of state or local health authorities, and any other applicable law and/or health order(s). The Superintendent or designee shall ensure, at a minimum, that the COVID-19 safety plan complies with all mandatory guidance and gives priority to recommended practices that are identified as being particularly effective at COVID-19 mitigation. The Superintendent or designee shall regularly review public health guidance to ensure that the district's COVID-19 mitigation strategies are current with public health mandates or recommendations.

The district's COVID-19 safety plan shall be posted on the district's web site.

Reporting to the Public Health Department

Upon learning that a school employee or student who has tested positive for COVID-19 was present on campus while infectious, the Superintendent or designee shall immediately, and in no case later than 24 hours after learning of the positive case, notify the local health officer or the local health officer's representative about the positive case. The notification shall be made even if the individual who tested positive has not provided prior consent to the disclosure of personally identifiable information and shall include all of the following information, if known: (Education Code 32090)

1. Identifying information of the individual who tested positive, including full name, address, telephone number, and date of birth
2. The date of the positive test, the school(s) at which the individual was present, and the date the individual was last onsite at the school(s)
3. The name, address, and telephone number of the person making the report

If a school has two or more outbreaks of COVID-19 and is subject to a safety review by CDPH pursuant to Education Code 32090, the Superintendent or designee shall cooperate fully with the review.

Statewide Instructional Mode Survey

On or before the second and fourth Monday of each month, the Superintendent or designee shall submit to the California Collaborative for Educational (CCEE) information required under Education Code 32091, in accordance

with the form and procedures determined by CCEE.

Stakeholder Engagement and Community Relations

The district shall solicit input from stakeholders on how to best support students following the learning disruptions of the pandemic through appropriate methods, which may include surveys, community and family meetings, and other methods identified by the Superintendent or designee.

The Superintendent or designee shall collaborate with local health authorities to ensure that parents/guardians are provided with the information needed to ensure that public health guidance is observed in the home as well as in school, such as information about isolation and quarantine requirements, face mask requirements, symptom checks prior to school attendance, and who to contact when students have symptoms and/or were exposed.

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding community transmission levels, district operations, school schedules, and steps the district is taking to promote the health and safety of students. In addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for COVID-19 mitigation strategies. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

Learning Recovery and Social-Emotional Support

The Superintendent or designee shall develop a plan for assessing students' current academic levels early in the school year to ensure that each student is provided with appropriate opportunities for learning recovery based on need. The plan may include:

1. Use of interim or diagnostic assessments
2. Review of available data from assessments within the California Assessment of Student Performance and Progress
3. Review of attendance data from the 2020-2021 school year
4. Review of prior year grades
5. Discussion of student needs and strengths with parents/guardians and former teachers

The Superintendent or designee shall develop and implement a learning recovery program that, at a minimum, provides supplemental instruction and support for social emotional well-being, and to the maximum extent permissible meals and snacks, to eligible students. (Education Code 43522)

Supplemental Instruction and Support

The district shall provide students with evidence-based supports and interventions in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports through a program of engaging learning experiences in a positive school climate. (Education Code 43522)

Targeted and intensive supports may include: (Education Code 43522)

1. Extending instructional learning time based on student learning needs including through summer school or intersessional instructional programs
2. Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff
3. Learning recovery programs and materials designed to accelerate student academic proficiency, English

language proficiency, or both

4. Integrated student supports to address other barriers to learning, such as:
 - a. The provision of health, counseling, or mental health services
 - b. Access to school meal programs
 - c. Access to before and after school programs
 - d. Programs to address student trauma and social-emotional learning
 - e. Referrals for support for family or student needs
5. Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports
6. Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility
7. Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning
8. Other interventions identified by the Superintendent or designee

To ensure schoolwide implementation of the district's tiered framework of supports, the Superintendent or designee shall plan staff development that includes: (Education Code 43522)

1. Accelerated learning strategies and effective techniques for closing learning gaps, including training in facilitating quality learning opportunities for all students
2. Strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs

Reengagement for Chronically Absent Students

The Superintendent or designee shall implement strategies for identifying, locating, and reengaging students who were chronically absent or disengaged during the 2020-21 school year, including students who were kindergarten-age but who did not enroll in kindergarten. Strategies for reengaging students may include:

1. Personal outreach to families, including by staff who are known to families
2. Door-to-door campaigns
3. The use of social media to spread awareness about the implementation of COVID-19 mitigation strategies
4. Welcoming and supporting students who experienced chronic absenteeism due to the COVID-19 pandemic or who are returning to school after a long absence

Student Absence and Attendance

The Board recognizes that COVID-19 will continue to impact the attendance of students. The Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance. Such notification shall direct any student who contracts the virus or is subject to a quarantine order to stay home in accordance with state and local health orders.

The Superintendent or designee shall ensure continuity of instruction for students who may be under a quarantine order to stay home, by offering such students independent study or other instructional delivery channels that allows the student to continue to participate in the instructional program to the greatest extent possible.

Nondiscrimination

~~The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)~~

~~Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff except as allowed by law. (Education Code 49450)~~

~~The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on their medical condition or COVID status, exposure, or high-risk status.~~

Policy 3516: Emergencies And Disaster Preparedness Plan

Status: DRAFT

Original Adopted Date: 09/12/2018

The Governing Board recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The district shall take all reasonable steps to prevent and/or mitigate the impact of a disaster on district students, staff, and schools.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which contains routine and emergency disaster procedures, including, but not limited to, earthquake emergency procedures, and adaptations for individuals with disabilities in accordance with the Americans with Disabilities Act, the federal Individuals with Disabilities Education Act, and Section 504 of the federal Rehabilitation Act of 1973. Such procedures shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

In developing the disaster preparedness plan, the Superintendent or designee shall involve district staff at all levels, including administrators, district police or security officers, facilities managers, transportation managers, food services personnel, school psychologists, counselors, school nurses, teachers, classified employees, and public information officers. As appropriate, the Superintendent shall also collaborate with law enforcement, fire safety officials, emergency medical services, health and mental health professionals, parents/guardians, and students.

The plan shall comply with state-approved Standardized Emergency Management System (SEMS) guidelines established for multiple-jurisdiction or multiple-agency operations and with the National Incident Management System.

The Superintendent or designee shall provide training to employees regarding their responsibilities, including periodic drills and exercises to test and refine staff's responsiveness in the event of an emergency.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs. (Education Code 32282)

District employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

Regulation 3516: Emergencies And Disaster Preparedness Plan

Status: DRAFT

Original Adopted Date: 09/12/2018

The Superintendent or designee shall ensure that district and/or school site plans address, at a minimum, the following types of emergencies and disasters:

1. Fire on or off school grounds which endangers students and staff
2. Earthquake, flood, or other natural disasters
3. Environmental hazards, such as leakages or spills of hazardous materials
4. Attack or disturbance, or threat of attack or disturbance, by an individual or group
5. Bomb threat or actual detonation
6. Biological, radiological, chemical, and other activities, or heightened warning of such activities
7. Medical emergencies and quarantines, such as a pandemic influenza outbreak
8. Attack or threat of attack to the district's digital network and technology infrastructure

The Superintendent or designee shall ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to, the following:

1. Regular inspection of school facilities and equipment, identification of risks, and implementation of strategies and measures to increase the safety and security of school facilities
2. Routine monitoring of the security of the district's digital network and technology infrastructure
3. Instruction for district staff and students regarding emergency plans, including:
 - a. Training of staff in first aid and cardiopulmonary resuscitation
 - b. Regular practice of emergency procedures by students and staff
4. Specific determination of roles and responsibilities of staff during a disaster or other emergency, including determination of:
 - a. The appropriate chain of command at the district and, if communication between the district and site is not possible, at each site
 - b. Individuals responsible for specific duties
 - c. Designation of the principal for the overall control and supervision of activities at each school during an emergency, including authorization to use discretion in situations which do not permit execution of prearranged plans
 - d. Identification of at least one person at each site who holds a valid certificate in first aid and cardiopulmonary resuscitation
 - e. Assignment of responsibility for identification of injured persons and administration of first aid
5. Personal safety and security, including:
 - a. Identification of areas of responsibility for the supervision of students
 - b. Procedures for the evacuation of students and staff, including posting of evacuation routes

- c. Procedures for the release of students, including a procedure to release students when reference to the emergency card is not feasible
 - d. Identification of transportation needs, including a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety
 - e. Provision of a first aid kit to each classroom
 - f. Arrangements for students and staff with special needs
 - g. Upon notification that a pandemic situation exists, adjustment of attendance policies for students and sick leave policies for staff with known or suspected pandemic influenza or other infectious disease
6. Closure of schools, including an analysis of:
- a. The impact on student learning and methods to ensure continuity of instruction
 - b. How to provide for continuity of operations for essential central office functions, such as payroll and ongoing communication with students and parents/guardians
7. Communication among staff, parents/guardians, the Governing Board, other governmental agencies, and the media during an emergency, including:
- a. Identification of spokesperson(s)
 - b. Development and testing of communication platforms, such as hotlines, automatic dialing devices, telephone trees, websites, social media, and electronic notifications
 - c. Development of methods to ensure that communications are, to the extent practicable, in a language and format that is easy for parents/guardians to understand
 - d. Distribution of information about district and school site emergency procedures to staff, students, and parents/guardians
8. Cooperation with other state and local agencies, including:
- a. Development of guidelines for law enforcement involvement and intervention
 - b. Collaboration with the local health department, including development of a tracking system to alert the local health department of a substantial increase of student or staff absenteeism as indicative of a potential outbreak of an infectious disease
9. Steps to be taken after the disaster or emergency, including:
- a. Inspection of school facilities
 - b. Provision of mental health services for students and staff, as needed

The Superintendent or designee shall assemble critical information that would be needed in an emergency. Such information may include, but is not limited to, a list of individuals and organizations who should be contacted for assistance in an emergency, current layouts and blueprints of school buildings, aerial photos of the campus, maps of evacuation routes and alternate routes, a roster of employees with their work locations, student photographs and their emergency contact information, a clearly labeled set of keys, location of first aid supplies, procedures and locations for turning off fire alarms, sprinklers, utilities, and other systems, information to access the district's technology infrastructure, and insurance information. Such information shall be stored in a box in a secure, easily accessible location, with a duplicate kept at another location in case the primary location is inaccessible.

Policy 3550: Food Service/Child Nutrition Program

Status: DRAFT

Original Adopted Date: 04/16/2013 | **Last Revised Date:** 10/26/2022

The Governing Board recognizes that adequate, nourishing food is essential to student health and well-being, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to and participation in the district's food service programs and maintain fiscal integrity of the programs in accordance with law.

Each school day, a nutritionally adequate breakfast and lunch shall be made available at no cost to any student who requests a meal, including a student enrolled in an independent study program on any school day in which the student is scheduled for in-person educational activities of two or more hours. A nutritionally adequate breakfast or lunch is one that qualifies for reimbursement under the most current meal pattern for the federal School Breakfast Program or National School Lunch Program.

After a student has been provided a school meal at no cost, the district may sell the student the entrée from an additional nutritiously adequate meal that qualifies for federal reimbursement, from the same meal service. (Education Code 49431)

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutrition standards specified in law
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions

At the beginning of each school year, the Superintendent or designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's website, social media, flyers, and school publications.

The district's food service program shall give priority to serving freshly prepared onsite meals, using whole or minimally processed sustainable foods which are locally grown or produced, including fresh fruits and vegetables, and providing plant-based or restricted diet food options for students.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals, positively impact students' knowledge related to food and nutrition, support the district's nutrition education program, and increase students' consumption of these foods and participation in school meals.

To the extent possible, the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

Students shall be allowed adequate time and space to eat meals. (Education Code 49501.5)

To the extent possible, school, recess, and transportation schedules shall be designed to promote participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for food preparation and consumption.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation and service process.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food service program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by CDE.

Regulation 3550: Food Service/Child Nutrition Program

Status: DRAFT

Original Adopted Date: 04/16/2013 | **Last Revised Date:** 10/26/2022

Nutrition Standards for School Meals

Meals, food items, and beverages provided through the district's food services program shall: (Education Code 49501.5, 49553; 42 USC 1758, 1773)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable
2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7

Drinking Water

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

Special Milk Program

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.7)

Food Safety

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall ensure that food service directors, managers, and staff complete an annual continuing education or training as required by law. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. For each employee, the Superintendent or designee shall document the date, trainer, and subject of each training.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

Inspection of Food Facilities

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

Policy 4157: Employee Safety

Status: DRAFT

Original Adopted Date: 04/16/2013 | **Last Revised Date:** 01/06/2021

The Governing Board is committed to maximizing employee safety and believes that workplace safety is the responsibility of every employee. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

All employees are expected to use safe work practices and, to the extent possible, correct any unsafe conditions that may occur. If an employee is unable to correct an unsafe condition, the employee shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall establish and implement a written injury and illness prevention program that includes a workplace violence prevention plan and that provides employees with access to such program in accordance with law. (Labor Code 6401.7; 8 CCR 3203)

The Superintendent or designee shall make first aid materials readily available at district workplaces and shall make effective provisions to prepare for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for exercising any right regarding employee safety or health specified in Labor Code 6310, including:

1. Making a report or complaint
 2. Instituting proceedings or causing proceedings to be instituted
 3. Testifying with regard to employee safety or health
 4. Participating in any occupational health and safety committee established pursuant to Labor Code 6401.7
 5. Requesting access to injury or illness reports and records
 6. Exercising any other right protected by the Occupational Safety and Health Act
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Regulation 4157: Employee Safety

Status: DRAFT

Original Adopted Date: 04/16/2013 | **Last Revised Date:** 01/06/2021

The Superintendent or designee shall provide safety devices and implement safeguards, methods, and processes that are reasonably necessary for the safety and health of employees in the workplace. (Labor Code 6401)

If the Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA) prohibits entry into any district workplace or performance of a district operation or process based on a determination that the workplace exposes employees to the risk of an imminent hazard, including a machine, device, apparatus, or equipment that is in a dangerous condition or is dangerously placed, the Superintendent or designee shall post a notice of the hazard provided by Cal/OSHA in a conspicuous place at the work site. This notice shall not be removed except by an authorized representative of Cal/OSHA and only when the workplace, operation, or process is made safe, and the required safeguards, safety appliances, or devices are provided. (Labor Code 6325)

Injury and Illness Prevention Program

The district's injury and illness prevention program shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the district's injury and illness prevention program. (Labor Code 6401.7)

The district's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

1. The name/position of the person(s) with authority and responsibility for implementing the program
2. A system for ensuring that employees comply with safe and healthful work practices, which may include, but are not limited to:
 - a. Recognition of employees who follow safe and healthful work practices
 - b. Training and retraining programs
 - c. Disciplinary actions
3. A system for communicating with employees in a form readily understandable by all employees on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. The communications system may include, but is not limited to:
 - a. Meetings
 - b. Training programs
 - c. Posting
 - d. Written communications
 - e. A system of anonymous notification by employees about hazards
 - f. A labor/management safety and health committee
4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:
 - a. Whenever new substances, processes, procedures, or equipment that represents a new occupational safety or health hazard is introduced into the workplace
 - b. Whenever the district is made aware of a new or previously unrecognized hazard

5. A procedure for investigating occupational injury or illness
6. Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices, and work procedures in a timely manner, based on the severity of the hazard, when the hazard is observed or discovered

When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided with the necessary safeguards.

7. Provision of training and instruction as follows:

- a. To all new employees
- b. To all employees given new job assignments for which training has not previously been received
- c. Whenever new substances, processes, procedures, or equipment are introduced into the workplace and represent a new hazard
- d. Whenever the district is made aware of a new or previously unrecognized hazard
- e. To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed

8. A written workplace violence prevention plan developed and implemented in accordance with Labor Code 6401.9 (Labor Code 6401.7)

The plan, which shall be easily accessible to all employees at all times, shall be in effect at all times and in all work areas, and be specific to the hazards and corrective measures for each work area and operation. (Labor Code 6401.9)

The Superintendent or designee shall provide training to all employees when the plan is first established and annually thereafter in accordance with Labor Code 6401.9. Training materials shall be appropriate in content and vocabulary to employees' educational level, literacy, and language. (Labor Code 6401.9)

The Superintendent or designee shall provide employees, or their representative designated pursuant to 8 CCR 3203, with either of the following: (8 CCR 3203)

1. Access to the district's injury and illness prevention program in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or a designated representative of the employee.

When an employee or designated representative requests a copy of the district's injury and illness prevention program, the Superintendent or designee shall provide the requester a printed copy unless the employee or designated representative agrees to receive an electronic copy.

The Superintendent or designee shall provide one printed copy free of charge. If the employee or designated representative requests additional copies within one year of the previous request and the district's injury and illness prevention program has not been updated with new information since the prior copy was provided, the district may charge reasonable reproduction costs pursuant to 8 CCR 3204 for the additional copies.

2. Unobstructed access to the district's injury and illness prevention program through the district's server or website that allows an employee to review, print, and email the current version of the district's injury and illness prevention program.

The Superintendent or designee shall communicate the right and procedure to access the district's injury and illness prevention program to all employees. (8 CCR 3203)

Labor/Management Safety and Health Committee

The district's labor/management safety and health committee shall: (8 CCR 3203)

1. Meet regularly, but not less than quarterly.
2. Prepare and make available to affected employees written records of the safety and health issues discussed at committee meetings and maintained for review by Cal/OSHA upon request. These records shall be maintained for at least one year.
3. Review results of the periodic, scheduled worksite inspections.
4. Review investigations of occupational accidents and causes of incidents resulting in occupational injury or illness or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the Superintendent or designee regarding the prevention of future incidents.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.
6. Submit recommendations to assist in the evaluation of employee safety suggestions.
7. Upon request of Cal/OSHA, verify abatement action taken by the district to abate citations issued by Cal/OSHA.

Hearing Protection

Whenever employee noise exposure equals or exceeds the standards specified by law, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations, including, when required, monitoring of sound levels, audiogram evaluation and audiometric testing of affected employees, the provision of hearing protectors, and employee training. (8 CCR 5095-5100; 29 CFR 1910.95)

Eye Safety Devices

Employees shall wear eye safety devices whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause eye injury. (Education Code 32030-32034)

First Aid and Medical Services

The Superintendent or designee shall ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury. Whenever a district facility or district grounds are not in close proximity to an infirmary, clinic, or hospital where all injured employees may be treated, the Superintendent or designee shall ensure that at least one employee is adequately trained to provide first aid. (8 CCR 3400)

The Superintendent or designee shall make adequate first aid materials readily available for employees at every worksite. Such materials shall be approved by a consulting physician and shall be kept in a sanitary and usable condition. The Superintendent or designee shall frequently inspect all first aid materials and replenish them as necessary. (8 CCR 3400)

The Superintendent or designee shall ensure that suitable facilities for quick drenching or flushing of the eyes and body are provided within the work area for immediate emergency use when the eyes or body or any person may be exposed to injurious corrosive materials. (8 CCR 3400)

To avoid unnecessary delay in medical treatment in the event of an employee's serious injury or illness, the Superintendent or designee shall use one or more of the following: (8 CCR 3400)

1. A communication system for contacting a physician or emergency medical service, such as access to 911 or equivalent telephone system. The communication system or the employees using the system shall have the ability to direct emergency services to the location of the injured or ill employee.
2. Readily accessible and available on-site treatment facilities suitable for treatment of reasonably anticipated injury and illness

3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary and appropriate

Protection from Communicable Diseases and Infections

The Superintendent or designee shall develop an exposure control plan for bloodborne pathogens that is consistent with the district's injury and illness prevention program. The plan shall include a determination of which job classifications have occupational exposure to blood or other potentially infectious materials; precautions to be implemented, including universal precautions, engineering and work practice controls, and personal protective equipment; availability of the hepatitis B vaccination; provision of information and training to employees; and follow-up actions to be taken if exposure occurs. The district shall ensure that a copy of the exposure control plan is accessible to employees in accordance with law. (8 CCR 5193; 29 CFR 1910.1030)

Strategies to prevent and mitigate the outbreak or spread of infectious diseases shall be followed for diseases that are communicated through airborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. Such strategies shall include, but are not limited to, communication and training about the disease(s); campus closures and alternative means of instruction when necessary; preventative measures, such as social distancing, personal protective equipment, temperature checks, and/or any other health screening allowed by law; and cleaning and sanitization of district facilities and equipment.

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR 2508)

Regulation 4157.1: Work-Related Injuries

Status: DRAFT

Original Adopted Date: 03/08/2017 | **Last Revised Date:** 01/06/2021

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of the employee's right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, the employee shall report the work-related injury or illness to the Superintendent or designee as soon as practicable. The employee and appropriate district staff shall also promptly document the date and time of any incident, a description of the incident, and any persons present.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to the employee's dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the district's insurance carrier or DIR, as applicable, within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death shall be filed within five days after being notified of or learning about the death. (Labor Code 6409.1)

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report to the Division of Occupational Safety and Health (Cal/OSHA) by telephone or through an online mechanism made available by Cal/OSHA. (Labor Code 6409.1)

For the purpose of this report, serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement. (Labor Code 6302)

Policy 4257: Employee Safety

Status: DRAFT

Original Adopted Date: 04/16/2013 | **Last Revised Date:** 01/06/2021

The Governing Board is committed to maximizing employee safety and believes that workplace safety is the responsibility of every employee. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

All employees are expected to use safe work practices and, to the extent possible, correct any unsafe conditions that may occur. If an employee is unable to correct an unsafe condition, the employee shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall establish and implement a written injury and illness prevention program that includes a workplace violence prevention plan and that provides employees with access to such program in accordance with law. (Labor Code 6401.7; 8 CCR 3203)

The Superintendent or designee shall make first aid materials readily available at district workplaces and shall make effective provisions to prepare for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for exercising any right regarding employee safety or health specified in Labor Code 6310, including:

1. Making a report or complaint
 2. Instituting proceedings or causing proceedings to be instituted
 3. Testifying with regard to employee safety or health
 4. Participating in any occupational health and safety committee established pursuant to Labor Code 6401.7
 5. Requesting access to injury or illness reports and records
 6. Exercising any other right protected by the Occupational Safety and Health Act
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Regulation 4257: Employee Safety

Status: DRAFT

Original Adopted Date: 04/16/2013 | **Last Revised Date:** 01/06/2021

The Superintendent or designee shall provide safety devices and implement safeguards, methods, and processes that are reasonably necessary for the safety and health of employees in the workplace. (Labor Code 6401)

If the Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA) prohibits entry into any district workplace or performance of a district operation or process based on a determination that the workplace exposes employees to the risk of an imminent hazard, including a machine, device, apparatus, or equipment that is in a dangerous condition or is dangerously placed, the Superintendent or designee shall post a notice of the hazard provided by Cal/OSHA in a conspicuous place at the work site. This notice shall not be removed except by an authorized representative of Cal/OSHA and only when the workplace, operation, or process is made safe, and the required safeguards, safety appliances, or devices are provided. (Labor Code 6325)

Injury and Illness Prevention Program

The district's injury and illness prevention program shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the district's injury and illness prevention program. (Labor Code 6401.7)

The district's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

1. The name/position of the person(s) with authority and responsibility for implementing the program
2. A system for ensuring that employees comply with safe and healthful work practices, which may include, but are not limited to:
 - a. Recognition of employees who follow safe and healthful work practices
 - b. Training and retraining programs
 - c. Disciplinary actions
3. A system for communicating with employees in a form readily understandable by all employees on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. The communications system may include, but is not limited to:
 - a. Meetings
 - b. Training programs
 - c. Posting
 - d. Written communications
 - e. A system of anonymous notification by employees about hazards
 - f. A labor/management safety and health committee
4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:
 - a. Whenever new substances, processes, procedures, or equipment that represents a new occupational safety or health hazard is introduced into the workplace
 - b. Whenever the district is made aware of a new or previously unrecognized hazard

5. A procedure for investigating occupational injury or illness
6. Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices, and work procedures in a timely manner, based on the severity of the hazard, when the hazard is observed or discovered

When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided with the necessary safeguards.

7. Provision of training and instruction as follows:

- a. To all new employees
- b. To all employees given new job assignments for which training has not previously been received
- c. Whenever new substances, processes, procedures, or equipment are introduced into the workplace and represent a new hazard
- d. Whenever the district is made aware of a new or previously unrecognized hazard
- e. To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed

8. A written workplace violence prevention plan developed and implemented in accordance with Labor Code 6401.9 (Labor Code 6401.7)

The plan, which shall be easily accessible to all employees at all times, shall be in effect at all times and in all work areas, and be specific to the hazards and corrective measures for each work area and operation. (Labor Code 6401.9)

The Superintendent or designee shall provide training to all employees when the plan is first established and annually thereafter in accordance with Labor Code 6401.9. Training materials shall be appropriate in content and vocabulary to employees' educational level, literacy, and language. (Labor Code 6401.9)

The Superintendent or designee shall provide employees, or their representative designated pursuant to 8 CCR 3203, with either of the following: (8 CCR 3203)

1. Access to the district's injury and illness prevention program in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or a designated representative of the employee.

When an employee or designated representative requests a copy of the district's injury and illness prevention program, the Superintendent or designee shall provide the requester a printed copy unless the employee or designated representative agrees to receive an electronic copy.

The Superintendent or designee shall provide one printed copy free of charge. If the employee or designated representative requests additional copies within one year of the previous request and the district's injury and illness prevention program has not been updated with new information since the prior copy was provided, the district may charge reasonable reproduction costs pursuant to 8 CCR 3204 for the additional copies.

2. Unobstructed access to the district's injury and illness prevention program through the district's server or website that allows an employee to review, print, and email the current version of the district's injury and illness prevention program.

The Superintendent or designee shall communicate the right and procedure to access the district's injury and illness prevention program to all employees. (8 CCR 3203)

Labor/Management Safety and Health Committee

The district's labor/management safety and health committee shall: (8 CCR 3203)

1. Meet regularly, but not less than quarterly.
2. Prepare and make available to affected employees written records of the safety and health issues discussed at committee meetings and maintained for review by Cal/OSHA upon request. These records shall be maintained for at least one year.
3. Review results of the periodic, scheduled worksite inspections.
4. Review investigations of occupational accidents and causes of incidents resulting in occupational injury or illness or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the Superintendent or designee regarding the prevention of future incidents.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.
6. Submit recommendations to assist in the evaluation of employee safety suggestions.
7. Upon request of Cal/OSHA, verify abatement action taken by the district to abate citations issued by Cal/OSHA.

Hearing Protection

Whenever employee noise exposure equals or exceeds the standards specified by law, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations, including, when required, monitoring of sound levels, audiogram evaluation and audiometric testing of affected employees, the provision of hearing protectors, and employee training. (8 CCR 5095-5100; 29 CFR 1910.95)

Eye Safety Devices

Employees shall wear eye safety devices whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause eye injury. (Education Code 32030-32034)

First Aid and Medical Services

The Superintendent or designee shall ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury. Whenever a district facility or district grounds are not in close proximity to an infirmary, clinic, or hospital where all injured employees may be treated, the Superintendent or designee shall ensure that at least one employee is adequately trained to provide first aid. (8 CCR 3400)

The Superintendent or designee shall make adequate first aid materials readily available for employees at every worksite. Such materials shall be approved by a consulting physician and shall be kept in a sanitary and usable condition. The Superintendent or designee shall frequently inspect all first aid materials and replenish them as necessary. (8 CCR 3400)

The Superintendent or designee shall ensure that suitable facilities for quick drenching or flushing of the eyes and body are provided within the work area for immediate emergency use when the eyes or body or any person may be exposed to injurious corrosive materials. (8 CCR 3400)

To avoid unnecessary delay in medical treatment in the event of an employee's serious injury or illness, the Superintendent or designee shall use one or more of the following: (8 CCR 3400)

1. A communication system for contacting a physician or emergency medical service, such as access to 911 or equivalent telephone system. The communication system or the employees using the system shall have the ability to direct emergency services to the location of the injured or ill employee.
2. Readily accessible and available on-site treatment facilities suitable for treatment of reasonably anticipated injury and illness

3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary and appropriate

Protection from Communicable Diseases and Infections

The Superintendent or designee shall develop an exposure control plan for bloodborne pathogens that is consistent with the district's injury and illness prevention program. The plan shall include a determination of which job classifications have occupational exposure to blood or other potentially infectious materials; precautions to be implemented, including universal precautions, engineering and work practice controls, and personal protective equipment; availability of the hepatitis B vaccination; provision of information and training to employees; and follow-up actions to be taken if exposure occurs. The district shall ensure that a copy of the exposure control plan is accessible to employees in accordance with law. (8 CCR 5193; 29 CFR 1910.1030)

Strategies to prevent and mitigate the outbreak or spread of infectious diseases shall be followed for diseases that are communicated through airborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. Such strategies shall include, but are not limited to, communication and training about the disease(s); campus closures and alternative means of instruction when necessary; preventative measures, such as social distancing, personal protective equipment, temperature checks, and/or any other health screening allowed by law; and cleaning and sanitization of district facilities and equipment.

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR 2508)

Regulation 4257.1: Work-Related Injuries

Status: DRAFT

Original Adopted Date: 03/08/2017 | **Last Revised Date:** 01/06/2021

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of the employee's right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, the employee shall report the work-related injury or illness to the Superintendent or designee as soon as practicable. The employee and appropriate district staff shall also promptly document the date and time of any incident, a description of the incident, and any persons present.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to the employee's dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the district's insurance carrier or DIR, as applicable, within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death shall be filed within five days after being notified of or learning about the death. (Labor Code 6409.1)

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report to the Division of Occupational Safety and Health (Cal/OSHA) by telephone or through an online mechanism made available by Cal/OSHA. (Labor Code 6409.1)

For the purpose of this report, serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement. (Labor Code 6302)

Policy 4357: Employee Safety

Status: DRAFT

Original Adopted Date: 04/16/2013 | **Last Revised Date:** 01/06/2021

The Governing Board is committed to maximizing employee safety and believes that workplace safety is the responsibility of every employee. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

All employees are expected to use safe work practices and, to the extent possible, correct any unsafe conditions that may occur. If an employee is unable to correct an unsafe condition, the employee shall immediately report the problem to the Superintendent or designee.

The Superintendent or designee shall establish and implement a written injury and illness prevention program that includes a workplace violence prevention plan and that provides employees with access to such program in accordance with law. (Labor Code 6401.7; 8 CCR 3203)

The Superintendent or designee shall make first aid materials readily available at district workplaces and shall make effective provisions to prepare for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for exercising any right regarding employee safety or health specified in Labor Code 6310, including:

1. Making a report or complaint
 2. Instituting proceedings or causing proceedings to be instituted
 3. Testifying with regard to employee safety or health
 4. Participating in any occupational health and safety committee established pursuant to Labor Code 6401.7
 5. Requesting access to injury or illness reports and records
 6. Exercising any other right protected by the Occupational Safety and Health Act
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Regulation 4357: Employee Safety

Status: DRAFT

Original Adopted Date: 04/16/2013 | **Last Revised Date:** 01/06/2021

The Superintendent or designee shall provide safety devices and implement safeguards, methods, and processes that are reasonably necessary for the safety and health of employees in the workplace. (Labor Code 6401)

If the Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA) prohibits entry into any district workplace or performance of a district operation or process based on a determination that the workplace exposes employees to the risk of an imminent hazard, including a machine, device, apparatus, or equipment that is in a dangerous condition or is dangerously placed, the Superintendent or designee shall post a notice of the hazard provided by Cal/OSHA in a conspicuous place at the work site. This notice shall not be removed except by an authorized representative of Cal/OSHA and only when the workplace, operation, or process is made safe, and the required safeguards, safety appliances, or devices are provided. (Labor Code 6325)

Injury and Illness Prevention Program

The district's injury and illness prevention program shall cover all district employees and all other workers whom the district controls or directs and directly supervises on the job to the extent that the workers are exposed to hazards specific to their worksite and job assignment. The obligation of contractors or other employers who control or direct and supervise their own employees on the job shall not be affected by the district's injury and illness prevention program. (Labor Code 6401.7)

The district's injury and illness prevention program shall include: (Labor Code 6401.7; 8 CCR 3203)

1. The name/position of the person(s) with authority and responsibility for implementing the program
2. A system for ensuring that employees comply with safe and healthful work practices, which may include, but are not limited to:
 - a. Recognition of employees who follow safe and healthful work practices
 - b. Training and retraining programs
 - c. Disciplinary actions
3. A system for communicating with employees in a form readily understandable by all employees on matters related to occupational health and safety, including provisions designed to encourage employees to report hazards at the worksite without fear of reprisal. The communications system may include, but is not limited to:
 - a. Meetings
 - b. Training programs
 - c. Posting
 - d. Written communications
 - e. A system of anonymous notification by employees about hazards
 - f. A labor/management safety and health committee
4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Such inspections shall be made:
 - a. Whenever new substances, processes, procedures, or equipment that represents a new occupational safety or health hazard is introduced into the workplace
 - b. Whenever the district is made aware of a new or previously unrecognized hazard

5. A procedure for investigating occupational injury or illness
6. Methods and/or procedures for correcting unsafe or unhealthful conditions, work practices, and work procedures in a timely manner, based on the severity of the hazard, when the hazard is observed or discovered

When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, these procedures shall call for the removal of all exposed staff from the area except those necessary to correct the hazardous condition. Employees needed to correct the condition shall be provided with the necessary safeguards.

7. Provision of training and instruction as follows:

- a. To all new employees
- b. To all employees given new job assignments for which training has not previously been received
- c. Whenever new substances, processes, procedures, or equipment are introduced into the workplace and represent a new hazard
- d. Whenever the district is made aware of a new or previously unrecognized hazard
- e. To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed

8. A written workplace violence prevention plan developed and implemented in accordance with Labor Code 6401.9 (Labor Code 6401.7)

The plan, which shall be easily accessible to all employees at all times, shall be in effect at all times and in all work areas, and be specific to the hazards and corrective measures for each work area and operation. (Labor Code 6401.9)

The Superintendent or designee shall provide training to all employees when the plan is first established and annually thereafter in accordance with Labor Code 6401.9. Training materials shall be appropriate in content and vocabulary to employees' educational level, literacy, and language. (Labor Code 6401.9)

The Superintendent or designee shall provide employees, or their representative designated pursuant to 8 CCR 3203, with either of the following: (8 CCR 3203)

1. Access to the district's injury and illness prevention program in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or a designated representative of the employee.

When an employee or designated representative requests a copy of the district's injury and illness prevention program, the Superintendent or designee shall provide the requester a printed copy unless the employee or designated representative agrees to receive an electronic copy.

The Superintendent or designee shall provide one printed copy free of charge. If the employee or designated representative requests additional copies within one year of the previous request and the district's injury and illness prevention program has not been updated with new information since the prior copy was provided, the district may charge reasonable reproduction costs pursuant to 8 CCR 3204 for the additional copies.

2. Unobstructed access to the district's injury and illness prevention program through the district's server or website that allows an employee to review, print, and email the current version of the district's injury and illness prevention program.

The Superintendent or designee shall communicate the right and procedure to access the district's injury and illness prevention program to all employees. (8 CCR 3203)

Labor/Management Safety and Health Committee

The district's labor/management safety and health committee shall: (8 CCR 3203)

1. Meet regularly, but not less than quarterly.
2. Prepare and make available to affected employees written records of the safety and health issues discussed at committee meetings and maintained for review by Cal/OSHA upon request. These records shall be maintained for at least one year.
3. Review results of the periodic, scheduled worksite inspections.
4. Review investigations of occupational accidents and causes of incidents resulting in occupational injury or illness or exposure to hazardous substances. As appropriate, the committee may submit suggestions to the Superintendent or designee regarding the prevention of future incidents.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, it may conduct its own inspection and investigation to assist in remedial solutions.
6. Submit recommendations to assist in the evaluation of employee safety suggestions.
7. Upon request of Cal/OSHA, verify abatement action taken by the district to abate citations issued by Cal/OSHA.

Hearing Protection

Whenever employee noise exposure equals or exceeds the standards specified by law, the Superintendent or designee shall implement a hearing conservation program in accordance with state and federal regulations, including, when required, monitoring of sound levels, audiogram evaluation and audiometric testing of affected employees, the provision of hearing protectors, and employee training. (8 CCR 5095-5100; 29 CFR 1910.95)

Eye Safety Devices

Employees shall wear eye safety devices whenever they are engaged in or observing an activity involving hazards or hazardous substances likely to cause eye injury. (Education Code 32030-32034)

First Aid and Medical Services

The Superintendent or designee shall ensure the ready availability of medical personnel for advice and consultation on matters of industrial health or injury. Whenever a district facility or district grounds are not in close proximity to an infirmary, clinic, or hospital where all injured employees may be treated, the Superintendent or designee shall ensure that at least one employee is adequately trained to provide first aid. (8 CCR 3400)

The Superintendent or designee shall make adequate first aid materials readily available for employees at every worksite. Such materials shall be approved by a consulting physician and shall be kept in a sanitary and usable condition. The Superintendent or designee shall frequently inspect all first aid materials and replenish them as necessary. (8 CCR 3400)

The Superintendent or designee shall ensure that suitable facilities for quick drenching or flushing of the eyes and body are provided within the work area for immediate emergency use when the eyes or body or any person may be exposed to injurious corrosive materials. (8 CCR 3400)

To avoid unnecessary delay in medical treatment in the event of an employee's serious injury or illness, the Superintendent or designee shall use one or more of the following: (8 CCR 3400)

1. A communication system for contacting a physician or emergency medical service, such as access to 911 or equivalent telephone system. The communication system or the employees using the system shall have the ability to direct emergency services to the location of the injured or ill employee.
2. Readily accessible and available on-site treatment facilities suitable for treatment of reasonably anticipated injury and illness

3. Proper equipment for prompt medical transport when transportation of injured or ill employees is necessary and appropriate

Protection from Communicable Diseases and Infections

The Superintendent or designee shall develop an exposure control plan for bloodborne pathogens that is consistent with the district's injury and illness prevention program. The plan shall include a determination of which job classifications have occupational exposure to blood or other potentially infectious materials; precautions to be implemented, including universal precautions, engineering and work practice controls, and personal protective equipment; availability of the hepatitis B vaccination; provision of information and training to employees; and follow-up actions to be taken if exposure occurs. The district shall ensure that a copy of the exposure control plan is accessible to employees in accordance with law. (8 CCR 5193; 29 CFR 1910.1030)

Strategies to prevent and mitigate the outbreak or spread of infectious diseases shall be followed for diseases that are communicated through airborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. Such strategies shall include, but are not limited to, communication and training about the disease(s); campus closures and alternative means of instruction when necessary; preventative measures, such as social distancing, personal protective equipment, temperature checks, and/or any other health screening allowed by law; and cleaning and sanitization of district facilities and equipment.

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR 2508)

Regulation 4357.1: Work-Related Injuries

Status: DRAFT

Original Adopted Date: 03/08/2017 | **Last Revised Date:** 01/06/2021

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of the employee's right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, the employee shall report the work-related injury or illness to the Superintendent or designee as soon as practicable. The employee and appropriate district staff shall also promptly document the date and time of any incident, a description of the incident, and any persons present.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to the employee's dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the district's insurance carrier or DIR, as applicable, within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death shall be filed within five days after being notified of or learning about the death. (Labor Code 6409.1)

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report to the Division of Occupational Safety and Health (Cal/OSHA) by telephone or through an online mechanism made available by Cal/OSHA. (Labor Code 6409.1)

For the purpose of this report, serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement. (Labor Code 6302)

Policy 5126: Awards For Achievement

Status: DRAFT

Original Adopted Date: 04/16/2013 | **Last Revised Date:** 03/10/2021

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

No fee or other cost shall be charged to any student in relation to any requirements in qualifying for or receiving any district achievement awards.

District/School Awards

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, plaque, or monetary gift. The Board shall establish a budget for this purpose. (Education Code 44015)

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

Golden State Seal Merit Diploma

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

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

State Seal of Biliteracy

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

District Awards for Biliteracy

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

State Seal of Civic Engagement

The Superintendent or designee shall present the State Seal of Civic Engagement to each 11th or 12th grade student who demonstrates excellence in civics education and participation and has demonstrated an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. (Education Code 51470-51475)

All district students shall be afforded the opportunity to earn the State Seal of Civic Engagement, regardless of their background, communities, or experiences. No student shall be denied such opportunity based on academic ability, alternative school setting, or unique or unconventional expression of civic engagement.

Scholarship and Loan Fund

The Board shall establish and maintain a scholarship and loan fund which shall be used to provide interest-free loans

for educational advancement, scholarship, and/or grants-in-aid to bona fide organizations, students, or graduates of district schools. (Education Code 35310, 35315)

The district's scholarship and loan fund shall be administered by a district committee composed of Board members, the Superintendent, and such other community, staff, administrative, and/or student representatives as determined by the Board. (Education Code 35310)

The Board shall select its own representatives to the committee. Staff, community, and/or student representatives shall be selected by the Superintendent. Members of this committee shall serve two-year terms.

The committee may accept gifts, donations, and bequests made for the purposes of the fund and may prescribe conditions or restrictions on these gifts and bequests. If the donor imposes any conditions, the committee shall review the conditions and make a recommendation to the Board as to the compatibility of such conditions with the intent and purpose of the fund. The Board may prohibit the committee from accepting any donation under conditions it finds incompatible with the fund's intents and purposes as specified in Board Policy 3290 - Gifts, Grants and Requests. (Education Code 35313)

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

Regulation 5126: Awards For Achievement

Status: DRAFT

Original Adopted Date: 12/12/2018 | **Last Revised Date:** 03/10/2021

The Superintendent or designee may appoint an awards committee at each school which may consist of school administrators, staff members, parents/guardians, community members, and student representatives. The committee shall submit recommendations for student awards to the Superintendent or designee for approval.

Individual awards in excess of \$200 must be expressly approved by the Governing Board. (Education Code 44015)

Golden State Seal Merit Diploma

To be eligible to receive the Golden State Seal Merit Diploma upon graduation from high school, a student shall complete all requirements for a high school diploma and shall demonstrate mastery of the curriculum in mathematics, English language arts, science, U.S. history, and two other subject matter areas selected by the student by meeting at least one of the following criteria for each subject: (Education Code 51451, 51452; 5 CCR 876)

1. Mathematics and English language arts

- a. A grade of at least B+ or the numerical equivalent in a single course each semester completed in grade 9, 10, or 11
- b. An achievement level of "Standard Met" or above for the high school Smarter Balanced Summative Assessment

2. Science

- a. A grade of at least B+ or the numerical equivalent in a single course each semester completed in grade 9, 10, or 11
- b. An achievement level of "Standard Met" or above for the high school California Science Test taken in grade 10 or 11

3. U.S. history

- a. A grade of at least B or the numerical equivalent in the required U.S. history course each semester
- b. A qualifying score that demonstrates mastery of the subject as determined by the district for an exam produced by a private provider or the district

4. Two additional subject areas of the student's choosing

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

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

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

State Seal of Biliteracy

To be eligible to receive the State Seal of Biliteracy upon graduation, a student shall demonstrate a high level of proficiency in English and at least one other language, which may include American Sign Language. (Education Code 51461)

Proficiency in English shall be demonstrated by meeting one of the following state-established criteria: (Education Code 51461)

1. Completion of all English language arts requirements for graduation with an overall grade point average of at least 3.0 in those classes or completion of one or more English language arts courses at a public higher education institution or an independent institution of higher education, as described in Education Code 66010, with a grade equivalent to a grade point average of 3.0 or above
2. Passage of the California Assessment of Student Performance and Progress for English language arts, or any successor test, administered in grade 11, at or above the "Standard Met" achievement level
3. Passage of an English Advanced Placement (AP) exam with a score of 3 or higher or an English International Baccalaureate (IB) exam with a score of 4 or higher
4. Achievement of a score of 480 or higher on the Evidence-Based Reading and Writing section of the Scholastic Aptitude Test (SAT)

Proficiency in one or more languages other than English shall be demonstrated through one of the following requirements: (Education Code 51461)

1. Passage of a world language AP exam with a score of 3 or higher, a world language IB exam with a score of 4 or higher, or a world language American Council on the Teaching of Foreign Languages (ACTFL) Writing Proficiency Test (WPT) and an Oral Proficiency Interview (OPI) with scores of Intermediate Mid or higher
2. Successful completion of a four-year course of study of content in a world language at a high school or higher level, attaining an overall grade point average of at least 3.0 in that course of study, and oral proficiency in the language comparable to that required in Item #1 above, successful completion of high school level courses completed in another country in a language other than English with the equivalent of an overall grade point average of 3.0 or above, as verified through a transcript, or completion of one or more world language courses at a public higher education institution or an independent institution of higher education as described in Education Code 66010, with a grade equivalent to a grade point average of at least 3.0 and oral proficiency in the language comparable to that specified in Item #1 above, as verified through a transcript
3. If no AP exam or off-the-shelf language test exists, passage of a district language exam that can be certified to meet the rigor of a four-year high school course of study in a given language, and that, at a minimum, assesses speaking, reading, and writing in a language other than English at the proficient level or higher
4. If a language is not characterized by listening, speaking, or reading, or for which there is no written system, passage of an assessment on the modalities that characterize communication in that language at the proficient level or higher

To be eligible to receive the State Seal of Biliteracy, a student who is an English learner shall, in addition to demonstrating proficiency in English and one or more languages other than English through one of the accomplishments specified above, attain an Oral Language composite score of level 4 on the English Language Proficiency Assessments for California, or any successor English oral language proficiency assessment. (Education Code 51461)

The Superintendent or designee shall maintain appropriate records to identify high school students who have earned the State Seal of Biliteracy and shall affix the insignia to the high school diploma or transcript of each such student. (Education Code 51463)

State Seal of Civic Engagement

To be eligible to receive the State Seal of Civic Engagement, a student shall meet district requirements for all of the following state-established criteria:

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

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

Scholarship and Loan Fund

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

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

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

Notifications

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

Policy 5141.21: Administering Medication And Monitoring Health Conditions

Status: DRAFT

Original Adopted Date: 03/08/2017 | **Last Revised Date:** 03/11/2020

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should be able to participate in the educational program.

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing parents/guardians to administer medication to their child at school, designate other individuals to do so on their behalf, and, with the student's authorized health care provider's approval, request the district's permission for the student to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

The Superintendent or designee shall make epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

In accordance with law, the Superintendent or designee may make naloxone hydrochloride or another opioid antagonist and stock albuterol inhalers available at each school for providing emergency medical aid to any person suffering or reasonably believed to be suffering from opioid overdose or respiratory distress. (Education Code 49414.3, 49414.7)

Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the Board prohibits the administration of medicinal cannabis to students on school grounds by parents/guardians or school personnel.

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

Policy 6115: Ceremonies And Observances

Status: DRAFT

Original Adopted Date: 04/16/2013 | **Last Revised Date:** 09/09/2020

The Governing Board recognizes the importance of having students observe holidays, celebrate events of cultural, historical, or present day significance, and acknowledge the contributions of outstanding individuals in society. On days designated by the Board, and as required by law, staff shall provide students with appropriate commemorative exercises and educational experiences so that they may acquire the knowledge, skills, and principles essential for informed, responsible citizenship in a democratic society.

District schools shall be closed on the holidays specified in Education Code 37220 and on any other day designated as a holiday by the Board. The Board may, by adoption of a resolution, revise the date upon which schools close in observance of any holiday except Veterans Day, which shall be celebrated on its actual date. (Education Code 37220)

In addition, the Board may, through the adoption of a resolution, authorize the display of symbolic flags or banners in support of specific awareness months.

Regulation 6115: Ceremonies And Observances

Status: DRAFT

Original Adopted Date: 05/24/2023

Holidays

District schools shall be closed on the following holidays: (Education Code 37220)

New Year's Day - January 1

Dr. Martin Luther King, Jr. Day - Third Monday in January or the Monday or Friday of the week in which January 15 occurs

Lincoln Day - The Monday or Friday of the week in which February 12 occurs

Washington Day - Third Monday in February

Memorial Day - Last Monday in May

Juneteenth National Independence Day - June 19

Independence Day - July 4

Labor Day - First Monday in September

Veterans Day - November 11

Thanksgiving Day - The Thursday in November designated by the President

Christmas Day - December 25

In addition, schools shall be closed on: (Education Code 37220)

1. Any day appointed by the Governor as a holiday or as a special or limited holiday on which the Governor provides that schools shall close
2. Any day appointed by the President as a holiday, including by executive order or by signing into law legislation that creates a nationwide federal holiday
3. Any other day designated as a holiday by the Governing Board and/or negotiated with employee organizations

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday. If any of the above holidays occur under federal law on a date different from that indicated above, the Board may close the schools on the date recognized by federal law instead of on the date above. (Education Code 37220)

Commemorative Exercises

District schools shall hold exercises in accordance with law to commemorate the following special days: (Education Code 37220, 37221, 45460, 49110.5)

Dr. Martin Luther King, Jr. Day - The Friday before the day schools are closed for this holiday

Abraham Lincoln's Birthday - The school day before the day schools are closed for this holiday

Susan B. Anthony Day - February 15

George Washington's Birthday - The Friday preceding the third Monday in February

Black American Day - March 5

Conservation, Bird, and Arbor Day - March 7

Workplace Readiness Week - The week that includes April 28

Classified Employee Week - Third week in May

U.S. Constitution and Citizenship Day - On or near September 17

Commemorative exercises shall be integrated into the regular educational program as required by law.

Patriotic Exercises

Each school shall conduct patriotic exercises daily, which may include the Pledge of Allegiance to the Flag of the United States and/or instruction that promotes understanding of the concepts of "pledge," "allegiance," "republic," and "indivisible" and understanding of the importance of the pledge as an expression of patriotism, love of country, and pride in the United States. (Education Code 52720, 52730)

At secondary schools, such exercises shall be conducted during the homeroom period.

A student may choose not to participate in the flag salute or Pledge of Allegiance for personal reasons.

Display of Flag

The flag of the United States and the flag of California shall be displayed during business hours at the entrance or on the grounds of every district school and on or near the district office. At all times, the national flag shall be placed in the position of first honor. (Government Code 431, 436; 4 USC 6)

When displayed on a building or on a flagstaff in the open, the national flag shall be displayed only from sunrise to sunset unless properly illuminated during the hours of darkness. The flag should not be displayed during inclement weather unless an all-weather flag is used. (4 USC 6)

The national flag shall fly at half-staff on the following occasions: (4 USC 7)

1. For 30 days from the death of the President or a former President
 2. For 10 days from the death of the Vice President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives
 3. From the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, former Vice President, or the Governor of a state
 4. On the day of death and the following day for a Member of Congress
 5. On Memorial Day, until noon only
 6. On Peace Officers Memorial Day (May 15), unless it falls on Armed Forces Day
 7. Upon a proclamation from the Governor in the event of the death of a present or former official of the state government, a member of the Armed Forces from the state who has died while serving on active duty, or the death of a first responder working in the state who dies while serving in the line of duty
 8. On other occasions by order of the President and in accordance with presidential instructions or orders
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Policy 6175: Migrant Education Program

Status: DRAFT

Original Adopted Date: 02/13/2019

The Governing Board desires to provide a comprehensive program for students who are migratory that attempts to mitigate the impact of educational disruption, cultural and language barriers, social isolation, health-related problems, and other factors that may inhibit their ability to succeed in school. The district shall make use of available funds to provide supplementary services for students who are migratory.

The Superintendent or designee shall cooperate with the regional migrant service center in outreach and identification of eligible students who are migratory and in the provision of migrant education services. The Superintendent or designee shall also coordinate migrant education services with other programs within the district and with other public agencies that serve migrant workers and their families.

The district shall give first priority for services to students who are migratory who are failing, or are most at risk of failing, to meet state academic standards or have dropped out of school. (20 USC 6394)

The district shall provide services to eligible private school students residing within the district on an equitable basis with participating public school students. (20 USC 7881; 34 CFR 200.87)

The Superintendent or designee shall ensure that each student who is migratory is placed at the appropriate grade level upon enrollment and is provided services in accordance with an individual needs assessment and learning plan.

The Superintendent or designee shall annually report to the Board regarding student performance on statewide assessments of core academic subjects and English language development, as appropriate, for students enrolled in the district's migrant education program. In addition, the Superintendent or designee shall periodically report to the Board regarding the alignment of district services with the needs of students as identified in student needs assessments conducted pursuant to Education Code 54443.1. As necessary, the Board shall seek technical assistance from the migrant education regional service center and/or make changes in the services provided by the district in order to improve student achievement.

Regulation 6175: Migrant Education Program

Status: DRAFT

Original Adopted Date: 02/13/2019 | **Last Revised Date:** 03/11/2020

Eligibility

Students age 3 to 21 years shall be eligible for the district's migrant education program if they, their parents/guardians, or their spouses are migratory agricultural workers or fishers who, in the preceding 36 months, moved into the district due to economic necessity and engaged in new temporary or seasonal employment or personal subsistence in agriculture or fishing. If such employment was not secured soon after the move, students may be considered students who are migratory if the student, the student's parents/guardians, or the student's spouse actively sought such new employment and have a recent history of moves for temporary or seasonal agricultural or fishing employment. (20 USC 6399; 34 CFR 200.81)

A student who ceases to be a student who is migratory during a school term shall be eligible for services until the end of the term. If comparable services are not available through other programs, a student who is no longer migratory may continue to receive services for one additional school year. Students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation. (20 USC 6394)

Enrollment

A student who is migratory shall be immediately enrolled in the district even if the student: (Education Code 48204.7)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, medical records, including, but not limited to, records or other proof of immunization history, or other documentation

If a student who is migratory experiences a change in residence, the student may remain enrolled in the school of origin for the duration of the student's status as a student who is migratory. (Education Code 48204.7)

If a student's status as a student who is migratory changes during a school year, the Superintendent or designee shall allow the student to continue at the school of origin through the duration of that school year or, if the student is enrolled in a high school, through graduation. (Education Code 48204.7)

A student who is migratory and is transitioning between school grade levels shall be allowed to continue in the district of origin in the same attendance area to provide the student the benefit of matriculating with peers in accordance with the established feeder patterns of school districts. A student who is migratory and is transitioning to a middle school or high school designated for matriculation in another school district shall be allowed to enroll in that school. (Education Code 48204.7)

The Superintendent or designee shall inform a student who is migratory and the student's parent/guardian of the impact of remaining in the school of origin on the student's eligibility to receive migrant education services pursuant to Education Code 54440-54445. (Education Code 48204.7)

The Superintendent or designee may, but is not required to, provide transportation to enable a student who is migratory to attend the school of origin, unless otherwise required by federal law, or provide programs for online instruction as a substitute for physical attendance. (Education Code 48204.7)

Student Records

The Superintendent or designee shall maintain records documenting the eligibility of students enrolled in the district's migrant education program. However, the district shall not collect information or documents regarding the

citizenship or immigration status of students or their family members for the purpose of determining eligibility for migrant education services.

The Superintendent or designee shall acquire education and health records from the previous school districts of a student who is migratory, as appropriate.

When a student who is migratory transfers to another district, the student's records shall be provided to the receiving district upon request at no cost in order to assist that district in meeting the needs of the student. (20 USC 6398)

Program Components

The migrant education program shall include all of the following components: (Education Code 54443.1)

1. A general needs assessment summarizing the needs of the population to be served
2. A comprehensive program to meet the educational, health, and related needs of participating students which supplements the district program and includes, but is not limited to:
 - a. Instructional services, including academic, remedial and compensatory, bilingual-crosscultural, and career technical instruction
 - b. Counseling and career education services
 - c. Preschool services in accordance with Education Code 54443
 - d. Other educational services that are not otherwise available in sufficient quantity or quality to eligible students who are migratory
 - e. The acquisition of instructional materials and equipment necessary to adequately provide the appropriate services
 - f. Other related services to meet the special needs of eligible students who are migratory to enable them to participate effectively in instructional services
 - g. The coordination and teaming of existing resources serving students who are migratory, such as bilingual-crosscultural education, health screening, and compensatory education
3. Individual assessment of the educational and relevant health needs of each participating student, within 30 days of enrollment, including assessments concurrently provided pursuant to compensatory education, bilingual-crosscultural education, school improvement programs, and other programs serving the student
4. A brief individual learning plan listing the services to be provided to each student, which shall be given to the parent/guardian in writing or at a parent/guardian conference, annually and when the student moves to a new district
5. Staffing and staff development plans and practices to meet the needs of students and implement the program
6. Parent/guardian and community involvement as specified in Education Code 54444.2, including, but not necessarily limited to, the establishment of a parent/guardian advisory council to actively involve parents/guardians in planning, operating, and evaluating the district's migrant education program
7. The migrant education program shall provide for the same opportunities for parent/guardian involvement that are provided to parents/guardians for federal Title I programs. (20 USC 6394)
8. Evaluations which include annual student progress and overall program effectiveness and quality control reports

Summer School and Extended School Year Program

The district shall conduct summer school program(s) for eligible students who are migratory. The summer school program shall respond to the individual needs of participating students and shall build on and be consistent with the instructional programs offered to these students during the regular school year. Coursework shall be of the same level of difficulty in each subject as that provided to students enrolled in regular classes of instruction within the district in the preceding year. (Education Code 54444.3)

Teachers in the summer school program shall have cultural training or background and understanding of the special needs of students who are migratory and possess the proper credential for the subjects and grade levels to which they are assigned. (Education Code 54444.3)

The program shall comply with the following requirements for instructional time: (Education Code 54444.3)

1. For kindergarten class, a minimum of 180 minutes per day, including recesses, for not less than 20 instructional days
2. For grades 1-8, a minimum of 200 minutes per day, including recesses and passing time but excluding noon intermissions, for not less than 20 instructional days
3. For grades 7-12, a minimum of 240 minutes per day, including passing time but excluding noon intermissions, for not less than 30 instructional days

The number of instructional days may be less than as described above if, during the summer school program, there is a holiday for which schools are required to be closed. (Education Code 37220, 54444.3).

When district facilities that are suitable for the summer climate are available, the district shall make facilities available at cost to other agencies that request facilities for the operation of migrant summer school programs, unless just cause for denial exists. When approved by the Superintendent of Public Instruction, the district may jointly offer facilities with a neighboring district to meet the needs of the migrant summer school program for the entire area. (Education Code 54444.3)

If the district receives authorization and average daily attendance funding from the California Department of Education to provide an extended school year program to students who are migratory who, due to family movement, enroll in transitional kindergarten, kindergarten, or any of grades 1-6, on or after March 1 of the school year and depart on or before December 1 of the next school year, the Superintendent or designee shall operate the program in accordance with Education Code 41601.6. (Education Code 41601.6)

Transfer of Coursework and Credits

When a student enrolled in a migrant education program transfers into a district school, the district will receive an official transcript from the transferring school or district which reflects full and partial credits and grades earned by the student and includes: (Education Code 51225.2)

1. A determination of the days of enrollment and/or seat time, if applicable, for all full and partial credits earned based on any measure of full or partial coursework being satisfactorily completed

Partial coursework satisfactorily completed includes any portion of an individual course, even if the student did not complete the entire course

2. Separate listings for credits and grades earned at each school and local educational agency so it is clear where credits and grades were earned
3. A complete record of the student's seat time, including both period attendance and days of enrollment

The district shall transfer the credits and grades from the transferring school's transcript onto an official district transcript in the same manner as described in Item #2, above. (Education Code 51225.2)

If the Principal or designee has knowledge that the transcript from the transferring school may not include certain credits or grades, the Principal or designee shall contact the prior school within two business days to request that the

full or partial credits be issued, which shall then be issued and provided by the prior school along with all academic and other records within two business days of the request. (Education Code 51225.2)

The district shall accept and issue full credit for any coursework that the student who is migratory has satisfactorily completed while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school.

If the entire course was completed, the district shall not require the student who is migratory to retake the course. (Education Code 51225.2)

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

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

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

Applicability of Graduation Requirements

To obtain a high school diploma, a student who is migratory shall complete all courses required by Education Code 51225.3 and shall generally fulfill any additional local graduation requirements prescribed by the Board.

However, when a student who is migratory has completed the second year of high school and transfers into a district school, the student shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the student's fourth year of high school. Within 30 calendar days of the student's transfer, the Superintendent or designee shall notify the student and the student's parent/guardian of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the termination of the court's jurisdiction over the student. (Education Code 51225.1)

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

If a student who is migratory was not properly notified of an exemption, declined the exemption, or was not previously exempted, the student or the student's educational rights holder may request the exemption and the Superintendent or designee shall exempt the student within 30 days of the request. A student may request the exemption even if the student is no longer a student who is migratory. (Education Code 51225.1)

When the Superintendent or designee determines that a student who transferred into a district school is reasonably able to complete district-established graduation requirements by the end of the student's fourth year of high school, the student shall not be exempted from those requirements. Within 30 calendar days of the following academic year,

the student shall be reevaluated based on the student's course completion status at the time, to determine if the student continues to be reasonably able to complete the district-established graduation requirements in time to graduate by the end of the student's fourth year of high school. Written notice as to whether the student then qualifies for exemption shall be provided to the student, the student's educational rights holder, and if applicable, to the student's social worker or probation officer. (Education Code 51225.1)

If, upon reevaluation, it is determined that the student who is migratory is not reasonably able to complete the district-established graduation requirements in time to graduate from high school by the end of the student's fourth year of high school, the Superintendent or designee shall provide the student with the option to receive an exemption from district-established graduation requirements or stay in school for a fifth year to complete the district-established graduation requirements upon agreement with the student, or if under 18 years of age, the student's educational rights holder, and shall provide notifications in accordance with Education Code 51225.1. (Education Code 51225.1)

When a student who is migratory is exempted from district-established graduation requirements, the Superintendent or designee shall consult with the student and the student's educational rights holder about the following: (Education Code 51225.1)

1. Discussion of how any requirements that are waived may affect the student's postsecondary education or vocation plans, including the ability to gain admission to a postsecondary educational institution
2. Discussion and information about other options available to the student, including, but not limited to, a fifth year of high school, possible credit recovery, and any transfer opportunities available through the California Community Colleges
3. Consideration of the student's academic data and any other information relevant to making an informed decision on whether to accept the exemption

The district shall not require or request a student who is migratory to transfer schools in order to qualify for an exemption and shall not grant any request made by a student who is migratory or the student's parent/guardian for a transfer solely to qualify for an exemption. (Education Code 51225.1)

The Superintendent or designee shall not require a student who is migratory who is eligible for an exemption from district-established graduation requirements and would otherwise be entitled to remain in attendance at the school, to accept the exemption or be denied enrollment in, or the ability to complete, courses for which the student is otherwise eligible, including courses necessary to attend an institution of higher education, regardless of whether such courses are required for statewide graduation requirements. (Education Code 51225.1)

If a student who is migratory is exempted from district-established graduation requirements, the exemption shall not be revoked. Additionally, the exemption shall continue to apply after the student no longer meets the definition of a student who is migratory while still enrolled in the school or if the student transfers to another school, including a charter school, or school district. (Education Code 51225.1)

The Superintendent or designee shall not require or request that an eligible student who is exempted from district-established graduation requirements and who completes the statewide coursework requirements before the end of the fourth year of high school, and would otherwise be entitled to remain in school, to graduate before the end of the student's fourth year of high school. (Education Code 51225.1)

Upon making a finding that a student who is migratory is reasonably able to complete district-established graduation requirements within the fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Consult with the student and, if under 18 years of age, the student's educational rights holder, of the option to remain in school for a fifth year to complete the district-established graduation requirements and how that will affect the student's ability to gain admission to a postsecondary educational institution
2. Consult with and provide information to the student about transfer opportunities available through the California Community Colleges

3. Upon agreement with the student or with the student's educational rights holder if under 18 years of age, permit the student to stay in school for a fifth year to complete the district-established graduation requirements

When a student who is migratory has completed the second year of high school transfers into the district or between high schools within the district, and the Superintendent or designee determines that the student is not reasonably able to complete the district-established graduation requirements within the student's fifth year of high school but is reasonably able to complete the statewide coursework requirements within the fifth year of high school, the student shall be exempted from all district-established graduation requirements and be provided with the option to remain in school for a fifth year to complete the statewide requirements. In such situations, the Superintendent or designee shall consult with the student and the student's educational rights holder, regarding the following: (Education Code 51225.1)

1. The student's option to remain in school for a fifth year to complete statewide coursework requirements
2. The effect of waiving the district-established requirements and remaining in school for a fifth year on the student's postsecondary education or vocation plans, including the ability to gain admission to an institution of higher education
3. Other options available to the student, including, but not limited to, possible credit recovery, and any transfer opportunities available through the California Community Colleges
4. The student's academic data and any other information relevant to making an informed decision on whether to accept the exemption and option to remain in school for a fifth year to complete the statewide coursework requirements

Parent Advisory Council

The parent advisory council shall be comprised of members who are knowledgeable of the needs of students who are migratory and shall be elected by the parents/guardians of students enrolled in the district's migrant education program. The composition of the council shall be determined by the parents/guardians at a general meeting to which all parents/guardians of participating students shall be invited. The parents/guardians shall be informed, in a language they understand, that they have the sole authority to decide on the composition of the council. (Education Code 54444.2)

At least two-thirds of the advisory council shall consist of parents/guardians of students who are migratory. (Education Code 54444.2)

All parent/guardian candidates for the council shall be nominated by parents/guardians. Nonparent candidates, such as teachers, administrators, other school personnel, or students, shall be nominated by the groups they represent. All other community candidates shall be nominated by the parents/guardians. (Education Code 54444.2)

The parent/guardian advisory council shall meet at least six times during the year and shall: (Education Code 54444.4)

1. Establish program goals, objectives, and priorities
2. Review annual needs assessments, program activities for each school, and individual learning plans
3. Advise on the selection, development, and reassignment of migrant education program staff
4. Participate actively in planning and negotiating program applications and service agreements
5. Perform all other responsibilities required under state and federal laws or regulations

The Superintendent or designee shall establish and implement a training program for advisory council members to enable them to carry out their responsibilities. The training program shall be developed in consultation with the council and shall include appropriate training materials in a language understandable to each member. (Education Code 54444.2)

The Superintendent or designee shall provide the council, without charge, a copy of all applicable state and federal migrant education statutes, rules, regulations, guidelines, audits, monitoring reports, and evaluations. Upon request, these materials also shall be provided without charge to each member of the council. (Education Code 54444.2)

Notification and Complaints

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

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

Bylaw 9320: Meetings And Notices

Status: DRAFT

Original Adopted Date: 10/04/2011 | **Last Revised Date:** 12/13/2023

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with applicable open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide the opportunity for members of the public to directly address the Board. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

A Board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location as permitted by Government Code 54953, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Board. (Government Code 54952.2)

In accordance with law and as specified in Board Bylaw 9012 - Board Member Electronic Communications, a majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

However, the Superintendent or designee may engage in separate conversations or communications with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. Any doubt about a request for accommodation shall be resolved in favor of accessibility. Notice of the procedure for receiving and resolving such requests for accommodation shall be given in each instance in which notice of the time of a meeting is otherwise given or the agenda for the meeting is otherwise posted. (Government Code 54953, 54953.2, 54954.1, 54954.2)

Regular Meetings

Unless otherwise determined by the Board, the Board shall hold one regular meeting each month starting at 5:00 p.m. at Wheatland Union High School, 1010 Wheatland Road, Wheatland, California 95692.

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

Consistent with Government Code 54957.5 and Board Bylaw 9322 - Agenda/Meeting Materials, whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. The records shall be posted on the district website at the time the materials are distributed to all or a majority of the Board if distributed outside of business hours.

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members on any topic within the subject matter jurisdiction of the Board unless otherwise prohibited by law or as specified in BB 9323.2 - Actions by the Board. (Government Code 54956)

At least 24 hours before the time of the meeting, written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's website, and, at least 24 hours before the time of the meeting, in a location

freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Education Code 35144; Government Code 54956)

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

Emergency Meetings

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

The Board may meet in closed session during emergency meetings so long as two-thirds of the members present at the meeting agree or, if less than two-thirds of the members are present, by unanimous vote of the members present. (Government Code 54956.5)

The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification shall be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time notification is given to the other members of the Board. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

An *emergency* means a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board. (Government Code 54956.5)

A *dire emergency* means a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board. (Government Code 54956.5)

Adjourned/Continued Meetings

The Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn/continue such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned/continued to a later time and location and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment/continuance, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the location where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public. The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships. Any such meeting, regardless of title or topic, shall be held as a regular or special meeting, as appropriate, and shall comply with all other requirements for regular or special meetings. (Government Code 54956)

Other Gatherings

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

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board established pursuant to Board Bylaw 9130 - Board Committees, provided that the Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a Board member and any other person that are not part of a series of communications prohibited by the Brown Act are permitted. (Government Code 54952.2)

Location of Meetings

Unless the Board is holding a teleconference meeting during a proclaimed state of emergency, all meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district

10. Interview a potential employee from another district

All meetings, regardless of location, shall comply with the applicable notice and open meeting requirements. Additionally, no such meeting may be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, which is inaccessible to individuals with disabilities, or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

If a fire, flood, earthquake, or other emergency renders the posted regular or special meeting location unsafe and the deadline for posting the location has passed, the meeting shall be held at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of meetings pursuant to Government Code 54956 by the most rapid available means of communication.

Traditional Teleconferencing

A Board member may participate in any meeting by teleconference, which includes both audio or video/audio so long as the following conditions are met: (Government Code 54953)

1. All votes taken during the meeting are by rollcall
2. The meeting is conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency
3. The location of the Board member participating by teleconference is open and accessible to the public during the meeting, except during closed session, such that members of the public may observe in person the Board member participating by teleconference, may hear/listen to the meeting to the same extent as the Board member participating by teleconference, and may make public comment during the same portion of the agenda as others members of the public from the same location as the Board member participating by teleconference
4. The location of the Board member participating by teleconference is noted in the agenda and the agenda is posted at the location of the Board member participating by teleconference in advance of the meeting as statutorily required based on the type of meeting
5. At least a quorum of the members is within the district boundaries.

Teleconferencing by Individual Board Member Due to Just Cause

Until January 1, 2026, when there is "just cause" preventing a Board member from attending a Board meeting in person, that Board member may participate in that meeting by teleconference without: (Government Code 54953)

1. Including the location of the Board member participating by teleconference in the agenda
2. Making the location of the Board member participating by teleconference open and accessible to the public
3. Posting the agenda at the location of the Board member participating by teleconference

A Board member needing to participate by teleconference for just cause shall notify the Board at the earliest possible opportunity, including at the start of a regular meeting, of the need to do so and include a general description of the circumstances relating to the need to appear by teleconference at the given meeting. (Government Code 54953)

For the Board member to participate by teleconference under this section, all of the following are required: (Government Code 54953)

1. All votes taken during the meeting are by rollcall
2. At least a quorum of the Board participates in person from a singular physical location clearly identified on the agenda

3. The Board member participating by teleconference utilizes both audio and visual technology to participate in the meeting
4. The Board member participating by teleconference publicly discloses, before any action is taken, whether any individual 18 years of age or older is present at the Board member's location and the general nature of the member's relationship with each such individual
5. The public is able to access the meeting via a two-way audiovisual platform or a two-way audio service and a live webcast, with real-time public comment being allowed via the platform or service, in addition to public comment being available in person

The platform or service may require members of the public to register in order to make public comments so long as the platform or service is not controlled by the district

6. The agenda for the meeting includes information describing how members of the public can access the platform or service

If the platform or service is disrupted such that the public cannot access the meeting or give real-time public comment, the meeting may continue but the Board may not take action on any agenda item until the disruption is resolved. (Government Code 54953)

A Board member shall be permitted to participate by teleconference for just cause for no more than two meetings per calendar year. (Government Code 54953)

For purposes of this section, "just cause" may exist for any of the following: (Government Code 54953)

1. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a Board member to participate remotely
2. A contagious illness prevents a Board member from attending in person
3. A Board member has a need related to a physical or mental disability not otherwise reasonably accommodated
4. A Board member is traveling while on official business of the Board or another state or local agency

Teleconferencing by Individual Board Member Due to Emergency Circumstances

Until January 1, 2026, when a physical or family medical emergency would prevent a Board member from attending a Board meeting in person, that Board member may request to participate in such meeting by teleconference. The Board member requesting to appear remotely shall submit the request as soon as possible and include a concise general description of the emergency that necessitated the request. The Board member shall not be required to disclose any disability, medical diagnosis, or personal medical information exempt under existing law. (Government Code 54953)

If the request is received timely, it shall be added to the agenda as the first item of business at the meeting, even before any closed session items. If the request is not received timely, it shall be taken up by the Board before the first item of business at the meeting. The request shall only be granted upon a vote by the majority of the Board. (Government Code 54953, 54954.2)

If the request is granted by the Board, the Board member may participate by teleconference without: (Government Code 54953)

1. Including the location of the Board member participating by teleconference in the agenda
2. Making the location of the Board member participating by teleconference open and accessible to the public
3. Posting the agenda at the location of the Board member participating by teleconference

For the Board member to participate by teleconference due to emergency circumstances, all of the following are required: (Government Code 54953)

1. All votes taken during the meeting are by rollcall
2. At least a quorum of the Board participates in person from a singular physical location clearly identified on the agenda
3. The Board member participating by teleconference utilizes both audio and visual technology to participate in the meeting
4. The Board member participating by teleconference publicly discloses, before any action is taken, whether any individual 18 years of age or older is present at the Board member's location and the general nature of the member's relationship with each such individual
5. The public is able to access the meeting via a two-way audiovisual platform or a two-way audio service and a live webcast, with real-time public comment being allowed via the platform or service, in addition to public comment being available in person

The platform or service may require members of the public to register in order to make public comments so long as the platform or service is not controlled by the district

6. The agenda for the meeting includes information describing how members of the public can access the platform or service

If the platform or service is disrupted such that the public cannot access the meeting or give real-time public comment, the meeting may continue but the Board shall not take action on any agenda item until the disruption is resolved. (Government Code 54953)

In total, a Board member may not participate by teleconference due to emergency circumstances alone, or together with teleconference due to just cause, as specified above, for more than 20 percent of the Board's regular meetings or for more than three consecutive months. If the Board meets less than 10 times in a calendar year, a Board member may not appear remotely due to emergency circumstances for more than two meetings. (Government Code 54953)

Teleconference Meetings During a Proclaimed State of Emergency

The Board may conduct a Board meeting entirely by teleconference during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

1. For the purpose of determining whether meeting in person would present imminent risks to the health or safety of attendees due to the emergency
2. When the Board has been determined, pursuant to Item #1 above, that meeting in person would present imminent risks to the health or safety of attendees due to the emergency

The Board may hold a meeting by teleconference during a proclaimed state of emergency without: (Government Code 54953):

1. Including the location of Board members in the agenda
2. Making the locations of Board members open and accessible to the public
3. Posting the agenda at the locations of Board members

For the Board to hold such meeting, all of the following are required: (Government Code 54953)

1. All votes taken during the meeting are by rollcall
2. The public is able to access the meeting via a call-in service or an internet-based platform or service, with real-time public comment being allowed via the platform or service

If an internet-based platform or service is utilized, it may require members of the public to register in order to make public comments so long as the platform or service is not controlled by the district

3. The agenda for the meeting includes information describing how members of the public can access the platform or service

If the platform or service is disrupted such that the public cannot access the meeting or give real-time public comment, the meeting may continue but the Board may not take action on any agenda item until the disruption is resolved. (Government Code 54953)

For any public comment period with a time limit, the Board may not close that public comment period or the opportunity to register until the full time for public comment has elapsed. For any other public comment period, the Board shall allow a reasonable amount of time to allow members of the public to provide public comment and to register to do so. (Government Code 54953)

The Board may continue to conduct all meetings by teleconference throughout one or more 45-day periods so long as, prior to the beginning of each 45-day period, the Board has reconsidered the circumstances of the state of emergency and determines that it continues to directly impact the ability of the Board to meet safely in person. (Government Code 54953)

Bylaw 9323.2: Actions By The Board

Status: DRAFT

Original Adopted Date: 08/14/2019

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164, 35165)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision
3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

Action on Non-Agenda Items

The Board may take action on a subject not appearing on the posted meeting agenda only after publicly identifying the item and if any one of the following conditions are met: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier
4. Until December 31, 2025, when a Board member requests to participate by teleconference due to emergency circumstances pursuant to Government Code 54953 so long as the timing of the request did not allow for sufficient time to place it on the agenda

Challenging Board Actions

Before seeking to file a civil action to stop or prevent a Brown Act violation or to invalidate a prior action taken by the Board, the district attorney's office or interested person shall first present a demand to "cure and correct" the alleged violation to the district. If the district receives a proper demand from the district attorney's office or any interested person to "cure and correct" an alleged violation of the Brown Act, the Board shall consult with legal counsel on if and how to respond as provided by law. (Government Code 54960-54960.5)

Exhibit 9323.2-E(1): Actions By The Board

Status: DRAFT

Original Adopted Date: Pending

RESTRICTIONS ON BOARD ACTIONS

This exhibit is a non-exhaustive list of the Governing Board actions that require more than a majority vote as well as restrictions and prohibitions on when the Board may take certain actions. Other such actions may exist and may be identified in the future.

Actions Requiring a Two-Thirds Vote of the Membership of the Board

1. Resolution declaring the Board's intention to sell or lease real property (Education Code 17466)
2. Resolution declaring the Board's intent to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)
5. Request for temporary borrowing of funds needed for immediate requirements of the district to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district so long the proposed use of property is not for nonclassroom facilities (Government Code 53094)
7. When the district is organized to serve only grades K-8, action to establish a community day school for any of grades K-8 (Education Code 48660)
8. When the district is organized to serve only grades K-8, has an average daily attendance (ADA) of 2,500 or less, or desires to operate a community day school to serve any of grades K-6 (and no higher grades) and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)
9. Decision to pursue the authorization and issuance of general obligation bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution (Education Code 15266)
10. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)
11. When the district has a three-member Board and has adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act (UPCCAA), action to respond to an emergency facilities condition without giving notice for bids to award contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)

2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

Actions Requiring a Four-Fifths Vote of the Membership of the Board

1. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)
2. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on ADA for the preceding school year (Government Code 53823, 53824)
3. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)
4. When the district has a five-member or seven-member Board and has adopted the procedures set forth in UPCCAA, action to respond to an emergency facilities condition without giving notice for bids to award contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)
5. Resolution to award a contract for a public works project at \$212,500 or less to the lowest responsible bidder, when the district is using the informal process authorized under the UPCCAA for projects of \$200,000 or less, all bids received are in excess of \$200,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)

Actions Requiring a Four-Fifths Vote of the Board Members Present at the Meeting

1. Approval of the expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

Actions Requiring a Unanimous Vote of the Membership of the Board

1. Resolution authorizing and prescribing the terms of a lease of district property for extraction and taking of gas not associated with oil (Education Code 17510, 17511)
2. Authorization of the use of day labor or force account, or waiver of the competitive bid process pursuant to Public Contract Code 20111, when the Board determines that an emergency exists requiring the repair, alteration, work, or improvement to any facility to permit the continuance of existing classes or to avoid danger to life or property, and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Actions Requiring a Unanimous Vote of the Board Members Present at the Meeting

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

Actions Required to Occur During a Regular Board Meeting

1. Termination of the Superintendent or an assistant superintendent without cause (Education Code 35150)
2. Discussion or action regarding the contract, salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1 (Government Code 54956)

Prohibitions on Certain Board Actions

1. Termination of the Superintendent or an assistant superintendent without cause within 30 days after the first convening of the Board after an election at which one or more Board members are elected or recalled (Education Code 35150)
 2. When the District is disposing of surplus land and has received a notification from the Department of Housing and Community Development pursuant to Government Code 54230.5 with regard to the surplus land, final action to ratify or approve the proposed disposal of surplus land unless the district holds an open and public meeting in compliance with Government Code 54230.7 to review and consider the substance of the notice
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California Department of Education

Program Grant Management System (PGMS)

[PGMS Portal](#) [CDE Contact](#) [LEA Contact](#) [Application](#) [Fiscal](#) [Activity Log](#) [Logoff](#)

Wheatland Union High (131 - Secondary)

2024-25 Application

2024-25 Section I - State Assurances and Certifications

Quick Facts Box

Allocation Amount	\$20,405.00
Budgeted Amount	\$20,405.00
Indirect Amount	\$971.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Friday, May 17, 2024 11:59 PM
Application Status	Submitted For Review on May 2 2024
GAN Status	GAN has not been processed or sent to LEA
Fiscal Activity	No fiscal activity
Approved Claims	

* Subject to change based on Capital Outlay and actual expenditures

Certifications Sign-off

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

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

- [California Department of Education General Assurances](#)
- [Perkins V Assurances and Certifications](#)

- 2024–25 Grant Conditions

LEA Sign-off

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

CDE Review and Sign-off

CDE Comments

Section Approved

Save

Save and Continue to Section II

Questions: Perkins Support Team | perkins@cde.ca.gov

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Wheatland Union High (131 - Secondary)

2024-25 Application

2024-25 Section II - Stakeholders

Quick Facts Box

Allocation Amount	\$20,405.00
Budgeted Amount	\$20,405.00
Indirect Amount	\$971.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Friday, May 17, 2024 11:59 PM
Application Status	Submitted For Review on May 2 2024
GAN Status	GAN has not been processed or sent to LEA
Fiscal Activity	No fiscal activity
Approved Claims	

* Subject to change based on Capital Outlay and actual expenditures

Special Population Stakeholders

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

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

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

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

Students with Disabilities (Special Education Coordinator/Administrator)

Name Lauren Link
Title Executive Director of Student Services

Economically Disadvantaged (Title I Coordinator/Administrator)

Name Nicole Newman
Title Superintendent

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

Name Nicole Newman
Title Superintendent

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

Name Nicole Newman
Title Superintendent

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

Name Nicole Newman
Title Superintendent

English Language Learners (English Learner Coordinator/Administrator)

Name Schandia Edwards
Title High School Principal

Homeless

Name Aleia Lund
Title Director of Community Schools and Mental Health

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

Name Aleia Lund
Title Director of Community Schools and Mental Health

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

Name Joyce Willey
Title Community Schools Coordinator

Edit

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

1. CTE-eligible credential

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

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

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

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

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

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

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

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

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

1) Teacher Credential and CTE-Eligibility

1A) Teacher's Name

First:

Middle:

Last:

1B) CTE-Eligible Credential
Document Number

1C) Document Title

Select Document Title

1D) Subject Description

Select a subject description

2) Does the Credential Match the Assignment?

2A) Site Name

Select Site



2B) Local Name of Pathway

Select Pathway



2C) CALPADS Pathway Name

Submit Teacher

1A) CTE Teacher's Last Name	1C) Document Title/ 1D) Subject Description	2A) Site Name	2C) CALPADS Pathway	Status	Comments	Action
Atencio, Stacey	Single Subject Teaching Credential -- Business Education	Wheatland Union High	Business and Finance -- Business Management	Submitted By LEA		<div>Delete</div> <div>Review</div>
MacKaben, Kayla	Single Subject Teaching Credential -- Agriculture AND Agricultural Specialist	Wheatland Union High	Agriculture and Natural Resources -- Animal Science	Submitted By LEA		<div>Delete</div> <div>Review</div>
Moreno, Kuulei Pennolope	Career Technical Education Teaching Credential -- Hospitality, Tourism, & Recreation	Wheatland Union High	Hospitality, Tourism, and Recreation -- Food Service and Hospitality	Approved		<div>Delete</div> <div>Review</div>
Smith, Emilio	Single Subject Teaching Credential -- Agriculture AND Agricultural Specialist	Wheatland Union High	Agriculture and Natural Resources -- Agricultural Mechanics	Submitted By LEA		<div>Delete</div> <div>Review</div>
Taylor, Melissa	Single Subject Teaching Credential -- Agriculture AND Agricultural Specialist	Wheatland Union High	Agriculture and Natural Resources -- Agriscience	Approved		<div>Delete</div> <div>Review</div>

Welborn, Amanda	Single Subject Teaching Credential -- Agriculture AND Agricultural Specialist	Wheatland Union High	Agriculture and Natural Resources -- Plant and Soil Science	Submitted By LEA		<div>Delete</div> <div>Review</div>
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Export to Excel

LEA Sign-off

☒ As the duly authorized representative of the local educational agency applying for the Strengthening Career and Technical Education for the 21st Century Act, 2024-25 funding, I confirm that the LEA coordinators or administrators responsible for each of the programs associated with special population groups have contributed to the LEA's Comprehensive Local Needs Assessment for this application.

CDE Review and Sign-off

CDE Comments

☐

Section Approved

Save

Save and Continue to Section III

Questions: Perkins Support Team | perkins@cde.ca.gov

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Wheatland Union High (131 - Secondary)

2024-25 Application

2024-25 Section III - State Determined Performance Levels

Quick Facts Box

Allocation Amount	\$20,405.00
Budgeted Amount	\$20,405.00
Indirect Amount	\$971.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Friday, May 17, 2024 11:59 PM
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Approved Claims	



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Indicators	Baseline Level	Performance Levels			
		FY 2020	FY 2021	FY 2022	FY 2023
1S1: Four-Year Graduation Rate	88.10%	89.10%	89.10%	91.10%	91.10%
1S2: Extended Graduation Rate	N/A	N/A	N/A	N/A	N/A
2S2: Academic Proficiency in Reading/Language Arts	60.60%	62.00%	62.00%	63.40	63.40%
2S2: Academic Proficiency in Mathematics	33.00%	34.50%	34.50%	36.50%	36.50%
2S3: Academic Proficiency in Science	27.70%	28.20%	28.20	31.20%	31.20%
3S1: Post-Program Placement (Required)	67.20%	68.00%	68.00%	69.40%	69.40%

4S1: Non-traditional Program Concentration (Required)	20.80%	20.80%	20.80%	21.00%	21.00%
5S1: Program Quality – Attained Recognized Postsecondary Credential (Required)	N/A	N/A	N/A	N/A	N/A
5S2: Program Quality – Attained Postsecondary Credits	21.60%	23.90%	23.90	26.20%	26.20%
5S3: Program Quality – Participated in Work-Based Learning	N/A	N/A	N/A	N/A	N/A
5S4: Program Quality - Other	N/A	N/A	N/A	N/A	N/A

The table above lists the State Determined Performance Levels (SDPLs) (formerly State Targets) for every subgroup. Note that future targets are likely to change as actual state-wide performance levels are gathered.

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

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

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

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

LEA Sign-off

☒ LEA Section Sign-off

CDE Review and Sign-off

CDE Comments

☐ Section Approved

Save

Save and Continue to Section IV

Questions: Perkins Support Team | perkins@cde.ca.gov

California Department of Education
1430 N Street
Sacramento, CA 95814

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Program Grant Management System (PGMS)

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Wheatland Union High (131 - Secondary)

2024-25 Application

2024-25 Section IV - Comprehensive Local Needs Assessment (CLNA)
Reporting Template & Local Application Requirements

Quick Facts Box

Allocation Amount	\$20,405.00
Budgeted Amount	\$20,405.00
Indirect Amount	\$971.00 *
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Introduction

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

Perkins V requires eligible grant recipients to use a data-driven decision-making process on local planning and spending on career technical education (CTE). The CLNA is a review of a number of elements, including student performance data, especially gaps among sub-groups of special populations; labor market needs; educator

development; equity and access for special populations, and program size, scope and quality. To validate the information obtained through the CLNA, an eligible Perkins V grant recipient shall involve a diverse body of stakeholders, including, at a minimum—secondary and postsecondary educators, business and industry partners, parents and students among others. More importantly, local planning, program, and funding decisions must be based on the CLNA with the primary purpose of improving overall performance and reducing performance gaps between different special population subgroups.

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

Directions

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

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

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

CLNA Reporting Template

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

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

Tuesday, November 14th @ 6pm
(Maximum 5000 Characters \cong 2.78 pages)

- ii. The basis for that meeting should have included a discussion/agreement of the eligible grant recipient's Perkins V accountability indicators plus a self-evaluation, as detailed in the "Workbook to Accompany the CLNA Reporting Template." Was the eligible grant recipient's previous self-evaluation based on the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) "11 Elements of a High-Quality CTE Program" aka the "CTE Self-Review," the CTEIG Self Review Rubric, or Workbook to Accompany the CLNA Reporting Template? How will the eligible grant recipient move towards the 12 Essential

Elements of a High-Quality College and Career Pathway, which are supported by the Guiding Policy Principles to Support Student-Centered K–14+ Pathways, established by the California Workforce Pathways Joint Advisory Committee (CWPJAC)? The Guiding Policy Principles to Support Student-Centered K–14+ Pathways can be found on the CWPJAC’s web page at, <https://www.cde.ca.gov/ci/ct/gi/guidingpps.asp>.

Here is the slide deck to what was discussed at the Advisory Meeting:

[https://docs.google.com/presentation/d/1tGq56zPRg1Uo5m-](https://docs.google.com/presentation/d/1tGq56zPRg1Uo5m-CJo49y8vS58dD9dYfEXrIT2AXAGg/edit?usp=sharing)

[CJo49y8vS58dD9dYfEXrIT2AXAGg/edit?usp=sharing](https://docs.google.com/presentation/d/1tGq56zPRg1Uo5m-CJo49y8vS58dD9dYfEXrIT2AXAGg/edit?usp=sharing) Each CTE Department Meeting we look at one or two of the 11 Elements of a High Quality CTE Program. Agendas and notes are here:

<https://docs.google.com/document/d/18idZi6CT0MLqcAvW-zb34nyWs7OkuMvqhm8u-O62xHA/edit?usp=sharing>

(Maximum 5000 Characters≅ 2.78 pages)

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

Next CTE Advisory Meeting is planned for Tuesday, November 5th, 2024, at 6:00 pm

(Maximum 5000 Characters≅ 2.78 pages)

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

Meeting was attended by Administrators, Board Members, Parents, Students, Yuba College Representative, CTE instructors, and a number of local business partners - met requirements. Publicity for our next meeting will go out 6-8 weeks in advance with frequent reminders and a request to RSVP so that WUHS can assure that all categories of stakeholders are represented.

(Maximum 5000 Characters≅ 2.78 pages)

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

- i. Responses must include a description of which of the seven required evaluative data “Indicators” from Section 3 in which the LEA has not made progress towards meeting the State Determined Performance Levels (SDPLs).**
- ii. For each of those “Indicators,” list the strategies for improvement that have been in place for three or more years, and describe how the LEA will change those strategies in order to meet the SDPLs.**
- iii. Finally, include a description of any other performance metrics used by the LEA, quantitative or qualitative, by which to measure and track improvements to the LEA’s CTE program and summarize the LEA’s performance across those metrics.**

District has made progress on all seven required evaluative data “Indicators”

(Maximum 15000 Characters ≅ 8.3 pages)

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

WUHS has 13 pathways that are fully implemented: AN - AG Mechanics: Metal Fabrication AN - AG Agri-Science AN - AG Ornamental Horticulture AN - AG Agri-Science AME - Game Design & Integration AME - Design Media and Visual Arts: Video Production AME - Performing Arts: Guitar B&F: Business Management ECDF: Education HTR: Food Service & Hospitality HS: Patient Care Public Services: Public Safety Transportation: Systems Diagnostics, Service, and Repair New 2024-25 School Year: AN - AG Mechanics: AG Production Technologies AME: Design Media and Visual Arts: Graphic Production Technologies After the 2023-24 school year we will no longer offer AG Mechanics: Construction; Agriculture and Natural Resources: AG Plant and Soil CTE instructors meet monthly as a department to evaluate current practices in regard to the 11 Elements of High Quality CTE requirements. Annual formal meetings and multiple informal meetings are conducted with CTE Advisory members to assure that course content meets industry standards and expectations of best practices. Pathways consist of 2 or 3 courses in a Pathway with opportunities for students to continue practicing skills through CTSO's and extracurricular activities. Specific CTSO Leadership Elective classes are available to all students to participate in. After the 2023-24 school year we will no longer offer AG Mechanics: Construction; AG Plant and Soil
(Maximum 5000 Character \cong 2.78 pages)

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

WUHS has 13 pathways that are fully implemented: AN - AG Mechanics: Metal Fabrication AN - AG Agri-Science AN - AG Ornamental Horticulture AN - AG Agri-Science AME - Game Design & Integration AME - Design Media and Visual Arts: Video Production AME - Performing Arts: Guitar B&F: Business Management ECDF: Education HTR: Food Service & Hospitality HS: Patient Care Public Services: Public Safety Transportation: Systems Diagnostics, Service, and Repair New 2024-25 School Year: AN - AG Mechanics: AG Production Technologies AME: Design Media and Visual Arts: Graphic Production Technologies After the 2023-24 school year we will no longer offer AG Mechanics: Construction; Agriculture and Natural Resources: AG Plant and Soil CTE instructors meet monthly as a department to evaluate current practices in regard to the 11 Elements of High Quality CTE requirements. Annual formal meetings and multiple informal meetings are conducted with CTE Advisory members to assure that course content meets industry standards and expectations of best practices. Pathways consist of 2 or 3 courses in a Pathway with opportunities for students to continue practicing skills through CTSO's and extracurricular activities. Specific CTSO Leadership Elective classes are available to all students to participate in. After the 2023-24 school year we will no longer offer AG Mechanics: Construction; AG Plant and Soil
(Maximum 5000 Characters \cong 2.78 pages)

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

WUHS actively recruits CTE teachers, guides new teachers through the credentialing process, pays for Induction Program costs and provides on-site mentors. All CTE teachers have access to the Director of CTE & College Readiness, the Career & College Coordinator, and CTE Academic Technicians. Academic Technicians are hired, trained, and assigned to provide support to specific CTE Pathways and Instructors. Director and Coordinator are regularly seeking resources, passing information along to teachers, and assisting with set up and implementation of new resources, technologies and programs. Students are recruited for CTE Pathways by teachers and through our Freshman Transition Initiative course based on the Career Choices and Changes Curriculum and Get Focused Stay Focused Program. Counselors push into classes and present and support course registration, with an emphasis on CTE courses and Pathway Completion.
(Maximum 5000 Characters \cong 2.78 pages)

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

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

Para educators and Academic Technicians are available to push in to assist with CTE courses to support IEP & 504 students. For the 2023-24 school year out Moderate/Severe SPED students participated in CTE courses with either a para, peer mentor, or Academic Technician.

Transportation to events and special programs is available to all Special Populations. Tutoring Labs and Academic Technicians are available during, before, and after school up to 6 pm.

(Maximum 5000 Characters \cong 2.78 pages)

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

CTE Teachers regularly conduct grade checks and recommend students for academic support to the Tutoring Lab as needed. Local business partnerships are communicated with regarding student special needs when assigned to business sites. After-school program staff and student tutors are available from 3-6 pm 5 days per week to support students' academic needs, provide homework help, test prep, and help with missing assignments to support academic progress.

(Maximum 5000 Characters \cong 2.78 pages)

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

All students participate in the annual Career & College Fair. All students create a professional portfolio as a freshman and add to it in the following grades (10-12). CTE Pathway teachers assist students in adding to their portfolios as skills are mastered and certifications are awarded. Our WeWork Center supports students by bringing in guest speakers from multiple industries and assists students in preparing for applications and interviews. Junior and seniors, all students have access to participate in Job Fairs throughout a Tri-Counties area. Students are encouraged to participate in job shadowing and internships. Students are encouraged to utilize our Work Experience Education program and to register for services with the Department of Rehabilitation.

(Maximum 5000 Characters \cong 2.78 pages)

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

While developing CTE Pathways, WUHS looks at current local, state and federal Labor Market Information to identify needs in upcoming years. WUHS is located in a rural community, but many residents in our service area commute into surrounding larger communities justifying use of data for those communities in addition to our immediate local data. Pathways are aligned to Labor Market needs. Regular Advisory meetings are held to ensure input from all stakeholders in the development, implementation, assessment and accountability of our CTE Pathways.

(Maximum 5000 Characters \cong 2.78 pages)

Local Application Requirements

Once the LEA completes their CLNA Reporting Template above, the LEA must use that information to address the nine separate required elements identified within the Perkins V legislation. The elements are provided below

and must be completed by the LEA and then entered along with the CLNA Reporting Template into the CDE online Program Grant Management System, Section 4.

1. **Section 134(b)(2)(A-C) refers to information on the CTE course offerings and activities that the eligible recipient will provide with funds under this part, which shall include not less than one program of study approved by a State under Section 124(b)(2). Indicate how the results of the CLNA:**
 - i. **informs the selection of the specific CTE programs and activities selected to be funded;**
 - ii. **describes any new programs of study the eligible recipient will develop and submit to the State for approval;**
 - iii. **shows how students, including students who are members of special populations, will learn about their school's CTE course offerings and whether each course is part of a CTE program of study.**

Pathways are chosen based on data collected regarding student interest in My10YearPlan.com and on Labor Market analysis for the North Far North Region. By aligning these two sets of data, WUHS determines the Pathways that will support local industry and the needs and interests of our students. Collaboration with Yuba Community College is frequent and positive, contributing to the choices made in selecting Pathways. This allows us to support enrollment into the community college programs, leading to further certifications and degree attainment. Planned Pathways: New 2024-25 School Year: AN - AG Mechanics: AG Production Technologies AME: Design Media and Visual Arts: Graphic Production Technologies

(Maximum 5000 Characters \cong 2.78 pages)

2. **Section 134(b)(3)(A-C) refers to how the eligible recipient, in collaboration with local workforce development boards and other local workforce agencies, one-stop delivery systems, and other partners, will use the information provided through the CLNA to describe the following:**
 - i. **career exploration and career development coursework, activities, or services;**
 - ii. **career information on employment opportunities that incorporate the most up-to-date information on high-skill, high-wage, or in-demand industry sectors or occupations;**
 - iii. **an organized system of career guidance and academic counseling to students before enrolling and while participating in a career and technical education program.**

WUHS is a Get Focused Stay Focused school using the Career Choices and Changes Curriculum. This course is a graduation requirement. 100% of freshmen and new transfer students are assigned to this course. Students review, revisit and revise their plan in the social science courses in the 10th-12th grades. The scope and sequence of this course meets the Freshman Transition Initiatives developed out George Washington University, has been approved for coding in CalPADS as 7000 CTE Career Exploration, and qualifies for credit through Articulation Agreement with Yuba College's Career Development COUNS-25. Through each year students are looking at up to date information on high-skill, high-wage or in-demand industry sectors or occupations. Counselors participate in discussions with students based on their 10-Year plans developed in the GFSF coursework. This is a very well-organized system of career guidance and academic counseling that assists in guiding students into high quality career and technical education programs.

(Maximum 5000 Characters \cong 2.78 pages)

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

All CTE Pathways courses are aligned to the CTE Anchor and Industry Standards as well as aligned with the content and learning objectives of Yuba College courses. All CTE pathways have at least one course that is either articulated or Dually Enrolled with Yuba College courses, providing students with opportunities for early college credit. CTE courses utilize hands-on learning using industry standard materials and/or software.

- 4. Section 134(b)(5)(A-D): describe how the eligible recipient will:**

- i. provide activities to prepare special populations for high-skill, high-wage, or in-demand industry sectors or occupations that will lead to self-sufficiency;**
- ii. prepare CTE participants for non-traditional fields;**
- iii. provide equal access for special populations to CTE courses, programs, and programs of study; and**
- iv. ensure that members of special populations will not be discriminated against on the basis of their status as members of special populations. Use the information provided through the CLNA to answer the content of this section.**

Use the information provided through the CLNA to answer this content of this section.

WUHS will continue to promote equity for all student achievement through our Tutoring Lab, transportation services, and after school programming support. Get Focused Stay Focused (career exploration) courses continue to support exploration for participants to enter non-traditional fields. WUHS works to increase opportunities for students to acquire access to coursework, certifications and work based learning opportunities for all students, including special populations.

(Maximum 5000 Characters \cong 2.78 pages)

- 5. Section 134(b)(6): describe the work-based learning opportunities that the eligible recipient will provide to students participating in CTE programs and how the recipient will work with representatives from employers to develop or expand work-based learning opportunities for CTE students, as applicable. Use the information provided through the CLNA to answer the content of this section.**

Work based learning opportunities include (but are not limited to): Short- and Long-Term Internships with local companies and service providers; business/industry simulations, including Virtual Reality, computer simulations and live action simulations; work experience education opportunities; work-placement for students eligible for Workability; partnership with California Department of Rehabilitation for work placement and transition support for eligible students after high school graduation; short-term internships providing work opportunities with other local schools.

(Maximum 5000 Characters \cong 2.78 pages)

- 6. Section 134(b)(7): describe how the eligible recipient will provide students participating in CTE programs with the opportunity to gain postsecondary credit while still attending high school, such as through dual or concurrent enrollment programs or early college high school, as practicable. Use the information provided through the CLNA to answer the content of this section.**

100% of students have access to acquiring post-secondary credit through the Get Focused Stay Focused coursework. This course is considered an "Intro to all Pathways" course. All other pathways have at least one course (concentrator or capstone) that offers postsecondary credit while in high school. All students have access to concurrent coursework with community colleges through our CTE & College Readiness Center (CTEC) with support of Academic Technicians in the CTEC Center and Tutoring Labs. (Maximum 5000 Characters \cong 2.78 pages)

- 7. Section 134(b)(8): describe how the eligible recipient will coordinate with the eligible agency and institutions of higher education to support the recruitment, preparation, retention, and training, including professional development, of teachers, faculty, administrators, and specialized instructional support personnel. Use the information provided through the CLNA to answer the content of this section.**

Highly qualified CTE teachers are recruited through EdJoin and personal/professional networking relationships. New teachers are supported through the CTE Credential application process and Teacher Induction Program. Site Mentors are assigned to new teachers for 2 years. Two instructional coaches (one with a CTE specialization) are employed full-time to assist and coach all teaching staff, 1st & 2nd year teachers are assigned to work with a coach weekly. All CTE teachers, administrators and support staff are encouraged and supported to attend professional development courses, continue on to higher (graduate level) coursework, conferences and/or externships. Stipends are offered for graduate degrees and incentives are offered to pursue master's degrees in content areas to qualify for DE instructional Min Quals. Clear and open communication between teachers and administrators is a common policy and procedure to ensure a supportive relationship. (Maximum 5000 Characters \cong 2.78 pages)

- 8. Section 134(b)(9): describe how the eligible recipient will address disparities or gaps in performance between groups of students in each of the plan years, and if no meaningful progress has been achieved prior to the third program year, a description of the additional actions that will be taken to eliminate these disparities or gaps. Use the information provided through the CLNA to answer this content of this section.**

Disparities in performance between groups of students are being addressed through several program adjustments. Additional support is provided to all students through our Tutoring Lab and After-School Program. Students with 3 or more Fs are recommended for participation in the After School Program to receive additional out-of-school time focused on learning support and individualized tutoring. We began the co-teaching model for SPED in the 2023–24 school year to provide embedded support for students with IEPs and 504s, and students at all levels will benefit from the additional differentiation and support within the classroom structure. Additionally, CAASPP and CAST interim assessments will be given quarterly in preparation for CAASPP Summative Assessments taken during 11th grade. Finally, NWEA assessments are administered at the beginning of the school year to determine appropriate student placement and provide teachers data on each student's current levels and abilities to be used in providing a greater level of differentiated instruction to meet each student's learning needs. These results are shared with all teachers, including all CTE teachers to assist in identifying student needs. NWEA assessments are also administered at the end of the school year to determine student growth throughout the school year.

Program Grant Management System (PGMS)

[PGMS Portal](#) [CDE Contact](#) [LEA Contact](#) [Application](#) [Fiscal](#) [Activity Log](#) [Logoff](#)

Wheatland Union High (131 - Secondary)

2024-25 Application

2024-25 Section V - Budget Builder

Quick Facts Box

Allocation Amount	\$20,405.00
Budgeted Amount	\$20,405.00
Indirect Amount	\$971.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Friday, May 17, 2024 11:59 PM
Application Status	Submitted For Review on May 2 2024
GAN Status	GAN has not been processed or sent to LEA
Fiscal Activity	No fiscal activity
Approved Claims	



* Subject to change based on Capital Outlay and actual expenditures
This section displays the budget expenditures for each pathway in an industry sector.

Line Item Detail

This section is used to budget expenditures for each pathway in an industry sector.

Line Item Number	Industry Sector	CLNA Component	Object Code	Budget Category	Narrative	Budget Amount	Action
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1	Across Multiple Sectors	Section 134(c)(2) (B)(i): Program Size, Scope, and Quality to Meet the Needs of All Students	5000 Services/Operating Expenses	(A) Instruction	Student subscriptions - College and Career Marketplace: GoEducate is an open marketplace with built-in tools that connect ALL learners and job seekers to career pathways, in-demand skills and workforce opportunities.	\$6,000.00	Detail
2	Across Multiple Sectors	Section 134(c)(2) (B)(i): Program Size, Scope, and Quality to Meet the Needs of All Students	7000 Indirect Costs	(H) Administration	Allowed Indirect Rate	\$971.00	Detail
3	Agriculture and Natural Resources	Section 134(c)(2) (B)(i): Program Size, Scope, and Quality to Meet the Needs of All Students	4000 Books/Supplies	(A) Instruction	Materials and supplies for metal fabrication	\$4,434.00	Detail

(Maximum 5000 Characters \cong 2.78 pages)

LEA Sign-off

☒ **Section IV - Comprehensive Local Needs Assessment (CLNA) Reporting Template & Local Application Requirements is complete and ready for CDE review.**

CDE Review and Sign-off

CDE Comments

Section Approved

Save

Save And Continue To Section V

Questions: Perkins Support Team | perkins@cde.ca.gov

California Department of Education
1430 N Street
Sacramento, CA 95814

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Program Grant Management System (PGMS)

PGMS Portal

CDE Contact

LEA Contact

Application

Fiscal

Activity Log

Logoff

Wheatland Union High (131 - Secondary)

2024-25 Application

Local CTE Program Changes Update

Quick Facts Box

Allocation Amount	\$20,405.00
Budgeted Amount	\$20,405.00
Indirect Amount	\$971.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Friday, May 17, 2024 11:59 PM
Application Status	Submitted For Review on May 2 2024
GAN Status	GAN has not been processed or sent to LEA
Fiscal Activity	No fiscal activity
Approved Claims	

* Subject to change based on Capital Outlay and actual expenditures

Local CTE Plan Update

Are there any major changes made to the LEA's CTE program for 2024-25, e.g.:

- New courses have been added to an existing program sequence.
- New sequences of courses have been developed for an existing industry sector.
- A new industry sector and the corresponding sequences of courses have been developed.

☒ Yes ☐ No

Detail description of the changes made to the CTE plan is required

New 2024-25 School Year: AN - AG Mechanics: AG Production Technologies AME: Design Media and Visual Arts: Graphic Production Technologies After the 2023-24 school year we will no longer offer AG Mechanics: Construction; Agriculture and Natural Resources: AG Plant and Soil

Save Justification

LEA Sign-off

☒ Local CTE Plan Update section is complete and ready for CDE review.

CDE Review and Sign-off

CDE Comments

Section Approved

Save

Save and Continue to Application Status

Questions: Perkins Support Team | perkins@cde.ca.gov

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Sacramento, CA 95814

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4	Business and Finance	Section 134(c)(2) (B)(i): Program Size, Scope, and Quality to Meet the Needs of All Students	5000 Services/Operating Expenses	(A) Instruction	Business simulations for Business Management Pathway	\$5,000.00	Detail
5	Hospitality, Tourism, and Recreation	Section 134(c)(2) (B)(i): Program Size, Scope, and Quality to Meet the Needs of All Students	4000 Books/Supplies	(A) Instruction	Material and supplies for Hospitality, Tourism, and Recreations: Food Service and Hospitality	\$4,000.00	Detail
					Total	\$20,405.00	

Inventory Verification

Each LEA maintains a historical inventory system, which contains the description, name, serial or other identification number, acquisition date, original cost, and percentage of federal participation in the cost location, use, condition, and date and mode of disposal of all equipment items acquired by it that has a market value of five-hundred \$500.00 or more per item. A reasonable estimate of the original cost may be used if the actual original cost is unknown. [CEC 35268]

Wheatland Union High (131 - Secondary) conducts a historical inventory verification at least every 2 years for all of the following:

- Description
- Name
- Serial or other identification number
- Acquisition date
- Original cost
- Location (room)
- Use, condition, and date and mode of disposal of all equipment items acquired by it that has a market value of five-hundred \$500.00 or more per item. A reasonable estimate of the original cost may be used if the actual original cost is unknown.

☒ Yes ☐ No

LEA Sign-off

☒ Sequence of Courses to Be Funded section is complete.

CDE Review and Sign-off

CDE Comments

Section Approved

Save

Save and Continue to Section VI

Questions: Perkins Support Team | perkins@cde.ca.gov

California Department of Education

1430 N Street

Sacramento, CA 95814

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Bylaw 9220: Governing Board Elections

Status: ADOPTED

Original Adopted Date: 09/13/2017 | **Last Revised Date:** 02/22/2023 | **Last Reviewed Date:** 02/22/2023

Board Member Qualifications

Any person is eligible to be a member of the Governing Board, without further qualifications, if the person is 18 years of age or older, a citizen of California, a resident of the school district or, if applicable, the trustee area, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or elected as a Board member except when the person has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A district employee elected to the Board shall resign from district employment before being sworn in or shall have the employment automatically terminated upon being sworn into office. (Education Code 35107)

The Board encourages all candidates to become knowledgeable about the role of board members. The Superintendent or designee shall provide all candidates with information that will enable them to understand the responsibilities and expectations of being a Board member, including information regarding available workshops, seminars, and/or training. The Superintendent or designee shall provide all candidates with the county election official's contact information and general information about school programs, district operations, and Board responsibilities.

Recalling a Board Member

A Board member may be recalled as permitted by Elections Code 11000. Proponents of a recall are required to serve, file, and publish or post a notice of intention to circulate the recall petition and to comply with other applicable law and formalities and county elections official directives. The petition, pursuant to Elections Code 11041, is required to be in the format provided by the Secretary of State and to include an estimate of the cost of conducting the special election, as determined by the county elections official, in consultation with the district.

Within 14 days after the meeting at which the Board receives a certificate of sufficiency of signatures on a recall petition from the county elections official, the Board shall order an election to be held to determine whether the Board member named in the petition shall be recalled. The election shall be held not less than 88, nor more than 125, days after the date that the Board orders the election. However, the election may be conducted within 180 days after the issuance of the Board's order to consolidate the election with a regularly scheduled election.

Recall elections shall be conducted in accordance with Elections Code 11381-11386.

Consolidation of Elections

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election in accordance with Elections Code 1302.

In addition, if a regularly scheduled Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the Board shall take action to consolidate Board elections with statewide elections. (Elections Code 14051, 14052)

In order to consolidate elections based on either circumstance described above, the Board shall adopt a resolution and submit it to the County Board of Supervisors for approval not later than 240 days prior to the date of the currently scheduled district election. (Elections Code 10404.5)

Whenever a regularly scheduled Board election is changed due to consolidation of elections, the terms of office of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

Elections Process and Procedures

Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the district.

To ensure ongoing compliance with the California Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.

When the district's election method is to be changed, the Board shall hold public hearings in accordance with Elections Code 10100 before adopting a resolution at an open meeting specifying the change(s), and shall, in accordance with Education Code 5019, obtain approval from the county committee on school district organization having jurisdiction over the district.

The election method or trustee-area boundaries in effect at the beginning of a Board member's term shall be used when any vacancy that occurs during that term is to be filled, even if, during the term, the district has adopted "by-trustee area" election method or trustee area boundaries have been adjusted.

Any petition for a special election ordered pursuant to Education Code 5091 shall contain the county election official's estimate of the cost of conducting the special election, expressed on a per-student basis. (Education Code 5091)

Campaign Conduct

All candidates, including current Board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign donations, funding, and expenditures.

A Board member shall not expend, and a candidate shall not accept, any public money for the purpose of seeking elective office. However, the district may establish a dedicated fund for those seeking election to the Board, provided that the funds are available to all candidates who are qualified pursuant to Education Code 35107 without regard to incumbency or political preference. (Government Code 85300)

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

Statement of Qualifications

On the 125th day prior to the day fixed for the general district election, the Board secretary or designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

When the elections official allows for the electronic distribution of candidate statements, a candidate for the Board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.

The district shall assume no part of the cost of printing, handling, translating, mailing, or electronically distributing candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the hard copy and/or electronic voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

Tie Votes in Board Member Elections

Before each election, the Board shall decide whether to resolve a potential tie by lot or by a runoff election. If the Board has decided to resolve a tie by lot, the Board shall, immediately after the election, notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. If the Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law. (Education Code 5016)

WHEATLAND UNION HIGH SCHOOL
DISTRICT RESOLUTION NO. 23.082

On the motion of Trustee _____

Duly seconded by Trustee _____

RESOLVED, that the Wheatland Union High School District Board of Trustees, pursuant to Section 5016 of the Education Code, does adopt the following with regard to tie votes at Governing Board Elections.

In the event the vote of the electorate for any trustee position within this district shall result in a tie, the tie will be resolved by lot, by the Governing Board in accordance with the procedure set out in Section 5016 of the Education Code.

PASSED AND ADOPTED BY the above Board on this the 15th day of May 2024, by the following vote:

	<u>Ayes</u>	<u>Noes</u>	<u>Abstain</u>	<u>Absent</u>
Tony Lopez	_____	_____	_____	_____
Shawndel Meder	_____	_____	_____	_____
Patricia Agles	_____	_____	_____	_____
Greg Forest	_____	_____	_____	_____
Ryan Belflower	_____	_____	_____	_____
Lukas Chang	_____	_____	_____	_____

Clerk of the Board