



**Board of Trustees**

Jamie Vericker  
Constance Pepple  
Ron Zufall  
Mike Doran  
Andrea Hoheisel

**Student Board Member**

Jackson Richards

**Superintendent**

Jim Cloney

**Shasta Union High School District  
Board of Trustees Regular Meeting**

Board Room  
Shasta Union High School District  
2200 Eureka Way Suite B, Redding, CA 96001  
June 13, 2023  
5:30 p.m. – Call to Order  
5:30 p.m. – Closed Session  
6:30 p.m. – Open Session

***Mission:***

*To inspire and prepare every student to succeed in high school and beyond.*

*Our Board and staff are committed to excellent education through academics, Career Technical Education, the arts, athletics and activities. Our students gain the confidence and skills to adapt in their ever-changing world. Together with our families, we develop responsible members of the community.*

***Vision:***

*Educating Every Student for Success*

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact Board Secretary Jim Cloney at (530) 241-3261 for assistance. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 2200 Eureka Way Suite B, Redding, CA during normal business hours.

**Agenda**

1. CALL PUBLIC SESSION TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT – CLOSED SESSION

The public may comment on any closed session item that will be heard. The Board may limit comments to no more than three minutes pursuant to Board policy.

4. CLOSED SESSION
  - 4.1 Public Employee Discipline/Dismissal/Release/Complaint (G.C. 54957)
  - 4.2 Conference with Labor Negotiator (G.C. 54957.6) Agency designated representatives: Jim Cloney – Superintendent, David Flores – Chief Business Official, Jason Rubin – Associate Superintendent/H.R. and Leo Perez - Associate Superintendent/Instructional Services. Employee Organizations: Shasta Secondary Education Association (SSEA), Educational Support Professionals Association (ESP), California School Employees Association (CSEA) and Management/Supervisory/Confidential.
5. RECONVENE IN OPEN SESSION – OPENING BUSINESS
  - 5.1 Pledge of Allegiance
  - 5.2 Mission and Vision Statements

## 6. PUBLIC COMMENT

The public may comment on any specific agenda item or any item of interest to the public that is within the Board's jurisdiction. The Board may limit comments to no more than three minutes pursuant to Board policy. The maximum time allowed for each agenda item shall be 20 minutes. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting.

## 7. APPROVAL OF AGENDA

## 8. APPROVAL OF CONSENT AGENDA

Items listed under the Consent Agenda are considered to be routine and are acted on by the Board of Trustees in one motion. There is no discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all Consent Items. Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

### 8.1 Administration

- A. Approve the 2025-2026 calendars for school, ESP, CSEA and Pioneer Continuation High School
- B. Approve resolution revising the observance of Lincoln Day to February 17, 2026 for the 2025-2026 school year
- C. Approve minutes for the May 9, 2023 regular Board meeting

### 8.2 Business Services

- A. Ratify Commercial Warrants and Payroll Distributions for May 2023

### 8.3 Instructional Services

- A. Approve field trip request
- B. Approve the Shasta County Special Education Local Plan Area (SELPA) Local Education Agency (LEA) Assurances
- C. Approve the 2023-24 Application for Carl D. Perkins Vocational and Technical Education Act Funding

### 8.4 Human Resources

- A. Approve Human Resources Action Report

## 9. REPORTS

### 9.1 Employee Associations

- A. Shasta Secondary Education Association – Layne McLean, President
- B. Educational Support Professionals Association – Rhonda Minch, President
- C. California School Employees Association – David Martin, President

### 9.2 Principals

- A. Alternative Education – Tim Calkins
- B. Enterprise High School – Ryan Johnson
- C. Shasta High School – Shane Kikut
- D. Foothill High School – Kevin Greene

### 9.3 Superintendent

### 9.4 Board Members

## 10. BUSINESS

### 10.1 Administration

- A. Approve Governance Calendar and Board Action Calendar for the 2023-24 school year (*Action*)
- B. Appointment of Riley Combs as a Student Board Member for a one-year term effective July 1, 2023 (*Action*)

- C. The Board will conduct the second reading of Administrative Regulation 5113 Absences and Excuses, as provided by CSBA (*Discussion/Action*)
- D. PUBLIC HEARING: The Board may hear comments from the public regarding the proposed negotiations and compensation between the District and the Shasta Secondary Education Association (SSEA) and the Educational Support professionals Association (ESP) for 2023-24 (*Discussion*)
- E. Approve the proposed negotiations and compensation between the District and the Shasta Secondary Education Association (SSEA) and the Educational Support Professionals Association (ESP) for 2023-24 (*Action*)
- F. PUBLIC HEARING: The Board may hear comments from the public regarding the proposed negotiations and compensation between the District and the California School Employees Association (CSEA) for 2023-24 (*Discussion*)
- G. Approve the proposed negotiations and compensation between the District and the California School Employees Association (CSEA) for 2023-24, and the related AB 1200 Public Disclosure (*Action*)

#### 10.2 Business Services

- A. PUBLIC HEARING: The Board may hear comments from the public regarding the 2023-24 Proposed Budget (*Discussion*)
- B. Presentation of 2023-24 Proposed Budget (*Information*)
- C. Approve resolution designating certain general funds as committed fund balance (*Action*)
- D. PUBLIC HEARING: The Board may hear comments from the public regarding the 2023-24 EPA Funds (*Discussion*)
- E. Approve resolution for use of Education Protection Account (EPA) funds for 2023-24 (*Action*)

#### 10.3 Instructional Services

- A. The Board will conduct the first reading of the supplementary book *Must Know High School Vocabulary* by Jane R. Burstein (*Discussion/Action*)
- B. Approve Local Control and Accountability Plan (LCAP) Federal Addendum (*Action*)
- C. Approve LCAP Local Measures as follows: (1) Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities; (2) Implementation of State Academic Standards; (3) Parent Engagement; (4) School Climate; and (5) Access to a Broad Course of Study (*Discussion/Action*)
- D. PUBLIC HEARING: The Board may hear comments or receive written comments from the public regarding the proposed 2023-24 LCAP (*Discussion*)

The draft LCAP will be posted on the District's website at [www.suhsd.net](http://www.suhsd.net). Written comments or questions may be submitted to Superintendent Jim Cloney at the SUHSD District Office, 2200 Eureka Way, Suite B – Redding, CA 96001 or via email to [jcloney@suhsd.net](mailto:jcloney@suhsd.net)

#### 11. ADVANCE PLANNING

11.1 Next Meeting Date: Special Board Meeting June 20, 2023 and Regular Board Meeting July 11, 2023

11.2 Suggested Future Agenda Items

#### 12. ADJOURNMENT

12.1 The Board may reopen Public Comment.

12.2 The Board may adjourn to closed session to continue discussion on topics listed from the 5:30 p.m. session.

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** 2025-26 Calendars – School Calendar, Educational Support Professionals (ESP), California School Employees Association (CSEA) and Pioneer Continuation High School

**PREPARER:** Jim Cloney, Superintendent

**RECOMMENDATION:** ☒ Action  
☐ Discussion  
☐ Information

**BACKGROUND:**  
The calendars for 2025-26 are presented for approval. The attached calendars have been addressed in negotiation meetings and developed in consultation with staff in various programs.



# Shasta Union High School District

## 2025-26 School Calendar

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1st Quarter Ends: October 10 42  
 1st Semester Ends: December 19 43  
 3rd Quarter Ends: March 20 48  
 2nd Semester Ends: June 4 47

**Student Attendance Days (180)**

**Minimum Days**

**Finals**

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
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31						

September 2025						
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October 2025						
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November 2025						
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December 2025						
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January 2026						
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February 2026						
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March 2026						
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April 2026						
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June 2026						
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### HOLIDAYS/RECESSES

Labor Day ..... Sep 1  
 Veteran's Day Holiday ..... Nov 11  
*(by law must be Nov 11 if a weekday)*  
 Thanksgiving Break ..... Nov 26-28  
 Winter Break ..... Dec 22-Jan 5  
 Martin Luther King Day ..... Jan 19  
 Washington Day ..... Feb 16  
 Lincoln Day observed ..... Feb 17  
 President's Week ..... Feb 16-20  
 Spring Break ..... April 3-10  
 Memorial Day ..... May 25  
 Juneteenth ..... June 19  
 Thanksgiving - November 27  
 Easter - April 5

### CERTIFICATED DATES

School Starts: August 13  
 School Ends: June 4  
 District Work Days ○ Aug 12  
 June 5  
 Staff Development Days △ Aug 11  
 Jan 5  
 Snow Day Makeup: April 3

Board Approved: Res.

# Shasta Union High School District

## 2025-26 ESP Calendar

July 2025						
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September 2025						
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October 2025						
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February 2026						
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May 2026						
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November 2025						
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March 2026						
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June 2026						
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August 2025						
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December 2025						
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April 2026						
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### HOLIDAYS/RECESSES

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 Winter Break ..... Dec 22-Jan 5  
 Martin Luther King Day ..... Jan 19  
 Washington Day ..... Feb 16  
 Lincoln Day observed ..... Feb 17  
 President's Week ..... Feb 16-20  
 Spring Break ..... April 3-10  
 Memorial Day ..... May 25  
 Juneteenth ..... June 19  
 Thanksgiving - November 27  
 Easter - April 5

### ESP DATES

School Starts: August 13  
 School Ends: June 4

ESP work Day (all employees) Aug 11 

Snow Day Makeup: April 3  
*(if snow day is used, the April 3rd holiday will be moved to April 7th)*

# Shasta Union High School District

## 2025-26 CSEA Calendar

### DRAFT

12 month employees work all days except holidays  
11 month employees do not work during July

**Shaded = 10 month employee work days (181)**

Su	M	Tu	W	Th	F	Sa
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#### HOLIDAYS/RECESSES

Labor Day ..... Sep 1  
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 (by law must be Nov 11 if a weekday)  
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 Winter Break ..... Dec 22-Jan 5  
 Martin Luther King Day ..... Jan 19  
 Washington Day ..... Feb 16  
 Lincoln Day observed ..... Feb 17  
 President's Week ..... Feb 16-20  
 Spring Break ..... April 3-10  
 Memorial Day ..... May 25  
 Juneteenth ..... June 19  
 Thanksgiving - November 27  
 Easter - April 5

#### CSEA DATES

School Starts: August 13  
 School Ends: June 4

CSEA work day (all employees) Aug 11 

Snow Day Makeup: April 3  
 (if snow day is used, the April 3d holiday will be moved to April 7th)

Draft

# Shasta Union High School District

## 2025-26 PIONEER HIGH SCHOOL

Session 1	08/13/25 - 09/19/25	(27)
Session 2	09/22/25 - 10/31/25	(30)
Session 3	11/03/25 - 12/19/25	(28)
Session 4	01/06/26 - 02/13/26	(28)
Session 5	02/23/26 - 04/03/26	(29)
Session 6	04/13/26 - 06/04/26	(38)

**Student Attendance Days (180)**

**Minimum Days**

**Finals**

July 2025						
Su	M	Tu	W	Th	F	Sa
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August 2025						
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September 2025						
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October 2025						
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November 2025						
Su	M	Tu	W	Th	F	Sa
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December 2025						
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January 2026						
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February 2026						
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March 2026						
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April 2026						
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May 2026						
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June 2026						
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### HOLIDAYS/RECESSES

Labor Day	Sep 1
Veteran's Day Holiday	Nov 11
<i>(by law must be Nov 11 if a weekday)</i>	
Thanksgiving Break	Nov 26-28
Winter Break	Dec 22-Jan 5
Martin Luther King Day	Jan 19
Washington Day observed	Feb 16
Lincoln Day observed	Feb 17-21
President's Week	Feb 16-20
Spring Break	April 3-10
Memorial Day	May 25
Juneteenth	June 19
<i>Thanksgiving - November 27</i>	
<i>Easter - April 5</i>	

### CERTIFICATED DATES

School Starts:	August 13
School Ends:	June 4
District Work Days	○ Aug 12 June 5
Staff Development Days	△ Aug 11 Jan 5
Snow Day Makeup:	April 3

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Observance of Lincoln Day for the 2025-26 School Year

**PREPARER:** Jim Cloney, Superintendent

**RECOMMENDATION:** ☒ Action  
☐ Discussion  
☐ Information

**BACKGROUND:**

Education Code 37220a (3) requires that the Monday or Friday of the week in which February 12 occurs shall be observed as "Lincoln Day." The governing board of a school district, by adoption of a resolution, may revise this date. The resolution presented authorizes the observance of "Lincoln Day" for the 2025-26 school year on Tuesday, February 17, 2026 in accordance with the allowances provided under Education Code 37220 (e).

**REFERENCES:**

Education Code 37220a (3) and Education Code 37220 (e)

**SHASTA UNION HIGH SCHOOL DISTRICT  
RESOLUTION NO.**

**RESOLUTION REVISING THE OBSERVANCE  
OF “LINCOLN DAY” IN THE 2025-26 SCHOOL YEAR**

WHEREAS, Education Code 37220a (3) requires that the Monday or Friday of the week in which February 12 occurs shall be observed as “Lincoln Day.” On the day that school is in session prior to the day on which schools are closed for that purpose, all public schools and educational institutions throughout the state shall hold exercises in memory of Abraham Lincoln.; and

WHEREAS; Except for Veterans Day, as designated in paragraph (8) of subdivision (a) of Education Code 37220, the governing board of a school district, by adoption of a resolution, may revise the date upon which the schools of the district close in observance of any of the holidays identified in subdivision (a).; and

NOW THEREFORE BE IT RESOLVED, that the Governing Board of the Shasta Union High School District votes to move the observance of “Lincoln Day” for the 2025-26 school year from Friday, February 12, 2026 to Tuesday, February 17, 2026 in accordance with the allowances provided under Education Code 37220 (e).

PASSED AND ADOPTED by the Board of Trustees of the Shasta Union High School District on this 13th day of June 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Jamie Vericker, President of the Shasta Union High School District Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of the resolution adopted by the Board of Trustees at a regularly called and conducted meeting held on said date.

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Jamie Vericker, President  
Board of Trustees  
Shasta Union High School District  
Shasta County, California

# SHASTA UNION HIGH SCHOOL DISTRICT

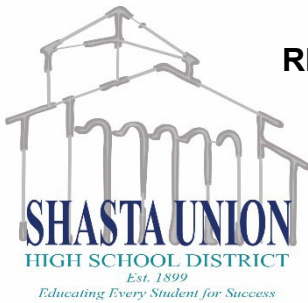
**SUBJECT:** May 9, 2023 Board Meeting Minutes

**PREPARER:** Jim Cloney, Superintendent

**RECOMMENDATION:**

- ☒ Action
- ☐ Discussion
- ☐ Information

**BACKGROUND:**  
Staff has reviewed the minutes and recommends approval as presented.



**SHASTA UNION HIGH SCHOOL DISTRICT  
REGULAR MEETING OF THE GOVERNING BOARD**

**Board Room  
2200 Eureka Way  
Redding, CA 96001**

**May 9, 2023  
UNADOPTED MINUTES**

A regular meeting of the Governing Board of the Shasta Union High School District was called to order at 5:30 p.m. by Trustee Vericker in the Shasta Union High School District Board Room.

**ROLL CALL:** Trustees Jamie Vericker, Ron Zufall, Constance Pepple, Mike Doran and Andrea Hoheisel were present. Also present: Superintendent Jim Cloney, Associate Superintendent of Human Resources Jason Rubin, Associate Superintendent of Instructional Services Leo Perez and Chief Business Official David Flores.

There were no requests from the audience to speak to any items on the closed session agenda. The Board adjourned to closed session at 5:30 p.m. to discuss the following: 1) Public Employee Discipline/Dismissal/Release/Complaint (G.C. 54957); and 2) Conference with Labor Negotiator (G.C. 54957.6) Agency designated representatives: Jim Cloney – Superintendent, David Flores – Chief Business Official, Jason Rubin – Associate Superintendent/H.R. and Leo Perez - Associate Superintendent/ Instructional Services. Employee Organizations: Shasta Secondary Education Association (SSEA), Educational Support Professionals Association (ESP), California School Employees Association (CSEA) and Management/Supervisory/Confidential.

The Board reconvened into open session at 6:34 p.m. The Board had no action to report out from closed session. Student Board Member Jackson Richards was present for the open session portion of the meeting. Trustee Vericker led the pledge of allegiance and Trustee Zufall recited the mission and vision statements. This month's student artwork display is from Pioneer Continuation High School.

- RES. 23-061 That the Board approve the agenda, as presented. (Motion Zufall, second Pepple, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-062 That the Board approve the consent agenda, as presented. (Motion Pepple, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-063 That the Board approve the minutes for the April 19, 2023 special Board meeting. (Motion Pepple, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-064 That the Board approve the students who have been accepted into the College Connection Program for fall 2023. (Motion Pepple, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-065 That the Board approve the College Connection calendar for the 2023-24 school year. (Motion Pepple, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-066 That the Board ratify commercial warrants in the amount of \$ 2,529,557.29 and payroll distributions in the amount of 3,831,320.95 for the period of 4/01/2023 – 4/30/2023. (Motion Pepple, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-067 That the Board approve the P-2 Rate of Attendance Report. (Motion Pepple, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-068 That the Board approve the Quarterly Report of Investment. (Motion Pepple, second Zufall, carried 5-0. Student Board Member Richards: Aye)



- RES. 23-069 That the Board approve the requests to declare property as surplus (SLC - 98 GMC Truck and EHS - auto letter folder). (Motion Pepple, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-070 That the Board approve the 2023-24 Designation of CIF Representatives to League for District, EHS, FHS and SHS. (Motion Pepple, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-071 That the Board approve the Human Resources Action Report, as follows: *Classified – (New Hires)*: Alexis Greene, SH/Behavior Paraprofessional 6.5 hours/ 10 months (EHS), effective April 26, 2023; April Maldonado, Library Media Tech 8 hours/238 days (SHS), effective April 24, 2023; Cynthia Marroquin Cuin, Bus Driver 6.5 hours/ 10 months (Transpo), effective March 27, 2023; Jackson Reindel, Instructional Paraprofessional-SDCI 6.5 hours/ 10 months (EHS), effective April 4, 2023; Krystianna Rushing, Special Ed Paraprofessional 5.75 hours/ 10 months (SHS), effective April 17, 2023; and Jeremy Wright, Custodian 8 hours/12 months (SLC), effective March 27, 2023. *(Position Change/Promotion)*: Joshua Blanchard, Computer Support Tech II 8 hours/12 months (IT), effective April 17, 2023. *(Resigned/Retired)*: Megan McBryde, At Risk Paraprofessional 5.75 hours/10 months (PHS-MS), effective April 5, 2023. (Motion Pepple, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-072 That the Board approve the recommendation for the three Measure I Citizens' Bond Oversight Committee vacancies as follows: Mike O'Leary, Kevin O'Rorke and Elly Pierce. (Motion Pepple, second Hoheisel, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-073 That the Board approve the Measure I Citizens' Bond Oversight Committee Membership Organization Chart. (Motion Pepple, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-074 That the Board waive the second reading and approve the mandated and optional Board Policies and Administrative Regulations, as provided by CSBA excluding Administrative Regulation 5133. (Motion Hoheisel, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-075 That the Board approve the employment agreement with the Chief Business Official. (Motion Zufall, second Doran. Ayes: Vericker, Zufall, Pepple, Doran, Hoheisel. Noes: None. Absent: None. Carried 5-0)
- RES. 23-076 That the Board approve the employment agreement with the Associate Superintendent of Human Resources. (Motion Pepple, second Zufall. Ayes: Vericker, Zufall, Pepple, Doran, Hoheisel. Noes: None. Absent: None. Carried 5-0)
- RES. 23-077 That the Board approve the employment agreement with the Associate Superintendent of Instructional Services. (Motion Zufall, second Doran. Ayes: Vericker, Zufall, Pepple, Doran, Hoheisel. Noes: None. Absent: None. Carried 5-0)
- RES. 23-078 That the Board approve the employment agreement with the Superintendent. (Motion Pepple, second Doran. Ayes: Vericker, Zufall, Pepple, Doran, Hoheisel. Noes: None. Absent: None. Carried 5-0)
- RES. 23-079 That the Board approve the minutes for the April 4, 2023 regular Board meeting. (Motion Pepple, second Hoheisel, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-080 That the Board excuse Trustee Doran's absence from the April 4, 2023 regular Board meeting. (Motion Zufall, second Pepple, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-081 That the Board approve the revised Business Services Contract with Pacheco Union School District. (Motion Zufall, second Pepple, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-082 That the Board approve the resolution to create Fund 08. (Motion Zufall, second Hoheisel, carried 5-0. Student Board Member Richards: Aye)

- RES. 23-083 That the Board approve the Adult Education graduation requirements. (Motion Pepple, second Hoheisel, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-084 That the Board approve the classified Custodial Operations Supervisor job description. (Motion Pepple, second Doran, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-085 That the Board approve the Supervisory Salary Schedule. (Motion Hoheisel, second Pepple, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-086 That the meeting adjourn. (Motion Pepple, second Doran, carried 5-0. Student Board Member Richards: Aye)

#### **PRESENTATION:**

Classified Employees of the Year: The Board of Trustees and Administration recognized the following employees who were acknowledged as the Classified Employees of the Year: Shasta Collegiate Academy (SCA) Registrar Deborah Bayley, Shasta Learning Center (SLC) Maintenance Worker Vicente Marquez-Arandia, SLC Food Nutrition Specialist Victoria Rodriguez, Shasta High School (SHS) Registrar April Williams and Foothill High School (FHS) Security Guard Rob Francis.

#### **RECOGNITION OF STAFF AND/OR STUDENTS:**

The Board of Trustees and Administration recognized Enterprise High School (EHS) freshman Mackenzie Chao, Pioneer Continuation High School (PHS) senior Danielle Tejada, Shasta High School (SHS) teacher Bianca De La Rosa, and FHS Paraprofessional Christina Woodbury.

#### **PUBLIC COMMENT:**

Shaun Vega Sanchez encouraged the Board to expand the District wrestling facilities. He suggested Trustee Zufall post his philosophical statement on the website. Mr. Sanchez stated that the Board should vote how they feel, and feels that the public can grandstand from the podium and speak to the audience.

Trustee Zufall inquired if any students applied for the lineman scholarship because he did not have many applicants for his scholarship. Mr. Sanchez stated that he did not receive any applications.

#### **REPORTS FROM SHASTA UNION HIGH SCHOOL DISTRICT ORGANIZATIONS:**

SSEA President Layne McLean stated that with this school year ending, staff is preparing for next year. He commended April Williams on being recognized as a Classified Employee of the Year and stated that she is also the Election Chair for SSEA. Mr. McLean stated that his wife taught Mackenzie Chao and commended her as a student. He also recognized Mackenzie's mother, Cindy Chao, for her work as the Administrative Assistant of Human Resources at the District Office. Mr. McLean reported that there is a timeline in place to ratify the tentative agreement before the regular June board meeting. He commended negotiation team leaders Sheena Thurston and Roberta Mayberry on their creative strategies during negotiations. He stated that the California Teachers Association (CTA) will hold the We Honor Ours (WHO) awards ceremony this Saturday where SHS teacher Jim Jordan will be recognized. Mr. McLean invited the Board to attend the new hire lunch on August 10. He recognized SSEA Vice President Dawn Coppolo who is moving out of the area and stated that she will be missed.

ESP President Rhonda Minch thanked Jim Cloney, Leo Perez, David Flores and Jason Rubin for always treating the negotiation teams with respect. She commended the site Principals for always being available for her members especially with the recent loss of EHS Paraprofessional Muang Saechao and SHS Wellness Coordinator Makenzie Knight. Ms. Minch stated that our employees are offered competitive wages, great benefits and stay in our District for more than just money. Trustee Doran inquired what can improve the negotiations process. Ms. Minch stated that Board Members typically aren't part of the negotiation meetings, though she would like Board members to observe the process.

CSEA President David Martin reported that the District and CSEA have completed negotiations. He stated that the Classified School Employees Week is coming up and that the new busses the District purchased will arrive in December.

## **REPORTS FROM PRINCIPALS:**

Enterprise High School: Ryan Johnson reported that EHS was recognized by the Shasta County Office of Education (SCOE) for their Free Application for Federal Student Aid (FAFSA) completion rate increase. He commended Leo Perez and Maintenance and Operations Supervisor Steve Denney on working out the logistics to bring ceramics to EHS next year.

Shasta High School: Shane Kikut was pleased to announce that SHS received a six-year accreditation with one mid-year report from WASC. He commended Assistant Principal Jamie Fleming on a 99.3% completion rate for state testing. Mr. Kikut stated that SHS is in week two of Advanced Placement (AP) testing, prom is May 20, scholarship award night is May 22, and the senior farewell rally is May 26. Trustee Doran inquired about the importance of foreign language. Mr. Kikut stated that foreign language is important for a well-rounded education and stated that he would be happy to meet with Mr. Doran to discuss the topic further.

Foothill High School: Kevin Greene thanked Rhonda Minch for her kind words and thanked Dawn Coppola for all of her hard work at FHS. He invited the Board to The Park on June 2 where the FHS band will be performing. Mr. Greene commended culinary arts teacher Ashley Marsh and her students for placing in multiple categories at a recent competition in Florida. He reported that prom was last weekend and updated the Board on spring athletics. Mr. Greene recognized Sienna Belong as freshman of the year.

## **REPORT FROM SUPERINTENDENT:**

Jim Cloney stated that Reach Higher Shasta's annual College and Career Signing Day event is tomorrow where seniors from Shasta County will be honored for their post-secondary plans including military, universities, trade schools, junior colleges, etc. He announced that the District will be seeking applicants and running an election for next year's Student Board Member. Mr. Cloney reported that students from Enterprise High School and UPrep hosted a Baseball for All event at Tiger Field where they played baseball with students in the special education program. He stated that the District hired Cecile Lamar to be the new Director of Special Education next year and recognized David Flores for being awarded the Chief Business Official of the Year by local CASBO.

## **TRUSTEE COMMENTS AND LIAISON REPORTS:**

Trustee Richards stated that he will be interviewing to serve as a Student Board Member on the Shasta County Office of Education Board and is recruiting students for the CASC Region 1 Cabinet. Trustee Richards stated that he has been asked to speak virtually at an upcoming California School Boards Association (CSBA) event. He reported that he has been impressed by the depth and intellect at the Superintendent Student Advisory Council meetings.

Trustee Hoheisel stated that FHS Security Guard Rob Francis has made an impact on many students over the years including her daughter.

Trustee Doran inquired how to practically incorporate foreign language and mathematics into education.

Trustee Zufall stated that he recently learned sign language is not universal. He encouraged the community to attend SHS's scholarship awards night on May 22. Trustee Zufall stated that he will expand his scholarship to veterinary now that his daughter has become a veterinarian.

## **DISCUSSION:**

Enrollment Projections: Jim Cloney provided the Board with historical and projected enrollment data. He stated that as of today, the District has 4,146 students pre-enrolled for next school year, which is higher than the projected enrollment of 4,017. This number is down 132 students in comparison to this year. He noted that student attendance has improved since the pandemic. Mr. Cloney stated that SHS is down 100 students and he is hoping that this is an anomaly. He explained how the District has and continues to consistently enroll more students from outside of the District than we lose. Mr. Cloney reported that he will continue to monitor enrollment closely as we approach next school year.

## **DISCUSSION:**

Enrollment Projections (continued): Trustee Doran inquired how the District can attract more students. Mr. Cloney stated that our programs, positive relationships and good experiences attract students to our schools. He encouraged the Board Members to be champions of the District. Discussion continued on improving social media presence and highlighting the Career Technical Education (CTE) program.

June Special Board Meeting: Jim Cloney reviewed that current Education Code requires the Board to approve the District's budget in conjunction with the District's Local Control Accountability Plan (LCAP) for the following year. The LCAP also requires a public hearing to be scheduled at a separate Board meeting, prior to adoption. The LCAP Public Hearing is scheduled for the Board's regular meeting on June 13. Administration is requesting that the Board determine a date and time for a special Board meeting after June 13 to approve the 2023-24 budget and LCAP. The Board discussed various dates and will verify availability with the Superintendent's office.

CSBA Policies: As the CSBA policy liaison, Trustee Hoheisel provided a brief overview of the policy updates. Trustee Hoheisel stated that she addressed her questions with District Administration and noted that many policies cover how to protect at-risk youth. She raised concerns regarding Administrative Regulation 5113 Absences and Excuses which states parents shall receive notice that students may be excused without the consent of their parents for confidential medical services. Trustee Hoheisel made a motion to waive the second reading and approve the policies except for Administrative Regulation 5113. The policy will be brought back at another meeting for further review.

Employment Agreements: Jim Cloney stated that the Board shall vote on the extension of the contracts for District Administration at this time each year. Trustee Vericker stated that the Brown Act requires an oral summary of compensation for local agency executives prior to the approval/ratification of the employment agreement. Trustee Vericker reported the following salary information:

- Chief Business Official David Flores: Base Salary \$139,381.12, Health/Wellness \$13,804.15, Professional Growth \$38,508.84
- Associate Superintendent of Human Resources Jason Rubin: Base Salary \$139,381.12, Health/Wellness \$13,804.15, Professional Growth \$23,754.65
- Associate Superintendent of Instructional Services Leo Perez: Base Salary \$139,381.12, Health/Wellness \$13,804.15, Professional Growth \$38,508.43
- Superintendent Jim Cloney: Base Salary \$177,762.63, Health/Wellness \$13,804.15, Professional Growth \$40,551.99

Monthly Financial Report: David Flores stated that revenues and expenditures are trending where they should be and that the District will continue to work on the June 13 budget.

Pacheco Union School District Contract: David Flores recommended the Board approve to extend the business services contract with Pacheco Union School District. The District would like to mentor from within the District to oversee Pacheco's budgeting.

Fund 08: David Flores stated that Fund 08 needs to be created so that the County Auditor can track the reporting of financial information for the District's Associated Student Body organizations.

Adult Education Graduation Requirements: Leo Perez recommended the Board update the current Adult Education graduation requirements for science to align with the Adult Education consortium.

Dual Enrollment and Articulation: Leo Perez provided handouts explaining dual enrollment and articulation that highlighted what the District's vision and goals are for college credit. Mr. Perez stated that articulation is newer than college connection and the District has maintained a positive working relationship with Shasta College to provide students more options. He explained that students will have more options for Career Technical Education and that Advanced Placement rates will most likely go down due to the increase in students obtaining college credit through dual enrollment and articulation.

**DISCUSSION (continued):**

Job Description and Salary Schedule: Jason Rubin recommended the Board approve the Custodial Operations Supervisor job description and the updated salary schedule to reflect the new job description. He stated that the Maintenance and Operations Department currently has a Supervisor position to oversee the department. During the height of the Measure I bond, the District also had a Director position. In order to better support the custodial staff, the District is recommending we add the Custodial Operations Supervisor position to better support the staff.

**ADVANCE PLANNING:**

Next Meeting Date: June 13, 2023

**ADJOURNMENT:**

The meeting adjourned at 8:42 p.m.

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Ron Zufall, Clerk  
Board of Trustees

*Bd. Min. 5-9-23 //*

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Jim Cloney, Executive Secretary  
Board of Trustees

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Commercial Warrants and Payroll Distributions

**PREPARER:** David Flores, Chief Business Official

**RECOMMENDATION:** ☒ Action  
☐ Discussion  
☐ Information

**BACKGROUND:**  
Provided under separate cover are the monthly warrant registers for both commercial warrants and payroll distributions.

**REFERENCES:**  
Education Code Section 42632 and 42633

**SHASTA UNION HIGH SCHOOL DISTRICT**  
**Governing Board Commercial Warrant Approval**  
**for the period 5/01/23 - 5/31/23**

Subfund Totals - Accounts Payable
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Payroll Warrants
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01	General Fund	2,422,386.08
02	Farm Fund	0.00
07	Shasta Charter Academy	67,034.94
08	University Preparatory	72,987.96
11	Adult Education Fund	459.13
12	Child Development Fund	0.00
13	Cafeteria/Food Service Fund	180,977.81
14	Deferred Maintenance Fund	20,700.00
15	Pupil Transportation Eqmt Fund	0.00
16	Foundation Private Purpose Fund	0.00
21	Capital Building Bond Fund	61,611.31
25	Capital Facilities Fund	0.00
35	County School Facilities	0.00
56	Debt Service Fund	0.00
76	Warrant Passthrough	0.00
95	Student Body Fund	0.00

Salary		3,703,232.73
Supplemental		72,263.39
Manual Payroll		530.00
Voids		0.00

**Total**                      **\$2,826,157.23**

**Total**                      **\$3,776,026.12**

**Total Accounts Payable**                      2,826,157.23

**Total Payroll**                                      3,776,026.12

**GRAND TOTAL**                                      **\$6,602,183.35**

*SHASTA UNION HIGH SCHOOL DISTRICT*

**Date** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed:** \_\_\_\_\_

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Field Trip Requests

**PREPARER:** Leo Perez  
Associate Superintendent of Instructional Services

**RECOMMENDATION:** ☒ Action  
☐ Discussion  
☐ Information

**BACKGROUND:**

## Field Trips

Date of trip	School/ Group	Mode of travel	School Days Missed	Destination	Number of Students/Chaperones
June 18-22, 2023	SHS Girls Basketball	Car	0	Spokane, WA	10/2
June 9-13, 2024	FHS Music	Car/Air	0	Nashville & Memphis, TN	60/8





# Field Trip Request

Requested by: Alicia Dahl School: Shasta  
Name of Club, Group or Department: Shasta Girls Basketball Today's Date: 5/12/23

## FIELD TRIP

Departure Date: JUNE 18<sup>th</sup> Time: 9am # of Students: 8-10 # of Chaperones: 2 Coaches  
Return Date: JUNE 22<sup>ND</sup> Time: 11pm # of Substitutes Required: \_\_\_\_\_ Date(s): \_\_\_\_\_  
Destination: Spokane, Wa Staff Member(s): 2 Coaches Parent(s): \_\_\_\_\_  
City/State: \_\_\_\_\_

Outside of California, Oregon, Nevada or Arizona?

Spokane, Washington

☐ N ☒ Y\* (If Yes, must have Board Approval)

Purpose: Gonzaga Women's Basketball Camp

**\*\*Attach Itinerary\*\***

Local, In-State, Oregon, Nevada or Arizona day trips must have Administrative approval at least **10 days** prior to departure.

Overnight trips outside California and out-of-country trips must have Board approval at least **2 months** prior to departure.

## TRANSPORTATION

A separate Transportation Request form must be submitted to the Transportation Department. 12 business days prior for local trips; 20 business days for out of area trips

Mode of Transportation: Vans

Date Submitted: \_\_\_\_\_

## FUNDING

	Budget Code or ASB Account	Amount
Substitute	_____	_____
Transportation	<u>Girls Basketball</u>	<u>TBD</u>
Meals	_____	_____
Lodging	<u>Girls Basketball</u>	<u>\$854.01</u>
Other Expenses	_____	_____

By signing this form, I acknowledge that I have read all District Board Policies/Administrative Regulations related to school sponsored trips and I agree to abide by such policies.

Signature: Alicia Dahl

Date: 5/13/23

## APPROVALS

Principal: \_\_\_\_\_

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

Associate Superintendent  
Instructional Services: [Signature]

Date: 5/19/23

Superintendent: [Signature]

Date: 5/22/23

\*Trips outside of California, Oregon, Nevada and Arizona

Board Approval Date: \_\_\_\_\_

# GONZAGA BASKETBALL CAMP

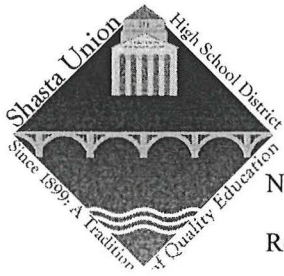
June 19-22

## SHASTA GIRLS BASKETBALL

**June 19th:** Leave Shasta HS at 5:30am and drive a district van to the Sacramento Airport. Flight will depart at 8:35am on Southwest Airlines, flight #3472. We will arrive at the Spokane Airport at 10:15am. We will then take the airport shuttle to Gonzaga University. Check into camp and dorm rooms. Welcoming ceremony, dinner on campus, followed by basketball games and clinic in the evening.

**June 20 & 21:** Camp all day at Gonzaga University.

**June 22:** Attend camp until 1:00, then take the shuttle to the Spokane airport. Flight will depart at 5:25pm on Southwest Airlines, flight #2419. We will arrive at the Sacramento Airport at 7:15pm. Drive home to Redding. Arrive back at Shasta HS around 10:30pm



# Field Trip Request

## SHASTA UNION HIGH SCHOOL DISTRICT

Name of Club or Group: Foothill Music

School: FHS

Requested by: Mitch Bahr

Date: 5/1/2023

### Field Trip

Departure Date/Time: 6/9/24 - TBD

Names of Participating Mr. Bahr

Return Date/Time: 6/13/24 - TBD

Staff Members: Mr Aguirre

Destination: Tennessee

Purpose: FHS Music Spring Tour

No. of students: 60 No. of chaperones: 8

No. Substitutes Required: 2

Dates Subs Required: None

No. of wheelchairs to accommodate on field trip:           

Outside of California, Arizona,  
Oregon or Nevada? No ☐ Yes ☒\*

Out of Country? No ☒ Yes ☐\*

*\*Note: Out-of-state trips except to OR, AZ or NV must have Board approval. All out-of-country trips must have Board approval.*

Board Approval Date:                                 

**Itinerary: (Mandatory for approval)** Please complete the reverse side of this form, showing specific dates, times, and locations of activities, including name, address and telephone number of lodging facilities and supervision arrangements; or you may attach a detailed itinerary.

### Costs

<u>Budget Code or ASB Account</u>	<u>Amount:</u>
	Substitutes <u>\$0.00</u>
<u>01-13-0160-193-5712-201-0000- 1110-1000</u>	Transportation <u>          </u>
	Meals <u>\$0.00</u>
	Lodging <u>\$0.00</u>
	Other Expenses <u>\$0.00</u>
	<b>Total Costs</b> <u>\$0.00</u>

### Transportation

**A separate Transportation Request form must be submitted to the Transportation Department.**

*(12 days advance notice for local trips; 1 month advance notice for out-of-town trips)*

Date request submitted: 5/1/2023

Mode of transportation: Bus

Name of teacher requesting trip: Mitch Bahr

Teacher signature: 

*By signing this form, I acknowledge that I have read all District Board Policies/Administrative Regulations related to school sponsored trips and I agree to abide by such policies.*

Approval:  Principal

Verification:  Associate Superintendent, Instructional Services

Approval:  Superintendent

5/2/23  
Date

5/3/23  
Date

5/3/23  
Date

## Itinerary

### Departure

Date: 6/9/2024

Time: TBD

Departing from: FHS

Stops: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Destination: Sacramento (possibly SFO) airport

Estimated arrival time: TBD

### Schedule of Activities

Full Itinerary Attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Chaperones

Staff

Parents

Mitch Bahr

Annamarie Miller

Ernesto Agiurre

Carmen Bahr

TBD

TBD

TBD

TBD

### Return

Date: 6/13/2024

Time: 2:45pm

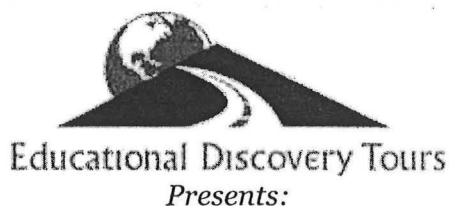
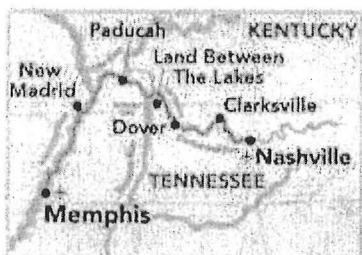
Departing from: Sacramento Airport (possibly SFO)

Stops: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return location: FHS

Estimated arrival time: TBD





**Foothill High School Band**  
**5 Day Nashville & Memphis Tour**  
 Your School Contact is: [Mitch Bahr mbahr@suhsd.net](mailto:Mitch Bahr mbahr@suhsd.net)

Register today at [www.educationaldiscoverytours.com](http://www.educationaldiscoverytours.com) using tour code:

**FOOT24BNA5P**

**Registration Date: May 24, 2023**

**Program Overview**

Dates of travel:	<b>June 9-13, 2024</b>
Destination:	Nashville & Memphis 5 Day Tour
Cost:	<p>\$ 1953 per student (triple/quad occupancy)          \$ 2246 per adult (double occupancy)  <b>\$150 due by May 24<sup>th</sup>, 2023 to sign up and secure your space on the tour.</b>          Balance payable in 11 monthly payments at no additional cost. <u>See online registration page for payment schedule details.</u>  <b>Final Payment Due April 9, 2024</b></p>
Program Inclusions:	<ul style="list-style-type: none"> <li>• Round trip flights from SMF or SFO; checked luggage fees <i>not</i> included.</li> <li>• One 24-hour-a-day EDT Trip Leader per coach</li> <li>• Motorcoach transportation while touring, driver gratuity and accommodations</li> <li>• 4 Nights hotel accommodations, quad occupancy student, double occupancy adults</li> <li>• 4 Breakfasts and 4 Dinners, tax and gratuity</li> <li>• Keepsake video created from photos taken during the trip</li> </ul>
Included venues/sightseeing	<ul style="list-style-type: none"> <li>• Nashville City Tour</li> <li>• Country Music Hall of Fame</li> <li>• Tour Elvis's Recording Studio – RCA Studio B</li> <li>• National Civil Rights Museum <i>and/or</i> Stax Museum of American Soul Music</li> <li>• Dinner and Line Dancing at the Wild Horse</li> <li>• Visit Historic Ryman auditorium- Original home of the Grand ol Opry</li> <li>• Visit Andrew Jackson's Hermitage, Estate and Mansion Natl Historic Site</li> <li>• Back Stage Tour of the Grand Ole Opry House Music Venue</li> <li>• Explore the grand Gaylord Opryland Hotel/Resort</li> <li>• Attend an evening musical/instrumental performance</li> <li>• <i>*All performances and clinics subject to availability and acceptance</i></li> </ul> <p>Memphis City Tour by EDT Trip Leader          Tour Graceland, home of Elvis Presley</p>

See the second page of this flier for payment & cancellation policies/ travel protection information.

Have questions? Please call us 1-800-544-4723 or email [chelsea@educationaldiscoverytours.com](mailto:chelsea@educationaldiscoverytours.com)

[www.EducationalDiscoveryTours.com](http://www.EducationalDiscoveryTours.com) • (800) 544-4723 • fax (530) 582-6039  
 PO Box 6717, Reno, NV 89513

## PAYMENT POLICIES

**Late registration:** Registrations received by 5/24/2023 will secure their space on the tour, along with the lowest monthly payments. Registration forms received after this date will be considered on a case by case, space available basis. Participation will be limited on this tour due to bus size, ticket availability and other factors. Travelers registering after the deposit due date, up to 60 days prior to travel, must submit the deposit plus the amount of any missed payments, according to the listed payment schedule.

**Late-add fees:** Travelers wishing to add to a trip within 60 days of departure will be added on a space available basis. EDT will require payment in full and will charge an additional fee equal to 10% of the trip price.

**Returned check fee:** There will be a \$25.00 fee for any check returned by your bank as unpaid.

## CANCELLATION POLICY

The following is the Educational Discovery Tours cancellation fee schedule. Any additional nonrefundable payments made to a supplier on your behalf *will be in addition to* Educational Discovery Tours cancellation policy and fee schedule below. In order to process your cancellation, please be sure to submit your notice of cancellation in writing. **If notice of cancellation is received:**

- **Between Point of Registration and 60 days prior to departure** your deposit is non-refundable and non-transferrable. (Please refer to the deposit amount listed on your registration form.)
- **Between 45 and 60 days prior to departure** 30% of the total trip cost is non-refundable and non-transferrable.
- **Between 15 and 44 days prior to departure** 50% of the total trip cost is non-refundable and non-transferrable.
- **Less than 15 days prior to departure** 100% of the total trip cost is non-refundable and non-transferrable.

**ALL NOTICES OF CANCELLATION MUST BE RECEIVED IN WRITING. MAILED IN NOTICES WILL BE ACCEPTED ACCORDING TO THE DATE OF THE POSTMARK.**

## TRAVEL PROTECTION

EDT strongly recommends the purchase of travel protection for your trip. **A Travel Insurance policy with a *Cancel For Any Reason* (CFAR) benefit provides travelers with maximum flexibility and peace of mind** knowing that, in the event of an unforeseen circumstance, their investment will be protected, per the terms of the plan.

CFAR travel protection may be purchased from Travel Insured, EDT's trusted partner. Please view the Group plan fliers on the online registration page for rates and schedule of coverage. For questions regarding Travel Insured's plan, please contact their Group Desk at 1-844-440-8113 / [groups@travelinsured.com](mailto:groups@travelinsured.com).

After reviewing Travel Insured's information, travelers can purchase the plan during the online registration process, or alternatively by copying and pasting the following link to a web browser:

<https://www.travelinsured.com/group.signup?group=151915&guid=112bbaef3aaf486189d26d91fba1de41>

Important: CFAR Must Be Purchased before (or at the same time) Trip is Paid in Full

Travelers may also purchase from their own provider. Be advised that some policies require purchase within a certain amount of time after making initial trip registration payment, sometimes within 14-21 days.

*EDT is not qualified to answer technical questions about the benefits, exclusions, and conditions of travel protection plans. EDT cannot evaluate the adequacy of the prospective insured's existing insurance coverage. If you have any questions about your travel protection, call your insurer or insurance agent or broker.*

***Full Terms & Conditions are available on the trip registration page***

# Performing Arts

discover the difference

www.EducationalDiscoveryTours.com

## Foothill High School Band 5 Day Nashville & Memphis Tour June 9-13, 2024



### Day One

- ⇒ Depart on your flights to Nashville
- ⇒ Upon arrival to Nashville in the later afternoon, meet your professional 24/7 EDT Trip Leader at the airport baggage claim
- ⇒ Transfer to the city, with Orientation provided by Trip Leaders, enroute
- ⇒ **Nashville City Tour – viewing sights such as: Music Row, Parthenon (photo op), Printer's Alley, State Capitol, War Memorial, and General Jackson**
- ⇒ 1<sup>st</sup> Night Welcome Dinner!

### Day Two

- ⇒ Hot Breakfast
- ⇒ **Country Music Hall of Fame**, Nashville's #1 attraction for good reason
- ⇒ Tour Historic RCA Studio B- **Elvis Presley's Recording Studio**
- ⇒ Enjoy lunch on own possibly at Nashville Farmers Mark and Bicentennial Capitol Mall and Park
- ⇒ Visit the **Historic Ryman Auditorium, National Historic Landmark** (historically known as The Ole Opry House from 1944-1973), **the birthplace of bluegrass music**, tour included
- ⇒ Dinner with Music and Line Dancing Lessons at the Wild Horse!!

### Day Three

- ⇒ Hot Breakfast
- ⇒ **Morning visit to "The Hermitage"**, a National Historic Site, and former site of president Andrew Jackson's Mansion and estate
- ⇒ Lunch on own
- ⇒ **Back Stage Tour the Grand Ole Opry Music Venue** (current location)– *THE* home of Country Music! *One of Nashville's most-visited tourist destination*
- ⇒ Explore the grand Gaylord Opryland Hotel/Resort with your Trip Leader- *nine acres of indoor gardens complete with multiple waterfalls, dancing fountains, boatrides and lots more to explore*
- ⇒ **Nashville BBQ! for Dinner**
- ⇒ Attend an evening **musical/instrumental performance**, for example **Nashville Symphony** at the *Scherhorn Center*, or music performance at many other venues in town. *Tbd director to choose from options*

### Day Four

- ⇒ Hot Breakfast and hotel checkout
- ⇒ Load motorcoaches and **depart for Memphis**, home of Blues and Rock & Roll (3.5 hours)
- ⇒ **Memphis City tour to include: Beale Street, Peabody Hotel (march of the famous ducks) and Sun Studio**
- ⇒ **Tour Graceland**, home of "The King" Elvis Presley
- ⇒ Hotel Check-in
- ⇒ Fun Farewell Dinner on last night!

### Day Five

- ⇒ Hot Breakfast
- ⇒ **National Civil Rights Museum** - *located in the Lorraine Motel where Martin Luther King Jr. was assassinated on April 4, 1968, the museum features multimedia presentations on the civil rights movement - and/or the Stax Museum below, depending on flight times*
- ⇒ **Stax Museum of American Soul Music** - *the museum tells the story of musicians who recorded in this legendary space, as well as other American soul legends*
- ⇒ Lunch on own
- ⇒ Transfer to the airport for return flights home

WORKING ITINERARY. ORDER OF EVENTS LIKELY TO CHANGE



## Educational Discovery Tours

*Enhancing classroom studies through responsible student travel*

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### Online Registration Instructions

1. Visit our website at [www.educationaldiscoverytours.com](http://www.educationaldiscoverytours.com)
2. Click on **Registration** at the top of the page
3. Parents/Guardians (person who will be paying for the trip) will need to create an account by clicking **Tour Participant Log-in** and then **Create an Account**. *Students should not make an account unless they are 18 or older and paying for the trip on their own.*
4. Once the online account has been created, click **New Reservation** then click the **Enter Tour Code** button on the left.
5. Enter the Tour Code provided on the registration flier. This will take you to the trip overview.
  - **EDT strongly encourages purchasing travel protection.** Parents are welcome to choose any insurance company; however, we recommend Travel Insured, a reputable company that offers travel protection for student travel groups and has a CFAR (Cancel for Any Reason) plan available. ***To purchase Travel Insured's CFAR plan, click the purchase link on this page.***
6. Click **Book Now** and select the type of traveler you would like to book. *Please note: If you are booking more than one traveler, you will have an option to add another traveler once the first traveler has been booked. **Each traveler (students and adults) will need to be booked separately.***
7. Enter information for the traveler you are booking and read and agree to the Terms & Conditions/Release.
8. Review trip payment schedule, enter the amount you would like to pay and enter payment information. Click **Review Payment**.
9. Confirm payment details and click **Make Payment** – *only click this button once to avoid being charged multiple times.*
10. If you need to book another traveler, click **Book Another Traveler** and repeat steps 6-9.
11. ***As a safety precaution, we will not keep your banking account information on file for future payments.*** Invoices will be emailed monthly as payment reminders.

Log into your account to view your current invoice, make payments via credit/debit card or e-check and edit account information. Checks/money orders can also be mailed to our PO Box below and payments can also be made over the phone.



# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Shasta County Special Education Local Plan Area (SELPA)  
Local Education Agency (LEA) Assurances

**PREPARER:** Leo Perez  
Associate Superintendent of Instructional Services

**RECOMMENDATION:** ☒ Action  
☐ Discussion  
☐ Information

**BACKGROUND:**  
Annual Board adoption of the statement of assurances provides the basis for the operation and administration of special education programs for the Shasta Union High School District as a member of the Special Education Local Plan Area of Shasta County.



## **Special Education Local Plan Area Local Educational Agency Assurances**

### **1. Free Appropriate Public Education (20 *United States Code* [U.S.C.] § 1412 [a][1])**

It shall be the policy of this local educational agency (LEA) that a free appropriate public education is available to all children with disabilities residing in the LEA between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school.

### **2. Full Educational Opportunity (20 *U.S.C.* § 1412 [a][2])**

It shall be the policy of this LEA that all children with disabilities have access to educational programs, non-academic programs, and services available to non-disabled children.

### **3. Child Find (20 *U.S.C.* § 1412 [a][3])**

It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. A practical method has been developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

### **4. Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP) (20 *U.S.C.* § 1412 [a][4])**

It shall be the policy of this LEA that an IEP, or an IFSP that meets the requirements of 20 *U.S.C.* § 1436 (d), is developed, implemented, reviewed, and revised for each child with a disability who requires special education and related services in accordance with 20 *U.S.C.* § 1414 (d). It shall be the policy of this LEA that a review of an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions.

**5. Least Restrictive Environment (20 U.S.C. § 1412 [a][5])**

It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the general educational environment, occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

**6. Procedural Safeguards (20 U.S.C. § 1412 [a][6])**

It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards according to state and federal laws and regulations.

**7. Evaluation (20 U.S.C. § 1412 [a][7])**

It shall be the policy of this LEA that a reassessment of a child with a disability shall be conducted at least once every three years or more frequently, if appropriate.

**8. Confidentiality (20 U.S.C. § 1412 [a][8])**

It shall be the policy of this LEA that the confidentiality of personally identifiable data, information, and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act.

**9. Part C to Part B Transition (20 U.S.C. § 1412 [a][9])**

It shall be the policy of this LEA that children participating in early intervention programs (Individuals with Disabilities Education Act [IDEA], Part C), and who will participate in preschool programs, experience a smooth and effective transition to those preschool programs in a manner consistent with 20 U.S.C. § 1437 (a)(9). The transition process shall begin prior to the child's third birthday.

**10. Private Schools (20 U.S.C. § 1412 [a][10])**

It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents.

**11. Local Compliance Assurances (20 U.S.C. § 1412 [a][11])**

It shall be the policy of this LEA that the Local Plan shall be adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs, and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws and regulations, including compliance with the IDEA; the Federal Rehabilitation Act of 1973, Section 504 of Public Law; and the provisions of the California *Education Code*, Part 30.

**12. Interagency (20 U.S.C. § 1412 [a][12])**

It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for free appropriate public education are provided, including the continuation of services during an interagency dispute resolution process.

**13. Governance (20 U.S.C. § 1412 [a][13])**

It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the Local Plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Educational Agency.

**14. Personnel Qualifications (20 U.S.C. § 1412 [a][14])**

It shall be the policy of this LEA to ensure that personnel providing special education related services meet the highly qualified requirements as defined under federal law, and that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications.

**15. Performance Goals and Indicators (20 U.S.C. § 1412 [a][15])**

It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE.

**16. Participation in Assessments (20 U.S.C. § 1412 [a][16])**

It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments, consistent with state standards governing such determinations.

**17. Supplementation of State, Local, and Federal Funds (20 U.S.C. § 1412 [a][17])**

It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA, and will be used to supplement and not to supplant state, local, and other federal funds.

**18. Maintenance of Effort (20 U.S.C. § 1412 [a][18])**

It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of children with disabilities except as provided in federal laws and regulations.

**19. Public Participation (20 U.S.C. § 1412 [a][19])**

It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comments are available to the general public, including individuals with disabilities and parents of children with disabilities, and are held prior to the adoption of any policies and/or regulations needed to comply with Part B of the IDEA.

**20. Rule of Construction (20 U.S.C. § 1412 [a][20])**

(Federal requirement for state educational agency only)

**21. State Advisory Panel (20 U.S.C. § 1412 [a][21])**

(Federal requirement for state educational agency only)

**22. Suspension and Expulsion (20 U.S.C. § 1412 [a][22])**

The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures, and practices related to the development and implementation of the IEPs will be revised.

**23. Access to Instructional Materials (20 U.S.C. § 1412 [a][23])**

It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state-adopted National Instructional Materials Accessibility Standard.

**24. Over-Identification and Disproportionality (20 U.S.C. § 1412 [a][24])**

It shall be the policy of this LEA to prevent the inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities.

**25. Prohibition on Mandatory Medicine (20 U.S.C. § 1412 [a][25])**

It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substances Act as a condition of attending school or receiving a special education assessment and/or services.

**26. Distribution of Funds (20 U.S.C. § 1411 [e] and [f][1–3])**

(Federal requirement for state educational agency only)

**27. Data (20 U.S.C. § 1418 [a–d])**

It shall be the policy of this LEA to provide data or information to the CDE that may be required by regulations.

**28. Charter Schools (California Education Code 56207.5 [a–c])**

It shall be the policy of this LEA that a request by a charter school to participate as an LEA in a special education local plan area (SELPA) may not be treated differently from a similar request made by a school district.

In accordance with federal and state laws and regulations, SELPA/Shasta Union High School District certifies that this plan has been adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs, and that the agency herein represented will meet all applicable requirements of state and federal laws, regulations, and state policies and procedures, including compliance with the Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., and implementing regulations under 34 *Code of Federal Regulations*, Parts 300 and 303, 29 U.S.C. 794, 705 (20), 794- 794b, the Federal Rehabilitation Act of 1973, as amended, and the provisions of the California *Education Code*, Part 30 and Chapter 3, Division 1 of Title V of the *California Code of Regulations*.

Be it further resolved, the LEA superintendent shall administer the local implementation of procedures, in accordance with state and federal laws, rules, and regulations, which will ensure full compliance.

Furthermore, the LEA superintendent ensures that policies and procedures covered by this assurance statement are on file at the LEA and the SELPA offices, and are available to any interested party.

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Carl D. Perkins Career and Technical Education (CTE)  
Improvement Act Application for 2023-24 Funding

**PREPARER:** Leo Perez  
Associate Superintendent of Instructional Services

**RECOMMENDATION:** ☒ Action  
☐ Discussion  
☐ Information

**BACKGROUND:**  
Each year the district applies for career education funding under the Carl D. Perkins Career and Technical Education Improvement Act of 2006. Funding for next year is expected to be about \$165,069.00.

These funds are intended to supplement state and local CTE funds to improve, enhance or expand our CTE programs. Funds will be utilized throughout the District for instructional materials, equipment and professional development for staff.





## Program Grant Management System (PGMS)

Shasta Union High (131 - Secondary)

2023-24 Application

### 2023-24 Section I - State Assurances and Certifications

#### Quick Facts Box

Allocation Amount	\$165,069.00
Budgeted Amount	\$165,069.00
Indirect Amount	\$5,336.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Friday, May 26, 2023 12:00 AM
Application Status	Submitted For Review on May 25 2023
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](#)
- [2023-24 Grant Conditions](#)

#### LEA Sign-off

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

## CDE Review and Sign-off

### CDE Comments

☐ Section Approved

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Save

Save and Continue to Section II

California Department of Education  
1430 N Street  
Sacramento, CA 95814

[Web Policy](#)

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Human Resource Action Report

**PREPARER:** Jason Rubin  
Associate Superintendent of Human Resources

**RECOMMENDATION:** ☒ Action  
☐ Discussion  
☐ Information

Approve personnel changes to meet the needs of our District as outlined on the following report.

**Shasta Union High School District  
HUMAN RESOURCES ACTION REPORT**

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
<b><u>Classified</u></b>		
<b><u>Hours/Days Increase/Decrease</u></b>		
Cindy Chao	Admin Assistant-HR, DO 8-hours/238-days	July 1, 2023
Misty Hair	Transportation Secretary 8-hours/12-months	July 1, 2023
<b><u>New Hires</u></b>		
Travis Schlager	Bus Driver/Utility Worker, Transpo 8-hours/ten-months	May 24, 2023
<b><u>Position change/Promotion</u></b>		
Denise Atterberry	Transportation Secretary 8-hours/ten-months	May 15, 2023
Kelly Freeman	School Support Secretary, SHS 8-hours/238-days	June 1, 2023
Whitney Lowry	Career Ed Tech, SHS 6-hours/ten-months	May 1, 2023
<b><u>Resigned/Retired</u></b>		
Barbara Allpress	School Support Secretary, SHS 8-hours/238-days	August 31, 2023
Denise Atterberry	Bus Driver, Transportation 7.5-hours/ten-months	May 14, 2023
Deborah Engel	Title I-Paraprofessional, EHS 6.5-hours/ten-months	June 8, 2023
Jacob Hernandez	Custodian, SHS 8-hours/12-months	June 9, 2023
Jackson Reindel	Paraprofessional-SDCI/EHS 6.5-hours/ten-months	June 8, 2023
Andrew Sharp	Custodian, SHS 8-hours/12-months	May 26, 2023

NAME	POSITION	EFFECTIVE
<b><u>Certificated</u></b>		
<b><u>New Hires</u></b>		
Gary Connolly	SUHSD Summer School Principal	June 13 – July 7, 2023
Cecile Lamar	Director of Special Education, DO	July 1, 2023
Shaundra Pelkey	1.0 FTE School Psychologist, SHS	July 1, 2023
Abigail Thompson	1.0 FTE School Counselor, SCA	July 1, 2023
<b><u>Position Changes/Promotions</u></b>		
Rebecca Berg	Assistant Principal Categorical Programs	July 1, 2023
Jonathan Eaton	Assistant Principal Alternative Education	July 1, 2023
<b><u>CalSTRS Reduced Workload</u></b>		
Ramona Burks	0.80 FTE Spanish, EHS	August 14, 2023
Thomas Edwards	0.60 FTE Math, FHS	August 14, 2023
Tars Petrie	0.60 FTE Science, SHS	August 14, 2023
<b><u>Non-Reelection Temporary Teachers</u></b>		
Emp ID 4021	0.20 FTE CTE Med Careers, FHS	June 30, 2023
<b><u>Resigned</u></b>		
Ernesto Aguirre	5/5 Music, FHS	June 30, 2022
Katelyn Quon	5/5 English, FHS	June 30, 2022
Dawn Coppolo-Horwath	5/5 English, FHS	June 30, 2022
<b><u>Unpaid LOA Request for 2023-24</u></b>		
Andy Kane	5/5 English, SHS	Jan 2024 – June 2024

NAME	POSITION	EFFECTIVE
<b><u>Coaches</u></b>		
<u>EHS Paid Walk On Coaches</u>		
Asdourian, Lacy	Head Varsity Volleyball	Fall Season 2023
Atkins, Ray	Head JV Boys Basketball	Winter Season 2023-24
Kelly, Justin	Assistant Frosh Football Coach	Fall Season 2023
Renihan, Megan	Head Cheer Coach	Fall Season 2023
Strickler, Esther	Head Frosh Girls Basketball	Winter Season 2023-24
Strickler, Ky	Assistant Varsity Girls Basketball	Winter Season 2023-24
Trent, Blake	Head Frosh Boys Basketball	Winter Season 2023-24
Williams, James	Head JV Girls Basketball	Winter Season 2023-24
Zettel, Erica	Head JV Volleyball Coach	Fall Season 2023
<u>FHS Paid Walk On Coaches</u>		
Elliott, Bill	Head Varsity Boys Basketball	Winter Season 2023-24
Giacomelli, Michael	Head Frosh Boys Basketball	Winter Season 2023-24
Gray, Michael	Assistant Varsity Girls Basketball	Winter Season 2023-24
Hall, Chris	Head Frosh Football	Fall Season 2023
Kingsbury, Casey	Head Varsity Softball	Spring 2024
Knowles, Thurman	Assistant Varsity Boys Basketball	Winter Season 2023-24
Lowe, Tom	Head Frosh Volleyball	Fall Season 2023
Phan, Maryanna	Head JV Girls Basketball	Winter Season 2023-24
Sanchez, Jason	Head JV Football	Fall Season 2023
Ward, Justin	Head Varsity Boys Soccer	Winter Season 2023-24
<u>SHS Paid Walk On Coaches</u>		
Campos, Natalie	Head JV Girls Basketball	Winter Season 2023-24
Crowley, Amanda	Head Frosh Volleyball	Fall Season 2023
Dahl, Adam	Head JV Boys Basketball	Winter Season 2023-24
Dahl, Alicia	Head Varsity Girls Basketball	Winter Season 2023-24
Gaxiola, Alex	Assistant Varsity Girls Soccer	Winter Season 2023-24
Gibbons, Nick	Head Frosh Football	Fall Season 2023
Gilbert, Daniel	Assistant JV Football	Fall Season 2023
Guinn, Tanner	Head Frosh Boys Basketball	Winter Season 2023-24
Hofferber, Steven	Head Varsity Girls Soccer	Winter Season 2023-24
Johnson, Christine	Varsity Assistant Girls Basketball	Winter Season 2023-24
Kader, Sami	Head JV Girls Soccer	Winter Season 2023-24
O'Brien, Doug	Varsity Assistant Boys Basketball	Winter Season 2023-24
Sanchez, Michael	Head Frosh Girls Basketball	Winter Season 2023-24
Stevens, Darren	Assistant Varsity Wrestling	Winter Season 2023-24
Trotter, Don	Head JV Football	Fall Season 2023
Watson, Kenny	Assistant Frosh Football	Fall Season 2023

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Governance Calendar & Board Action Calendar for 2023-24

**PREPARER:** Jim Cloney, Superintendent

**RECOMMENDATION:** ☒ Action  
☐ Discussion  
☐ Information

**BACKGROUND:**

The 2023-24 Governance Calendar and Board Action Calendar are scheduled for review and possible adoption. If revisions are recommended, the document will be presented for formal adoption at the July regular Board meeting.

**REFERENCES:**

The draft Board Action Calendar was sent to Board Members under separate cover. Copies may be obtained by contacting the District Office at (530) 241-3261.

Shasta Union High School District Governance Calendar															
	July	August	September	October	November	December	January	February	March	April	May	June			
Effective Governance		Update Board Member Handbook	Superintendent provides report on progress towards goals	Supt's State of the District Report		Superintendent provides report on progress towards goals			Superintendent provides report on progress towards goals	Overall eval compiled by President and discussed with Superintendent	Extend contracts for Supt, CBO & Assoc. Supts	Approve Board Action & Governance Calendars			
	Board conducts self eval. Board sets goals, establishes protocols & priorities for following school					Annual Organization of the Board			Evaluate CBO and Associate Superintendents	Board reviews draft self eval tool at study session		Supt sets goals for the following school year			
								Board individually evaluates Supt.			Board completes ind. self eval				
												CSBA Governance Standards			
LCAP & Budget	LCAP and Budget to SCOE (June 30)		Unaudited Actuals Report to Board	School Plans for Student Achievement to align with LCAP		1st Interim Report	P-1 ADA	Admin gathers data for LCAP Annual Review	2nd Interim Report	Spring Study Session - discuss LCAP	P-2 ADA	LCAP & Budget Public Hearing			
						Governor proposes state budget. Staff projects next year's revenues/ expenses to align with goals. Board sets budget priorities					LCAP Governor's May budget revise Report to the board	Adopt Budget and LCAP at special Board meeting			
	Post LCAP to website														
				IS Board Update	IS Board Update	IS Board Update	IS Board Update	IS Board Update	IS Board Update	IS Board Update	IS Board Update	IS Board Update			
Collective Bargaining, Staff & Students	District Department Chair Reports	Public Hearing and approval for IS materials & textbooks		Report on State Assessments and Accountability				District and associations present initial proposals	Public Hearing: Initial Proposals	Negotiations		Negotiations Complete			
	Approve Shasta Adult School Courses	Registry of International Exchange Placement Organization	Funding App for CTE Ag Incentive Grant						New Curriculum Proposals	Carl D. Perkins CTE Funding Application	Final layoff deadline May 15	Approve SELPA			
	Williams Quarterly Report		Introduction of new staff	March 15: staff notice of non reelection and reduction									Approve School Site Plans	Enrollment Projections	Consolidated App Spring Submission
	Hiring continued		Approve admin who evaluate staff										Resolution: reduction of classified staff		
	Declaration of need for qualified educators		Approve cert.staff teaching outside credentials	Williams Quarterly Report			Williams Quarterly Report	Draft resolution: reduction of staff	Resolution: reduction of staff	Williams Quarterly Report	Hire certificated staff for the following year				

Board Approved:  
Last Updated: June 2023



# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Student Board Member

**PREPARER:** Jim Cloney, Superintendent

**RECOMMENDATION:** ☒ Action  
☐ Discussion  
☐ Information

**BACKGROUND:**

The District notified all students of a Student Board Member vacancy in May of 2023 and asked interested applicants to submit a resume and statement letter to the office of the Superintendent. The Shasta Union High School District study body had the opportunity to vote online between five qualified applicants, and Enterprise High School Junior Riley Combs won the election. The Superintendent recommends the Board appoint Riley Combs as a Student Board Member for a one-year term ending June 30, 2024. An official Oath of Office will be administered at her first Board meeting.

A Student Board Member shall have preferential voting rights. Preferential voting means a formal expression of opinion that is recorded in the minutes and cast before the official vote of the governing board of the school district. A preferential vote shall not serve in determining the final numerical outcome of a vote. No preferential vote shall be solicited on matters subject to closed session discussion.

**REFERENCE:**  
EC 35012

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Second Reading – Administrative Regulation 5113

**PREPARER:** Jim Cloney, Superintendent

**RECOMMENDATION:** ☒ Action  
☒ Discussion  
☐ Information

**BACKGROUND:**

The District subscribes to the California School Boards Association (CSBA) Policy Manual Maintenance Program. Through this Program, CSBA provides sample policies and administrative regulations for adoption. Administrative Regulation 5113 Absences and Excuses is presented for a second reading.

**REFERENCES:**

AR 5113

**Regulation 5113: Absences And Excuses**

**Status:** ADOPTED

**Original Adopted Date:** 11/01/2011 | **Last Revised Date:** 03/01/2022 2023 | **Last Reviewed**  
**Date:** ~~12/03/01/2018~~ 2023

**Excused Absences**

CSBA NOTE: Items #1-~~15~~16 below reflect absences that are authorized by law to be considered as excused absences for purposes of enforcing the compulsory state attendance laws. Pursuant to Education Code 48205, absences specified in ~~items~~Items #1-~~11~~12, although excused for purposes of enforcing compulsory state attendance laws, are considered absences in computing average daily attendance and do not generate state apportionment payments.

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

CSBA NOTE: Pursuant to Education Code 48205, as amended by SB 14 (Ch. 672, Statutes of 2021), an ~~absence due to a student's illness includes an absence for the benefit of the student's mental or behavioral health.~~

- ~~1-~~ 1. Personal illness, including absence for the benefit of the student's mental or behavioral health. (Education Code 48205)
- ~~2-~~ 2. Quarantine under the direction of a county or city health officer. (Education Code 48205)
- ~~3-~~ 3. Medical, dental, optometrical, or chiropractic service or appointment. (Education Code 48205)
- ~~4-~~ 4. Attendance at funeral services for a member of the student's immediate family. (Education Code 48205)

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

- ~~5-~~ 5. Jury duty in the manner provided for by law. (Education Code 48205)

CSBA NOTE: Pursuant to Education Code 48205, absence due to the illness or medical appointment of a student's child is counted as an excused absence, and the district is prohibited from requiring a physician's note for such absences. See the section "Method of Verification" below.

- 6- 6. Illness or medical appointment of a child to whom the student is the custodial parent. (Education Code 48205)
- 7- 7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
- a- a. Appearance in court
  - b- b. Attendance at a funeral service
  - c- c. Observance of a religious holiday or ceremony
  - d- d. Attendance at religious retreats for no more than four hours per semester
  - e- e. Attendance at an employment conference
  - f- f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
- 8- 8. Service as a member of a precinct board for an election pursuant to Elections Code 12302. (Education Code 48205)
- 9- 9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. (Education Code 48205)
- Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)
- 10- Attendance at the student's naturalization ceremony to become a United States citizen. (Education Code 48205)

CSBA NOTE: Education Code 48205, as amended by AB 516 (Ch. 281, Statutes of 2021), includes an absence for the purpose of participating in a cultural ceremony or event as an excused absence.

- ~~10.~~ 11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people. (Education Code 48205)

CSBA NOTE: Pursuant to Education Code 48205, as amended by SB 955 (Ch. 921, Statutes of 2022), districts are required to allow an excused absence for middle and high school students one school day per school year for the purpose of engaging in a civic or political event, provided that the student notifies the school in advance. At the discretion of the Superintendent or designee, additional such absences may be permitted.

12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence. Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence per school year. (Education Code 48205)

CSBA NOTE: ~~Item #12 below should be included only if~~ Pursuant to Education Code 46014, with the written consent of the student's parent/guardian, districts may excuse a student from school in order to participate in religious exercises or instruction.

In order for the district to receive average daily attendance funding for such absences, the Governing Board has adopted must first adopt a resolution permitting absences for religious instruction or exercises. See the accompanying Board policy. If these absences are allowed, Education Code 46014 mandates that the Board adopt an excused absence for this purpose and regulations governing students' attendance at religious exercises or instruction and the reporting of such absences.

The student must also attend school for at least the minimum school day and not be absent for this purpose on more than four days per school month. Pursuant to Education Code 46112, 46113, 46117, and 46141, unless otherwise provided by law, the minimum school day is generally 180 minutes for kindergarten, 230 minutes for grades 1-3, and 240 minutes for grades 4-12. For further information, see AR 6112 - School Day. These regulations should include all of Item ~~#12~~ 13 below and may be expanded to reflect district practice.

- ~~11.~~ 13. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination. (Education Code 46014)

CSBA NOTE: Education Code 46014 provides that absence for participation in religious instruction or exercises will not be considered an absence for state apportionment purposes if the student attends school for at least the minimum school day and is not absent for this purpose on more than four days per school month. Pursuant to Education Code 46112, 46113, 46117, and 46141, unless otherwise provided by law, the minimum school day is generally 180 minutes for kindergarten, 230 minutes for grades 1-3, and 240 minutes for grades 4-12. For further information, see AR 6112 - School Day.

12. Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at

least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

~~13.~~ 14.        Work in the entertainment or allied industry. (Education Code 48225.5)

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

~~14.~~ 15.        Participation with a nonprofit performing arts organization in a performance for a public school audience. (Education Code 48225.5)

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

~~15.~~ 16.        Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances. (Education Code 48205, 48260)

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

### Method of Verification

CSBA NOTE: Education Code 48205 prohibits the district from requiring a physician's note for absences due to the illness or medical appointment of the student's child. However, the district is authorized to require verification of other absences. The following section should be revised to reflect district-adopted methods of verification and to specify employee(s) assigned to verify absences.

5 CCR 420-421 provide guidelines for verifying absences due to illness; quarantine; medical, dental, or eye appointments; or attendance at a funeral service of a member of a student's immediate family. 5 CCR 421 authorizes a student's absence to be verified by a school or public health nurse, attendance supervisor, physician, principal, teacher, or any other qualified district employee assigned to make such verification. Pursuant to Education Code 48205, as amended by SB 14, state regulations related to illness verification will be updated as necessary to account for a student's absence for the benefit of the student's mental or behavioral health.

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

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

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

The following methods may be used to verify student absences:

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

CSBA NOTE: The following optional paragraph provides a means of verifying an excuse for confidential medical services without inquiring into the nature of the medical services.

- ~~a.~~ a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.

CSBA NOTE: The following optional paragraph provides that, after absences for illness on multiple occasions, the student may be required to bring a note from a physician to verify the illness. If a

student does not have access to medical services in order to obtain such verification, the district may assist the student in obtaining the medical consultation if it is required.

- ~~b.~~ b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

### **Parental Notifications**

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

CSBA NOTE: The requirement in Item #1 below is for use by districts whose board has adopted a resolution permitting an excused absence for religious instruction or exercises. See the accompanying Board policy and Item ~~#12~~13 in the section "Excused Absences" above.

- ~~1.~~ 1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination. (Education Code 46014, 48980)

CSBA NOTE: The requirement in Item #2 applies to all districts. Districts that maintain only elementary grades should delete the reference to students in grades 7-12.

- ~~2.~~ 2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)
- ~~3.~~ 3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

### **Policy Reference UPDATE Service**

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# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Public Disclosure of Proposed Collective Bargaining Agreements for 2023-24, with the Shasta Secondary Education Association (SSEA) and the Educational Support Professionals (ESP) bargaining units

**PREPARER:** David Flores, Chief Business Official

**RECOMMENDATION:** ☒ Action  
☒ Discussion  
☐ Information

**BACKGROUND:**

District and bargaining representatives from the Shasta Secondary Education Association (SSEA) and the Educational Support Professionals (ESP) met to complete negotiations for the 2023-24 fiscal year.

The terms of the contract for SSEA are as follows;

District and SSEA agree to the following changes on Appendix A – Other Assignments:

- Increase Site Department Chair 50 + periods to 8.5%
- Remove release period for CORE District Department Chairs and implement 10% Stipend (chairs will also receive 4 release days for department duties, and may add more with administrative approval)
- Add Counseling to CORE District Department Chairs
- Add SDCI District Department Chair at 6%
- Increase Site Special Education Department Chair to 10%

District and SSEA agree to the following changes on Appendix A – Student Activities Compensated Extra Duty:

- “Webmaster” to “Social Media”
- “Newspaper” to “Publications”
- Increase Director of Major Productions to 6% (3 total per comp site)
- Increase Music Activities to 10.5%
- Increase Director of Minor Productions to 3% (Increase from 3 to 6 total per comp site)
- Add FFA Advisor - \$2,000 for each Advisor, prorated as necessary

Approve 2025/26 School Calendar.

Contract language changes to the following articles as presented effective July 1, 2023:

- Article 11 Leaves
- Article 21 Term

The terms of the contract for ESP are as follows;

Approve 2025/26 ESP Calendar

12 paychecks issued for all effective July 1, 2023. Join the Classified School Employee Summer Assistance Program, effective in July of 2025.

Contract language changes to the following article as presented effective July 1, 2023 unless otherwise noted:

- Article 8 Vacations
- Article 10 Hiring, Promotions and Transfers
- Article 14 Compensation

TENTATIVE AGREEMENT BETWEEN  
THE SHASTA UNION HIGH SCHOOL DISTRICT  
AND THE SHASTA SECONDARY EMPLOYEES ASSOCIATION

The Shasta Union High School District (hereafter "District") and the Shasta Secondary Employees Association (hereafter "SSEA") do tentatively agree as follows:

1. District and SSEA agree to the following changes on Appendix A – Other Assignments:
  - Increase Site Department Chair 50 + periods to 8.5%
  - Remove release period for CORE District Department Chairs and implement 10% stipend (chairs will also receive 4 release days for department duties, and may add more with administrative approval)
  - Add Counseling to CORE District Department Chairs
  - Add SDCI District Department Chair at 6%
  - Increase Site Special Education Department Chair to 10%
2. District and SSEA agree to the following changes on Appendix A – Student Activities Compensated Extra Duty:
  - "Webmaster" to "Social Media"
  - "Newspaper" to "Publications"
  - Increase Director of Major Productions to 6% (3 total per comp site)
  - Increase Music Activities to 10.5%
  - Increase Director of Minor Productions to 3% (Increase from 3 to 6 total per comp site)
  - Add FFA Advisor – \$2,000 for each Advisor, prorated as necessary
3. Approve 2025/26 School Calendar.
4. Contract language changes to the following articles as presented effective July 1, 2023:  
  
Article 11 Leaves  
Article 21 Term

Copies of the language modifications to the contract will be available on the SSEA and the District web sites.

Tentatively agreed to this 10 day of May 2023 in Redding California.



Shasta Secondary Employees Association  
Sheena Thurston, Lead Negotiator



Shasta Union High School District  
Jim Cloney, Superintendent

## Article 11 Leaves

### 11.14 Earning Additional Leave Through Substituting

If a teacher is requested or volunteers to substitute during the teacher's preparation period, the teacher will be paid the ~~prorated share of the substitute teacher per diem day~~ **Class 2 rate from the Schedule of Hourly Pay**. This will be recorded on the teacher's time card by the site administrator and paid at the end of each month. However, the teacher can choose, when accepting a preparation period substitution assignment, to earn additional leave in increments of two tenths (0.2) of a day instead of pay.

The employee must choose compensation "with pay" or "earn additional leave credit" on the period substitute form ~~and signed~~ **with signatures** by both employees and the site Administrator. **Compensation can be** ~~and~~ paid at the end of each month accrued.

If the period sub is for school business, no deduction in leave to the unit member shall be made.

If the teacher completes the equivalent of a full day within a school year, this amount may be converted to an additional day of personal leave and used under Section 11.9. Additional leave earned through substituting shall be carried over to the following school year, but must be used or paid out by the end of the first semester of that year at ~~the prorated share of the substitute teacher per diem daily rate~~. **Class 2 rate from the Schedule of Hourly Pay. Additional leave earned through substituting not used or paid out by the end of the first semester of that year will be paid out at the end of the first month of the next semester.**

**Any staff member wishing to have accrued additional leave credit earned through substituting paid out at the end of any other month will notify payroll on or before the 1<sup>st</sup> of the month.**

### Article 11.2.4

Employees absent from duties under this Section for less than one whole work day shall be charged sick leave on the basis of a six-period day, prorated to the period, or major fraction thereof. ~~except in instances when there is no cost to the District~~

## TERM

- 21.1 This Agreement shall remain in full force and effect from the date of ratification by both parties up to and including June 30, 2023~~4~~; and thereafter shall continue year-by-year unless one of the parties notifies the other in writing no later than April 1 (beginning with the year 2010) of its request to modify, amend, or terminate the Agreement. Each party may have a compensation re-opener and two other re-openers and until modified by a successor agreement.

TENTATIVE AGREEMENT BETWEEN  
THE SHASTA UNION HIGH SCHOOL DISTRICT  
AND THE EDUCATIONAL SUPPORT PROFESSIONALS

The Shasta Union High School District (hereafter "District") and Educational Support Professionals (hereafter "ESP") do tentatively agree as follows:

1. Approve 2025/26 ESP Calendar.
2. 12 paychecks issued for all effective July 1, 2023. Classified School Employee Summer Assistance Program available July 2025.
3. Contract language changes to the following article as presented effective July 1, 2023 unless otherwise noted:

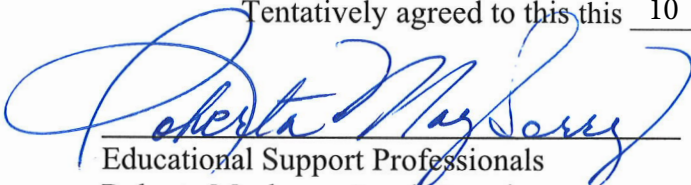
Article 8 Vacations

Article 10 Hiring, Promotions and Transfers

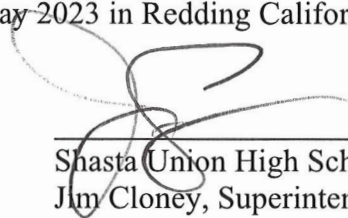
Article 14 Compensation

Copies of the language modifications to the contract will be available on the ESP and the District web sites.

Tentatively agreed to this this 10 day of May 2023 in Redding California.



Educational Support Professionals  
Roberta Mayberry, Lead Negotiator



Shasta Union High School District  
Jim Cloney, Superintendent

## **Article 8 Vacations**

### **8.5**

For 12-month employees, accrued vacation may be taken at any time during the school year, with the approval of the site administrator. If the employee does not utilize the full accrued vacation, the amount not taken shall accumulate for use in the next year or be paid for in cash at the option of the District. For 11-month employees, vacation may be scheduled anytime during their work year calendar with site administrator approval. **At the end of each fiscal year, employees who have unused vacation accrued in excess of 30 days will be paid out in cash down to the 30 day accrued vacation level.**

## **Article 10 Hiring, Promotions and Transfers**

### **10.1 Posting and Filling of Vacancies**

10.1.1 A "Vacancy" is any position to which a unit member is not assigned and which has been identified by the Principal/District Administration as needing to be filled. Administration will refer and adhere to Article 15 for a full list of notification and reemployment rights that shall apply. (Board approved 6/20/16)

All vacancies within the unit will be e-mailed to all employees using their District e-mail address. The positions will be posted for at least ~~ten (10)~~ **five (5)** working days before closing. The postings will contain a description of the position and a deadline for the application. Such postings shall be done as soon as the District determines that the position needs to be continued, but no later than thirty (30) calendar days from the date of vacancy. Internal and external postings will also be made available to staff via the District's Human Resources webpage that advertises vacancies. Postings will also list the date and time the vacancy was posted. A copy of the vacancy notice shall be forwarded via e-mail to the Association President. All applications for voluntary transfers pursuant to 10.2.2 herein shall be considered for the posted vacancy if the vacant position is the same position as the transfer application. (Board Approved 10/13/2015)

Article 10 new language:

**All new employees, and current employees transferring into a new position, will receive training provided by the District in the new position. This will include and is not limited to: on-the-job training or training consistent for the position. The length of time of this training will be established by mutual consent of the District and the Association. Any additional job training that is required during off work hours will be compensated by the District for both the employee and the trainer.**

## 14.8 Stipends

### Coaching

The District will consider ESP members for Certificated Coaching positions. An ESP unit member will be considered a "walk on coach" therefore this assignment will be on an annual basis. **Positions will be posted annually, however if no certificated staff member is selected, the administration may appoint the returning ESP member without interview at the administration's discretion.** ESP Coaches will receive paid release time when needed to attend and travel to district approved sporting events. Practices are to be scheduled at the conclusion of the employees' work day. ESP Coaches will have the ability to accrue longevity in the assignment and will receive the same stipend and all other provisions as outlined in the Certificated Extra Duty Salary Schedule.

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Public Disclosure of Proposed Collective Bargaining Agreement for 2023-24 fiscal year with the California School Employees Association, Shasta High Chapter #181 (together “CSEA”) and related AB 1200

**PREPARER:** David Flores, Chief Business Official

**RECOMMENDATION:** ☒ Action  
☒ Discussion  
☐ Information

**BACKGROUND:**  
District and bargaining representatives from CSEA met to complete negotiations for the 2023-24 fiscal year.

The terms of the contract are as follows;

- Contract language changes to the following articles as presented effective July 1, 2023:
  - Article 7: Bus Driver Provisions
  - Article 8: Holidays
  - Article 9.5: Vacations
  - Article 11.1: Posting and filling of vacancies
  - Article 14.2.2.10 and 14.2.2.11: Benefit Years
  - Article 14.6: Educational Cost Reimbursement
  - Article 14.10: Summer Assistance Program
  - Article 16: Short-term Assignments
- All CSEA staff which are employed at the time of ratification will receive an on-going increase to the salary schedule to be effective July 1, 2023 in the amount of



75% of funded COLA and again effective July 1, 2024. This is a two-year compensation agreement for 2023/24 and 2024/25.

- Article 14 – Increase district contribution to the medical cap by the amount of \$500.00, additionally, the medical portion of benefits will be increased based on the State funded COLA percentage. These increases will become effective October 1, 2023 during a new open enrollment window.
- Two-holidays will be added to the CSEA calendar, Juneteenth and one additional day on Spring Break.
- 2024/25 and 2025/26 calendars approved.
- New three (3) year term of Collective Bargaining Agreement effective November 1, 2023 through October 31, 2026.
- District has agreed to enter into a Memorandum of Understanding (MOU) for the Classified School Employees Summer Assistance Program. The earliest option for joining this program is fiscal year 2024-25.

**REFERENCES:**

AB1200

TENTATIVE AGREEMENT BETWEEN  
THE SHASTA UNION HIGH SCHOOL DISTRICT  
AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS SHASTA HIGH CHAPTER  
#181

The Shasta Union High School District (hereafter "District") and the California School Employees Association and its Shasta High Chapter #181 (together "CSEA") do tentatively agree as follows:

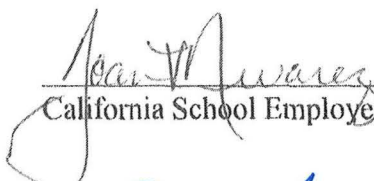
1. The District and CSEA agree to modifications, additions and/or deletions to the following Articles effective July 1, 2023:

See attached	
Article 7	(Bus Driver Provisions)
Article 8	(Holidays)
Article 9.5	(Vacations)
Article 11.1	(Posting and Filling of Vacancies)
Article 14.2.2.10 and 14.2.2.11	(Benefit Years)
Article 14.6	(Educational Cost Reimbursement)
Article 14.10	(Summer Assistance Program)
Article 16	(Short-term Assignments)

2. All CSEA staff which are employed at the time of ratification will be receiving an on-going increase to the salary schedule to be effective July 1, 2023 in the amount of 75% of funded COLA and again effective July 1, 2024. This is a two-year compensation agreement for 2023/24 and 2024/25.
3. Article 14 - Increase district contribution to the medical cap by the amount of \$500.00, additionally, the medical portion of benefits will be increased based on the State funded COLA percentage. This will become effective October 1, 2023 during a new open enrollment window.
4. Two-holidays will be added to the CSEA calendar, Juneteenth and one additional day on Spring Break.
5. 2024/25 and 2025/26 calendars approved.
6. New three (3) year term of CBA effective November 1, 2023 through October 31, 2026.

This completes negotiations for the 2023/24 year.

Tentatively agreed to this 5/17/23, in Redding California.

  
California School Employee Association

  
Shasta Union High School

  
California School Employee Association

## **Memorandum Of Understanding**

between

Shasta Union High School District (District)

and

California School Association and its Shasta High Chapter No. 181(together CSEA)

The above parties have met and negotiated the decision, impacts, and effects relating to Education Code 45500 and the Classified School Employee Summer Assistance Program (CSESAP) for 2023-2024.

### **Classified School Employees Summer Assistance Program**

1. The Employer agrees to participate in the CSESAP and extend this salary benefit option to the bargaining unit.
2. By no later than January 1, 2024, the Employer shall provide notice to all bargaining unit members which shall include the following:
  - a. A description of the Classified School Employee Summer Assistance Program.
  - b. Details about eligibility for the program, including.
    - 1) the bargaining unit member must have been employed with the LEA for at least one year at the time the bargaining unit member elects to participate.
    - 2) the bargaining unit member is employed by the LEA in their regular assignment for 11 months or fewer out of a 12-month period (excluding any hours worked outside of their regular assignment); and,
    - 3) the regular annual pay the bargaining unit member receives directly from the district in their regular work assignment is \$62,400.00 or less for an entire school year at the time of enrollment. (For the purposes of determining regular annual pay, exclude any pay received by the bargaining unit member during the previous summer recess period.)

All timelines for the program as follows:

- ✓ By January 1, 2024, the LEA must notify the bargaining unit members that the LEA has elected to participate in the program for the next school year.
- ✓ By March 1, 2024 any bargaining unit member who wishes to participate, must notify the LEA, using a form developed by the CDE, that the bargaining unit member wishes to participate in the program for the 2024-2025 school year. The bargaining unit member may elect to have up to 10% of their monthly pay withheld during the school year. The bargaining unit member must specify (1) the amount to be withheld from the monthly paychecks, and (2) whether they wish to have the withheld amounts paid out during the summer recess period in one or two payments.

- ✓ By April 1, 2024, the LEA must notify the CDE that it has elected to participate in the program, using a form developed by the CDE. The LEA must specify (1) the number of bargaining unit members who are participating, and (2) the total estimated amount to be withheld from the bargaining unit member paychecks for the 2024-2025 school year.
- ✓ By May 1, 2024, the CDE will notify participating LEAs in writing of the estimated amount of state match funding that a participating bargaining unit member can expect to receive. If the \$60,000,000 funding and any available funding from prior fiscal years is insufficient to provide one dollar for each one dollar that has been withheld from the bargaining unit members' paychecks, the CDE must notify the LEAs of the expected prorated amount of state match funds that each classified bargaining unit member could expect to receive.
- ✓ By June 1, 2024, the LEAs must notify the participating bargaining unit members as to the estimated amount of state match funds the bargaining unit member could expect to receive.
- ✓ After receiving the notification, and no later than 30 days after the start of the school year, the bargaining unit member may (1) withdraw their election to participate in the program, or (2) reduce the amount to be withheld from their paycheck.
- ✓ The LEA must then deposit the amounts withheld from participating bargaining unit members' monthly paychecks according to each bargaining unit member's choices, in an account within its general fund known as the Classified School Employee Summer Assistance Program Fund, during the 2024-2025 school year.
- ✓ If any bargaining unit member separates from employment during the 2024-2025 school year, the bargaining unit member is entitled to any pay withheld from their paycheck pursuant to this program; however, the bargaining unit member is not entitled to receive any state match funds.
- ✓ A bargaining unit member who experiences a personal or financial hardship during the 2024-2025 school year may elect to end participation in the CSESAP and request to be immediately paid out any pay withheld from their paycheck pursuant to this program; however, the bargaining unit member is not entitled to receive any state match funds. Payment of any withheld funds shall occur no later than the next pay warrant cycle after the bargaining unit member has made a hardship request.
- ✓ On or before July 31, 2025, the participating LEAs must request payment from the CDE, on a form developed by the CDE, for the amount of the bargaining unit member pay that has been deposited in the Program Fund.


- c. Provide all forms developed and promulgated by the CDE to bargaining unit members. The Employer shall distribute CDE forms within 5-days of receipt or learning of the forms publication, unless the forms are received/published within 5-days of a bargaining unit member cut-off date, in which instance the forms shall be sent electronically on the same day it is received/published and mailed via next day service.
  - d. Bargaining unit members shall be made aware the money will likely not be paid until after August 31, 2025, after summer recess.
3. No participant in the Classified School Employees Summer Assistance Program is barred from applying for, and if selected, working summer school during the summer in which this benefit is earned.
  4. A bargaining unit member may withdraw from *further* participation in the program more than 30-days after the start of the 2024-2025 school year and leave withheld amounts in the program. In such instances, the LEA agrees to report this contribution to the CDE as if contributions had been made for the duration of the program at a reduced percentage.
  5. Both parties agree to move new language into CBA as written here:

(NEW) ARTICLE 14.10 – CLASSIFIED SCHOOL EMPLOYEE SUMMER ASSISTANCE PROGRAM

The District and CSEA shall mutually support participation in the Classified School Employee Summer Assistance Program (CSESAP) each year according to California Education Code Section 45500 (Code Section 45500) and the guidelines published by the California Department of Education (CDE) annually. The District and CSEA agree that in any year in which the State does not budget matching funds under Code Section 45500, the District will not participate in the CSESAP. Participation shall be waived in any year in which the District determines it cannot participate due to fiscal constraints. The District shall provide notice to CSEA no later than the end of the first full week in December in any year in which the District determines it cannot participate. If the CSESAP is removed from the California Education Code, this section shall become null and void.

Agreed on 5/17/23, 2023.

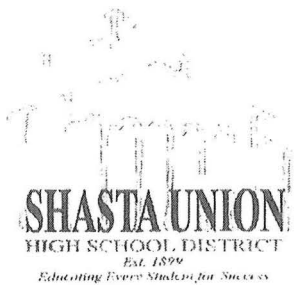
  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Exclusive Representative

  
\_\_\_\_\_  
CBO

  
\_\_\_\_\_  
Chapter President





**Board of Trustees**

Jamie Vericker  
Ron Zufall  
Constance Pepple  
Mike Doran  
Andrea Hoheisel

**Superintendent**

Jim Cloney

Memorandum of Understanding  
Between  
The Shasta Union High School District  
And The Classified School Employees Association Chapter #181 ("CSEA")  
May 3, 2023

This Memorandum of Understanding ("MOU") is entered into by and between the Shasta Union High School District ("District"), the Classified School Employees Association Chapter #181 ("CSEA").

The District and CSEA agree to allow the Transportation Director to have the flexibility to assign up to (6) athletic camp trips during the summer without utilizing a rotation schedule of bus drivers. All other summer break trips will utilize a summer rotation list. This agreement will be in effect from June 10<sup>th</sup>, 2023 until August 8<sup>th</sup>, 2025.

This agreement is not precedent setting.

David Martin, CSEA President

Joan Nevarez, CSEA LRR

Jim Cloney, Superintendent

5/10/23  
Date

5/17/23  
Date

5/18/23  
Date

## **Article 7**

### **BUS DRIVER PROVISIONS**

- 7.1 Established regular daily job assignments consist of all regular and established assignment time. Established job assignments shall be assigned by seniority with greatest hours going to most senior employees. Established regular assigned time shall be developed prior to start of each school year.

#### **7.1.1 Joint Committee**

A joint committee, composed of three employees appointed by the Association and up to three management employees appointed by the District, may meet at least once each month of the regular school year in order to discuss matters of mutual concern regarding bus driver terms and conditions and regarding the implementation and application of the Transportation Handbook for School Bus Drivers. The committee may submit to the District written request that a particular management employee attend a meeting. The District shall arrange to make the management employee available whenever possible. This committee shall not be empowered to change the terms and conditions of this Agreement.

#### **7.1.2 Driver Rotation**

**A driver may remove themselves from any rotation list or be added back to said list upon request by written notice to Transportation Supervisor Director. This may be requested two times per year, July 1st through December 31st and/or January 1st through June 30th.**

**7.1.2.1 The Transportation Director or designee reserves the right to assign drivers to event any trips not covered by regular list rotation; however, such involuntary assignment shall consist of a rotation in the reverse order of driver seniority regardless of opt-out status.**

#### **7.2 Event Trip Assignments**

(Are defined as three hours or more.)

An event trip is defined as any pupil transportation other than regular established assignments (see 7.1 above). Any trip that is scheduled three hours or more shall be considered an Event Trip.

- 7.2.1 Driver pay for ~~event~~ all trips shall be at the individual's rate, except that overtime shall be paid in accordance with Sections 6.5.1 through 6.5.7 of this agreement.

- 7.2.2 Drivers shall be paid for time that they are required to stand by ready and be immediately available to transport students and when the driver must stay with the bus during school-related events. If the hours worked will exceed the legal limits established in the California Administrative Code, then the driver will be paid per diem and be in unpaid status during the required time off.

7.2.3 Drivers assigned to a trip that leaves on a Friday and returns on Sunday are guaranteed a minimum of eight hours pay for Saturday, at the appropriate rate.

7.2.4 The Transportation ~~Supervisor~~ **Director** is responsible to maintain and implement a District rotation list for the assignment of drivers to event trips. The purpose of the rotation list is to provide an equal distribution among employees for the opportunity for event trips.

7.2.5 The rotation shall begin by offering the opportunity in the order of greatest seniority. If the employee declines the trip, then that employee shall not again be offered an event trip until the completion of the rotation. Employees have two work days from the posting of a trip to notify the Transportation ~~Supervisor~~ **Director** of accepting or declining any trip. However, if the driver is unable to take the trip because the trip is canceled, or the driver is on a paid leave, that driver shall be considered again at the time of the next trip. The list is on continuous rotation which is carried over from year to year and shall be posted weekly on the transportation department's bulletin board.

7.2.5.1 Event trip rotation lists are as follows:

- School term, Monday through Friday
- Saturday/Sunday/Holiday (ED and OT shall be paid in accordance with Sections 6.5.1 through 6.5.7 of this agreement)
- School break periods
- Bus Driver/Utility is NOT eligible to be in rotation

7.2.5.2 Any trip that does not allow the driver a minimum of eight (8) consecutive hour's off-duty prior to the start of their next scheduled assignment, the Transportation ~~Supervisor~~ **Director** will determine the starting time for said driver as close as possible to the eight (8) hour requirement. The District will utilize school business time for the first hour of a drivers' time that may be lost due to driving of this event trip assignment. The driver may return to fulfill remaining contracted hours and do alternate duties as assigned. The driver may choose to utilize Personal or Personal Necessity Leave to make-up loss of time of any regularly scheduled assignments for the time not covered under school business.

7.2.7 The Transportation ~~Supervisor~~ **Director** shall have the authority to assign an experienced driver to a trip if, in the ~~supervisor~~ **director's** judgment, the trip is difficult and the next driver on the rotation list lacks the necessary experience. The experienced driver selected in preference shall be moved to the bottom of



the list after the trip. The inexperienced driver shall stay at the top of the list and be next in line for the next event trip.

- 7.2.8 A driver may remove themselves from any rotation list or be added back to said list upon request by written notice to Transportation ~~Supervisor~~ **Director**. This may be requested two times per year, July 1st through December 31st and/or January 1st through June 30th.

### **7.3 Assignment of Drivers to Additional Hours on a Regular Basis**

- 7.3.1 Should additional hours become available for assignment, they shall be posted on the employees' bulletin board in the District Transportation Department.
- 7.3.2 Should current drivers apply for the additional regular hours the following will be considered in determining the driver who receives the additional hours:
- Satisfactory Evaluations for the past 12 months.
  - The new assignment does not exceed 8 hours per day or 40 hours per week.
  - The new hours do not conflict with the employee's current assignment.
  - Seniority: If two qualified drivers apply, the most senior will be considered first.
  - Training and competencies.

### **7.4 Assignment of Extra Duty Trips during the Regular School Day** (Are defined as less than three hours.)

- 7.4.1 The Transportation ~~Supervisor~~ **Director** will maintain a formal rotation list of drivers who work less than eight hours per day.
- 7.4.2 The list will rotate from most senior to least senior. The list is on continuous rotation which is carried over from year to year and shall be posted weekly on the transportation department's bulletin board.
- 7.4.3 As a guiding principle, assignments should not be given to any regular driver if the combination of regular assignment and extra duty trip exceeds a total of eight hours in the day, except in circumstances where the ~~supervisor~~ **director** assigns trips in order to maintain all drivers at the same average.
- 7.4.4 Extra duty trip assignments shall not interfere with the driver's regular assignment.
- 7.4.5 Drivers will not be scheduled for an extra duty trip and an event trip on the same day, if the hours worked will exceed the legal limits established in the California Administrative Code.

7.4.6 Relief drivers may be used if regular drivers do not volunteer for the work according to this article.

7.4.87 Off-site satellite drivers are only eligible for extra-duty trips at their assigned site and will have first priority for those trips.

7.4.98 A Bus Driver/Utility is not eligible for extra-duty trips unless no other driver is available and/or interested.

7.4.109 Drivers shall be paid for time that they are required to stand by ready and be immediately available to transport students and when the driver must return to the transportation department with less than one half hour of time between the trip drop-off and return.

### **7.5 Event Trips**

Any trips that request a charter bus or van shall be approved by mutual agreement between the district and CSEA.

If all available drivers decline a trip, the Transportation Director may schedule appropriately including charter, vans and private owned vehicle.

## **Article 8**

### **HOLIDAYS**

8.1 The following shall be the holiday schedule for employees:

July 4	Independence Day
First Monday in September	Labor Day
A day in lieu of Admissions Day will be mutually designated each year. Typically the Wednesday before Thanksgiving	
	Admissions Day
November 11	Veterans Day
Last Thursday and Friday in November	Thanksgiving Holiday
December 25 and day preceding and day following	Winter Holiday
January 1	New Year's Day
Third Monday in January (determined in year with adoption of school calendar)	Martin Luther King Day
February 12 (Typically adjusted to the second Monday of February)	Lincoln's Day
Third Monday in February	Washington's Day
A <b>Two</b> days of School Spring Recess will be designated each year	Spring Holiday
Last Monday in May	Memorial Day
<b>June 19</b>	<b>Juneteenth</b>

8.2 To be entitled to any of the above paid holidays, an employee must be in a paid status during any portion of the working day immediately preceding or succeeding the holiday. Employees who are not normally assigned to duty during the school holidays of December 24, 25, 26 and January 1, shall be paid for these four holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the recess period.

8.3 If a day other than September 9 (Admissions Day) is designated as a holiday, an employee will be entitled to an alternative paid holiday, provided the employee was in paid status during any portion of the working day preceding or succeeding the scheduled "in lieu of" holiday.

- 8.4 When one of the above holidays falls on a Sunday, the following Monday shall be deemed to be that holiday. When one of the above holidays falls on a Saturday, the preceding Friday shall be deemed to be that holiday.
- 8.5 If an employee has a workweek other than Monday through Friday, and, as a result, the employee loses a holiday to which he or she would otherwise be entitled, the District will provide a substitute holiday or compensation in the amount to which the employee would have been entitled.

## Article 9 VACATIONS

9.1 Paid vacation leave shall accrue for full-time twelve-month employees at the following rates:

Years of District Service	Work Days of Vacation
1-3	10
4-10	15
11 or more	20

9.2 Vacation leave shall be prorated for employees employed less than full-time for 12 months on a proportionate basis based upon the number of hours the part-time employee is paid in comparison with a full-time 12-month employee.

9.3 Upon separation from service, an employee shall be entitled to lump-sum compensation for all earned and unused vacation.

9.4 A holiday falling within a vacation period shall not constitute a vacation day.

9.5 For 12-month employees, accrued vacation may be taken at any time during the year, after consultation with the employee at the site and upon the approval of the site supervisor. If the employee does not utilize the full accrued vacation, the amount not taken shall accumulate for use in the next year or be paid for in cash at the option of the District. In no event shall vacation accumulation exceed the amount earned during a two-school-year period **30-days. Excess vacation accrued shall be paid on or before June 30 each year or employee can put the pay-out into a retirement account or HSA.**

9.6 An employee who commences a prescribed vacation period and subsequently becomes seriously ill or is bereaved before the vacation period has been completed, shall be placed on sick leave or bereavement leave under the following conditions:

9.6.1 The employee otherwise qualified for such leave as provided by this agreement; and

9.6.2 The employee, if physically capable, returns to duty immediately following the vacation period; and

9.6.3 The request for leave is filed with the immediate site supervisor within two weeks of the illness or bereavement or within one week of return to duty.

When the employee's vacation leave is to be converted to illness or bereavement leave, the appropriate vacation credit shall be restored to the employee's earned vacation balance, and a reasonable opportunity to utilize this vacation credit shall be provided for in order to avoid loss of vacation credit.

## **Article 11**

### **HIRING, PROMOTIONS AND TRANSFERS**

#### **11.1 Posting and Filling of Vacancies**

- 11.1.1 A "Vacancy" is any permanent position to which a unit member is not assigned and which has been identified by the Principal/District Administration as needing to be filled.

All vacancies within the unit will be posted within each major work location in the District and by e-mail to all employees using their District e-mail address within each major work location in the District for ~~ten (10)~~ **five (5)** work days. The notices will contain a description of the position and a deadline for the application. Such postings shall be done as soon as the District determines that the position needs to be continued, but no later than thirty (30) calendar days from the date of vacancy. Internal and external postings will also be made available to staff via the District's Human Resources webpage that advertises vacancies. Postings will also list the date and time the vacancy was posted. A copy of the vacancy notice shall be forwarded via e-mail to the Chapter President. All applications for voluntary transfers pursuant to 11.2.2 herein shall be considered for the posted vacancy if the vacant position is the same position on the transfer application.

If the District determines that the position should not be continued or that it remain as an unfilled position, then the District will provide the Association with a written explanation as to why the position will remain unfilled or discontinued. This explanation must be submitted no later than thirty (30) calendar days from the date of vacancy.

Bus Drivers: Refer to Article 7.3 Assignment of Drivers to Additional Hours on a Regular Basis for selection provisions.

- 11.1.2 The positions will be filled according to the revised District policy concerning promotions and hiring existing at the time of signing this agreement. If applicants are judged equally qualified by that process, then the selection shall be based on seniority within the District.

- 11.1.3 All applicants who are District employees shall be entitled to be tested and to be interviewed, as long as the applicant meets the minimum requirements for the position, and as long as the District will not be required to test and interview more than eight (8) District applicants for the position vacancy.

- 11.1.4 An employee who has been promoted shall have a six-month probationary period. The employee will be evaluated at two (2) and five (5) months. The employee may choose to return to any vacancy in his or her previous classification or a lower classification for which the employee is qualified during the six-month probationary period. Additionally, the employee who

does not meet the six-month probationary period shall have a six-month right of re-hire after termination of the promotional period to any vacancy in his or her previous classification or a lower classification for which the employee is qualified.

11.1.5 The probationary period for new hires shall be six months. Time on a leave of absence shall not count toward the probationary period.

## **11.2 Transfers**

11.2.1 A "transfer" is defined as a change of job location within classification.

11.2.2 Involuntary transfers shall be initiated by the Superintendent and shall be based on the needs and best interest of the District. The District shall provide the employee with ten (10) calendar days written notice on involuntary transfers.

11.2.3 Employees may, at any time, submit to the District Office a written request for transfer within their current class to another work location or division within the District. Such requests for transfer shall be on the appropriate District form. The District Office shall maintain a transfer file of all such requests received. The application will remain in effect for that school year in which the application was made.

11.2.4 If two or more applicants are found by the District to be equally qualified, then the applicant with the greatest seniority within the District classified service shall be appointed to the position. If the most senior person is denied the transfer, the supervisor will meet with the employee to explain the reasons for the denial, and, if requested, will explain in writing the reasons for the denial.

## **11.3 Voluntary Demotions**

An employee may apply for a lower paying position. If the vacant position is one in which the employee has held permanency, and the individual can demonstrate proficiency in the skills required for the vacant position, then the procedures and standards for a voluntary transfer shall apply pursuant to Section 11.2 above. Otherwise, the individual employee shall be considered as an applicant under the posting and filling of vacancies, Section 11.1 above.

**14.2.2.10 October 1, 2022 to ~~Current Benefit Year~~ September 30, 2023**

The District shall contribute an Annualized Amount of \$15265.75 for each full-time employee. Of this amount, the District shall contribute \$15157.75 to the Trust for medical, dental, vision and the Employee Assistance Program (EAP) and \$108 for Life Insurance coverage for each full-time employee. Life Insurance coverage is provided to employees whose regular work day is four hours or more. Should the cost of the HDHP-2 plan option fall below the District Cap then if enrolled in the HDHP-2 plan option, the District will contribute the difference between the employee cost and the District Cap to a District Sponsored Health Savings Account on the employee's behalf.

**14.2.2.11 October 1, 2023 to Current Benefit Year**

**The District shall contribute an Annualized Amount of \$15765.75 to each full-time employee. Life Insurance coverage is provided to employees whose regular work day is four hours or more. If enrolled in the HDHP-2 plan option, the District will contribute the difference between the employee cost and the District Cap to a District Sponsored Health Savings Account on the employee's behalf. Any amount over the above District's dollar contribution for dental, vision, medical and life coverage in any benefit year will be deducted from the employee's pay. For any fiscal year in which there is a funded COLA, the District will add the percentage increase of the funded COLA to the existing annualized medical benefit cap for eligible employees. The benefit cap will be updated as necessary following the approval of the state budget to reflect the current year.**



#### **14.6 Educational Cost Reimbursement**

Permanent employees are eligible for reimbursement for tuition and non-consumable supplies and books for college and university work when the courses are approved by the Superintendent in advance of enrolling in the course. The course taken must be one that will improve the employee's skill in the present job class or one that will provide skills necessary for a promotional job class in the District, or District-approved career path. The amount of funds set aside for this purpose will be \$2,000 **\$2,500** per school year for the CSEA unit. The rate of reimbursement for college credit courses will be \$25 **\$50** if not attending Shasta Community College, or the Shasta College per-unit rate if attending Shasta Community College. The district shall offer an annual stipend to eligible employees for an AA degree and a Bachelor's degree per Appendix B payable monthly. Employees shall provide evidence of such degree by ~~March 4~~ **September 30**.

#### ARTICLE 14.10 CLASSIFIED SCHOOL EMPLOYEE SUMMER ASSISTANCE PROGRAM

The District and CSEA shall mutually support participation in the Classified School Employee Summer Assistance Program (CSESAP) each year according to California Education Code Section 45500 (Code Section 45500) and the guidelines published by the California Department of Education (CDE) annually. The District and CSEA agree that in any year in which the State does not budget matching funds under Code Section 45500, the District will not participate in the CSESAP. Participation shall be waived in any year in which the District determines it cannot participate due to fiscal constraints. The District shall provide notice to CSEA no later than the end of the first full week in December in any year in which the District determines it cannot participate. If the CSESAP is removed from the California Education Code, this section shall become null and void.

## Article 16

### **TEMPORARY SHORT-TERM ASSIGNMENTS**

#### **16.1 Filling Short-Term Positions outside the Regular School Term**

##### **16.1.1 Employees Serving in Their Regular Classification**

In the event that the District has ~~temporary~~, short-term assignments to be performed during times when school term employees are not scheduled to work, such assignments shall first be offered to school term employees regularly serving in the classification in which the work is to be performed. Employees working in a ~~temporary~~, short-term assignment in their regular classification shall receive their regular rate of pay.

##### **16.1.2 Employees Serving in Other Than Their Regular Classification**

In the event that there are more ~~temporary~~, short-term assignments in a classification than there are school term employees regularly working in that classification who volunteer for such assignments, the District may offer the work to other eligible employees with school term assignments, regardless of their regular classifications, provided the employee is qualified for the assignment.

Employees performing ~~temporary~~ short-term work other than in their regular classification shall be paid at Step 3 of the classification in which they are working **or a five-percent (5%) increase in the employee's regular compensation, whichever is greater. If assigned to work in a lower class, salary shall not change from regular rate of pay.**

##### **16.1.3 Selection**

The work shall be offered to the most qualified employee, as determined by the District. If two or more applicants are found by the District to be equally qualified, then the applicant with the greatest seniority within the District classified service shall be appointed to the position. If the most senior employee is denied the work, the site supervisor will meet with the employee to explain the reasons for the denial and, if requested, will explain in writing the reasons for the denial.

#### **16.2 Working Out of Class in an Acting Position during the Regular School Term**

##### **16.2.1 General Provisions**

**16.2.1.1 Definition:** Working out of classification occurs when an employee is ~~temporarily~~ assigned to work in a specific, existing classification, thus performing duties which are inconsistent with the duties of the position to which the employee is normally assigned. Working out of classification assignments may be to a classification at a salary range which is the same as, or higher or lower than the employee's normal assignment.

16.2.1.2 Any employee may be required to perform duties inconsistent with those duties assigned to the position by the District as set forth in the District's written class specifications.

16.2.1.3 An employee may be required to work out of classification up to five working days in any 15 calendar-day period without change in pay status. If an assignment to a position in a higher classification exceeds five working days within a 15 calendar-day period, the employee's wages shall be adjusted upward for the entire period he/she is required to work out of classification. The upward adjustment in pay status shall be equal to Step 3 of the appropriate salary range for the work out of classification assignment or a five percent increase in the employee's regular compensation, whichever is greater. If assigned to work in a lower class, salary shall not change from regular rate of pay.

#### 16.2.2 Voluntary Working Out of Class

16.2.2.1 The District may fill any position, in which the regular employee is on leave, on a temporary or acting basis, by either having a substitute or by temporarily allowing an existing employee to work in a higher class. This temporary measure may not exceed 120 calendar days, pursuant to Education Code 45103 and the Agreement.

16.2.2.2 If the leave is expected to be 20 consecutive days or less, the District will normally have a substitute and will not work existing employees in the higher class.

16.2.2.3 If the leave is expected to be more than 20 consecutive days, the District will normally allow existing employees to temporarily work out of class. However, if the District instead employs a substitute, that individual will not be allowed to compete for the position if it subsequently becomes vacant, provided that a qualified existing employee applies for the subsequent vacancy.

16.2.2.4 If more than one employee expresses interest in an "acting" position described in 16.2.1.3 above, the District shall make the selection on the basis of the qualifications after interviews. Seniority shall be the deciding factor if two employees are deemed equally qualified.

#### 16.2.3 Involuntary Working Out of Class

Before an administrator involuntarily assigns an employee to working out of class, the administrator shall offer the work to qualified volunteers employed at the work site of the vacancy.

### 16.3 Pay and Benefits

Pay and benefits for part-time assignments shall be prorated. Payment for ~~temporary~~, short-term summer work shall be made on or about the tenth of the month following the month in which the work is performed. Holidays shall be provided in accordance with the provisions of Article 8. Vacation shall accrue in accordance with Article 9. Because of the nature of ~~temporary~~, short-term assignments, vacation will not ordinarily be approved during the assignment. Leaves shall accrue and may be used in accordance with Article 10. Any paid leave shall be paid at the rate the employee is being paid at the time the leave is taken.

#### **16.4 Evaluation**

Employees serving in ~~temporary~~, short-term assignments in other than their regular classification shall be evaluated during the course of each such assignment. To the extent practicable, the evaluation shall be carried out in accordance with Article 5 and shall be separate from the regular evaluation required by Article 5. An employee receiving an unsatisfactory evaluation in a ~~temporary~~, short-term assignment shall be notified in writing of his/her ineligibility for subsequent ~~temporary~~, short-term assignments within 30 days of the completion of the assignment. The decision may be appealed to the site supervisor, Superintendent or Superintendent's designee. Appeals shall be initiated in writing within 15 days of receipt of notice being appealed. The response to the appeal shall be made within 15 days. The decision of the Superintendent shall be final.

If an individual employee is ~~temporarily~~ assigned to work which is not related to the regular position and does not also constitute working in a higher classification, such ~~temporary~~ assignment shall not be subject to any evaluation process.

#### **16.5 Length of Assignments**

Because of the unpredictable nature of ~~temporary~~, short-term assignments, the District shall have the right to shorten or lengthen such assignments and/or increase or decrease the hours of such assignments. The anticipated duration of the assignment shall be included in the announcement for the position. An employee shall be guaranteed at least 75 percent of the assignment. Employees shall not have displacement rights with respect to ~~temporary~~, short-term assignments. The usual work rules regarding attendance, dress and the like shall apply to summer work assignments.

#### **16.6 Right to Employ Substitute and Short-Term Employees**

Nothing herein shall preclude the District from employing ~~temporary and~~ short-term employees as permitted by the Education Code and/or the Collective Agreement.

#### **16.7 Transfer**

Article 11 shall not apply to ~~temporary~~ short-term assignments.

#### **16.8 Part-Time Employees Serving in Other Than Regular Classification in Temporary short-term Assignment**

If the District elects to employ a part-time employee as a **temporary short-term** employee in a different classification, the employee shall:

- 16.8.1 Have his/her insurance benefit proration adjusted upward for the entire period of temporary service if such period exceeds 20 consecutive days.
- 16.8.2 Be paid at his/her regular step in the classification in which he/she is temporarily serving.
- 16.8.3 Accrue vacation and sick leave for the entire period of temporary service if such period of service exceeds 20 consecutive days.

#### **16.9 Part-Time Employees Serving in Substitute Positions**

If the District elects to employ a part-time employee as a substitute in a different classification, the employee shall:

- 16.9.1 Have his/her insurance benefit proration adjusted upward for the entire period of substitute service if such period exceeds 20 consecutive days.
  - 16.9.2 Be paid at Step 3 of the classification in which he/she is substituting **or a five-percent increase in the employee's regular compensation, whichever is greater. If assigned to work in a lower class, salary shall not change from regular rate of pay.**
  - 16.9.3 Accrue vacation and sick leave for the entire period of substitute service if such period exceeds 20 consecutive days.
- 16.10 If the District elects to employ a part-time substitute in the same classification, whenever possible the work shall be offered first to qualified employees in that classification, in order of seniority, unless the extra work would result in the employee going into overtime.

#### **16.11 Special Project Assignments**

The District may fill up to three (3) special project assignments a year. Special assignments may not exceed 45 work days. Assignments will be offered to qualified unit members first prior to posting outside. The District will notify CSEA prior to starting Special Projects. Additional projects may be approved with union approval



# Shasta Union High School District 2024-25 CSEA Calendar

**July 2024**

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

## DRAFT

12 month employees work all days except holidays

11 month employees do not work during July

**Shaded = 10-month employee work Days (181)**

**August 2024**

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

**September 2024**

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

**October 2024**

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

**November 2024**

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

**December 2024**

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

**January 2025**

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

**February 2025**

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

**March 2025**

Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**April 2025**

Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**May 2025**

Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**June 2025**

Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## HOLIDAYS/RECESSES

Labor Day ..... Sep 2  
 Veteran's Day Holiday ..... Nov 11  
*(by law must be Nov 11 if a weekday)*  
 Thanksgiving Break ..... Nov 25-29  
 Winter Break ..... Dec 20-Jan 6  
 Martin Luther King Day ..... Jan 20  
 Washington Day observed ..... Feb 17  
 Lincoln Day observed ..... Feb 18  
 President's Week ..... Feb 17-21  
 Spring Break ..... April 14-18  
 Memorial Day ..... May 26  
 Juneteenth ..... June 19  
 Thanksgiving - November 28  
 Easter - April 20

## CSEA DATES

School Starts: August 14  
 School Ends: June 4

CSEA Work Day  Aug 12

Snow Day Makeup: June 5

12 month employees work all days except holidays

pending Board Approval

# Shasta Union High School District

## 2025-26 CSEA Calendar

### DRAFT

12 month employees work all days except holidays  
 11 month employees do not work during July  
**Shaded = 10 month employee work days (181)**

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

22

Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14

Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

20

Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
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23

Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30						

17

Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18

Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20

Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

21

Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22

Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

18

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

21

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

4

#### HOLIDAYS/RECESSES

Labor Day ..... Sep 1  
 Veteran's Day Holiday ..... Nov 11  
*(by law must be Nov 11 if a weekday)*  
 Thanksgiving Break ..... Nov 26-28  
 Winter Break ..... Dec 22-Jan 5  
 Martin Luther King Day ..... Jan 19  
 Washington Day ..... Feb 16  
 Lincoln Day observed ..... Feb 17  
 President's Week ..... Feb 16-20  
 Spring Break ..... April 3-10  
 Memorial Day ..... May 25  
 Juneteenth ..... June 19  
 Thanksgiving - November 27  
 Easter - April 5

#### CSEA DATES

School Starts: August 13  
 School Ends: June 4  
  
 CSEA work day (all employees) Aug 11 △  
 Snow Day Makeup: April 3  
*(if snow day is used, the April 3d holiday will be moved to April 7th)*



**PUBLIC DISCLOSURE OF PROPOSED  
COLLECTIVE BARGAINING AGREEMENT**  
(AB-1200, GOVERNMENT CODE SECTION 3547.5)

**School District:** Shasta Union High School District

Name of Bargaining Unit: CSEA  
 What are the effective dates of the proposed agreement? 2023-24  
 Date of Public Meeting: 6/13/23  
 Disclosure prepared by: David Flores

Send to Shasta County Office of Education ten (10) days prior to Board approval.

**A. Proposed Change in Salary**

Indicate the percentage salary change over the prior year salary schedule for the current and two subsequent fiscal years. Are the costs on-going or one-time? **PLEASE SEE ATTACHMENTS**

Year of Proposed Agreement	2023-24	2024-25	2025-26
Percentage Salary Change	6.17%	2.66%	
On-going or one time cost?	75% of funded COLA	75% of funded COLA	

**B. Cost of agreement**

Indicate the costs of salary and benefit increases that would be incurred under the agreement for the current and two subsequent fiscal years. **PLEASE SEE ATTACHMENTS**

Year	2023-24	2024-25	2025-26
Salary	173,526	253,176	253,176
Benefits	62,384	91,019	91,019
Other Costs - Health & Welfare increase	101,565	134,683	134,683
<b>Total Cost</b>	<b>337,475</b>	<b>478,878</b>	<b>478,878</b>

**C. Source of funding**

Indicate the source of funding for the proposed agreement. If Staff reductions would be required, this should be stated. Please use additional pages as necessary.

At this time we feel our ending balance reserves can support the cost of negotiated agreement with CSEA.

The allocation of cost is roughly 80% to the unrestricted reserves and 20% to the restricted reserves.

**D. Major provisions**

List the major provisions and each of the other costs of the agreement for the current and two subsequent fiscal years. Please use additional pages as necessary.

**Agreement**

Please see the attached Tentative Agreement for details, the highlights are as follows;

Two year agreement, 2023/24 and 2024/25

On going salary increase in the amount of 75% of funded COLA for each year of the agreement.

Effective 10/1/23 Health & Welfare increase is as follows;

\$500 increase, effective 10/1/23

Funded COLA increase to medical portion of health and welfare benefits, effective 10/1/23

**E. Impact of proposed agreement on District reserves**

State Recommended Minimum Reserve Level (after implementation of Proposed agreement)

2023-24 = \$2,583,691 at 3.5% (board approved rate)

2024-25 = \$2,563,007 at 3.5% (board approved rate)

2025-26 = \$2,563,007 at 3.5% (board approved rate)

The above reserves are calculated with the cost of settlement agreement for CSEA

District UNRESTRICTED Reserves sufficient to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT for the current and two subsequent fiscal years.

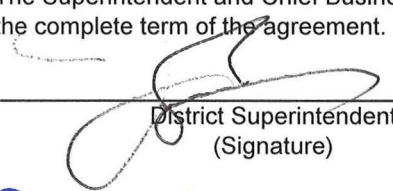
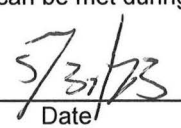

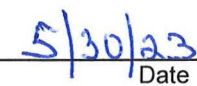
**GENERAL FUND RESERVES**

YEAR	2023-24	2024-25	2025-26
Designated for Economic Uncertainties (Object code 0671)	2,583,691	2,563,007	2,563,007
Board-Designated Reserves (Object code 0672)	7,555,878	6,820,081	5,302,166
Unappropriated Amount (Object code 0679)	-	-	-
<b>TOTAL RESERVES:</b>	<b>10,139,569</b>	<b>9,383,088</b>	<b>7,865,173</b>

If the funding source is the ending balance; the ending balance should be reduced each year by the cost of this agreement.

**CERTIFICATION**

To be signed by the District Superintendent and Chief Business Official when submitted for Public Disclosure before formal action by the Governing Board on the proposed agreement.

The Superintendent and Chief Business Official verify that the costs incurred by the District can be met during the complete term of the agreement.	
 _____ District Superintendent (Signature)	 _____ Date
 _____ District Chief Business Official (Signature)	 _____ Date

**CERTIFICATION**

To be signed by the District Superintendent when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement.

The information provided in this document summarized the financial implications of the proposed agreement and is submitted for public disclosure in accordance with the requirement of AB1200 and GC3547.5	
_____ District Superintendent (Signature)	_____ Date
After public disclosure of the major provisions contained in the Summary, the Governing Board, at its meeting on _____ took action to approve the proposed agreement with the _____ _____ bargaining unit.	
_____ President, Governing Board (Signature)	_____ Date

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Public Hearing for the 2023-24 Proposed Budget & Resolution for Committed Fund Balance

**PREPARER:** David Flores, Chief Business Official

**RECOMMENDATION:** ☒ Action  
☒ Discussion  
☐ Information

**BACKGROUND:**

Governor Newsom released his revised proposal for the 2023-24 State Budget on May 12, 2023. Given the state revenue shortfall since January, the Governor has proposed deeper one-time cuts than proposed at the time.

The proposed 2023-24 Proposition 98 funding is \$106.8 billion, which is \$2 billion lower when compared to the level estimated in January. The May Revision includes payments into the Public School System Stabilization Account, for a balance of \$10.7 billion in 2023-24 and \$9.9 billion in 2022-23. Under current law, there is a cap of 10% on K-12 school district reserves in fiscal years immediately succeeding those in which the balance in the account is equal to or greater than 3% of the total K-12 share of the guarantee. This balance maintains the local district reserve cap in 2023-24.

Governor Newsom fully funds the 8.22% cost-of-living adjustment for the Local Control Funding Formula (LCFF) in 2023-24 at a cost of \$3.4 billion, when combined with declining enrollment. The May Revision utilizes \$2.7 billion in one-time resources to support the ongoing cost of the LCFF, a significant increase since January. The May Revision maintains a \$300 million ongoing proposal to establish an “equity multiplier” as an add-on to the LCFF. While further details will be provided later, the May Revision will reflect several clarifying statutory changes to strengthen the package of statutory accountability changes, including additional assurances that all local educational agencies (LEAs) with low student performance address disparities in the preparation of their educators.

The Arts, Music, and Instructional Materials Discretionary Block Grant is proposed for additional reductions at the May Revision, taking support for the block grant from \$3.6 billion in the 2022-23 Enacted Budget to approximately \$1.8 billion at the May Revision.

The May Revision also proposes to reduce the 2022-23 Learning Recovery Emergency Block Grant from approximately \$7.9 billion to approximately \$5.4 billion.

The May Revision proposed to provide LEAs with additional time to expend the Expanded Learning Opportunities Program (ELOP) funding allocation by extending the expenditure deadline for ELOP funds received in 2021-22 and 2022-23 from June 30, 2023, to June 30, 2024.

Due to greater demand for meals projected for the 2022-23 and 2023-2024 fiscal years at the Governor's Budget, the May Revision includes an additional \$110 million one-time and approximately \$191 million ongoing to fully fund the Universal School Meals Program in the 2022-23 and 2023-24 fiscal years.

Governor Newsom's spending plan in May attempts to reach a balance of protecting existing investments while anticipating continued economic uncertainties. Revenues have continued to underperform since the release of the Governor's proposals in January, forcing the Administration to now recognize a \$31.5 billion budget shortfall, an increase of 9.3 billion since January 2023.

For Newsom, education falls into the category of an investment to protect, as demonstrated by fully funding the historically large cost-of-living adjustment (COLA) for K-14 education; however, doing so comes at the expense of one-time funds reduced in the current year, some of which have already been deposited into LEA coffers. The state budgeting tool box still contains deferrals, reserve account withdrawals, and COLA deficits if revenues continue to slide.

Risks facing the 2023-24 budget are increased borrowing costs due to interest rate hikes by the Federal Reserve, and the delay of personal income and corporation tax revenues until mid-October. The Governor anticipates an estimated \$42 billion in revenue are due to come in the fall - \$24.4 billion from personal income tax and \$13.3 billion in corporation taxes. The Governor does not assume a recession, he projects the U.S. economy will continue to grow, averaging 0.5% growth in the last half of 2023. However; in the event of a mild or moderate recession could change the budget significantly. A mild recession beginning in late 2023 could create an additional \$20 billion shortfall while a moderate recession lasting through 2024 could balloon a deficit by another \$40 billion.

As LEAs, we continue to face near and long-term challenges, including risks to the state revenue forecast, reduced ADA because of COVID-19-related student absences, inflationary pressures (pension rate increases), expiring one-time COVID-19 relief funds and declining enrollment.

## GENERAL FUND

The 2023-24 Proposed Budget includes the following major components:

- COLA % for 2023-24 is 8.22%, 2024-25 is 3.54%, 2025-26 is 3.31%
- Salary step and column movement is included
- STRS and PERS rates based on the May Revise
- Salary and benefits negotiations agreement with SSEA, ESP, CSEA, and Management
- Revenue and expense for the CTE grants
- Elimination of COVID revenue and expenditures as those dollars are utilized according to specific years
- Declining enrollment and correspondingly, ADA

- The 3.5% Reserve for Economic Uncertainties is maintained

The ADA projection for 2023-24 are projected to be 3,713, a decrease of 158 from the prior year. In 2024-25, and 2025-26 are held flat at 3,650. We will continue to monitor our enrollment and ADA projections and make any necessary changes at First Interim.

The Multi-Year Projection (MYP) utilizes the factors listed in the planning factors table above. The projected Unrestricted ending balance for 2022-23 is \$10,040,043, in 2023-24 it is \$12,000,867, and in 2024-25 it is \$12,281,665, and in 2025-26 it is \$11,279,500. On average over the next three years, we are maintaining 16% of total expenditures in our Unrestricted Ending Balance. This is 6% above the 10% minimum reserve we can carryover due to Proposition 2. We are utilizing "Committed" categories, as is allowed by Proposition 2 to carryover above the 10% reserve. The committed expenditures are outlined on a separate resolution that is being proposed along with the Adopted Budget for 2023-24.

General Fund Components of the 2023-24 ending balance are as follows:

Revolving Cash	\$ 17,400
Restricted Programs	9,729,875
<b>Committed Assignments</b>	
Instructional Materials	3,043,006
Declining Enrollment Mitigation	3,164,301
Farm & Foundation Funds	662,191
Information Technology Equipment	1,500,000
Transportation Equipment	1,000,000
Economic Uncertainty 3.5%	2,613,969
<b>Total Projected Ending Balance</b>	<b>21,730,742</b>

## OTHER FUNDS

A summary of the budgets for all other funds of the District follows:

### Shasta Charter Academy Fund 37

The Shasta Charter Academy is projected to have positive fund balances at June 30, 2024, 2025 and 2026. Their ending balance for 2023-24 is budgeted at \$2.4 million which includes a 25% reserve. Their ADA is projected to remain flat for the next three years at 270. For each of the next three years they are projecting a positive change to fund balance in the amount of about \$499k for each year.

### University Preparatory School (U-Prep)

The U-Prep charter is projected to have positive fund balance changes in 2024, 2025 and 2026. The positive fund balance change for 2024 is \$799k, for 2025 it is \$965k, and for 2026 it is \$1m. The U-Prep ending balance is budgeted at \$7.5 million which includes an 8% reserve for economic uncertainty. They project to have an ending balance in 2024-25 of \$8.4 million, and 9.5 million in 2025-26.

### Farm Fund 02

This fund is used to account for the activities at the district farm. This fund accounts for livestock and other sales. For state reporting purposes, this fund is combined with the General Fund. The projected ending balance is \$51,089.

### Adult Education Fund 11

This fund accounts for the Adult Ed program operated by the District. The projected ending balance is \$0. There is no projected contribution from the General fund to the Adult Education Fund. Adult Education is funded through a grant in partnership with Shasta College and other local high school districts. The fund is projected to have \$241k in revenue and an equal amount in expenses.

### Cafeteria Fund 13

The Cafeteria Fund is projected to not encroach on the General Fund for 2023-24, or any of the future two years. The projected ending balance for 2023-24 is \$1.8m. The ending balance is designated for stores, revolving cash and reserves. These funds are not available for the general operating expenses of the district. Food Service has increased their meal count substantially under the Everyone Eats Free program. The increased meal counts has allowed the Food Service program to become a self-sustaining program.

### Deferred Maintenance Fund 14

This money is used for major maintenance projects (painting, roofing, paving, etc.) as determined by the district. The estimated ending balance for 2023-24 is \$426,258. There is a planned \$100,000 transfer in the MYP for each year.

### Pupil Transportation Equipment Fund 15

This fund is used to account for transportation equipment replacements. The projected ending balance for 2023-24 is \$0. We have a beginning balance of \$137,837 which we will use as a down payment for the purchase of 7 new buses.

#### Foundation Trust Fund 16

This fund accounts for the scholarship funds of the District managed by the schools. The ending balance is projected at \$556,348. For state reporting purposes, this fund is combined with the General Fund.

#### Special Reserve Fund 17

This fund is used to offset the deficit spending in the General Fund. In 2014-15 \$500,000 was transferred to the General Fund. An additional \$500,000 was transferred in 2018-19. We currently do not anticipate having to make a transfer from this fund for the next three years. This fund is part of our minimum 10% reserve requirement under Proposition 2. These dollars will be committed for future needs under the stabilization category. The projected ending balance for 2023-24 is \$1.4m.

#### Retiree Benefit Fund 20

This fund accounts for the District's annual contributions to retiree health benefits and the related purchase of such benefits for retirees. In 2019-20 we joined the PERS OPEB Trust Fund. We transferred \$1.6 million to the Trust Fund. The remaining funds were left in fund 20 for operational purposes. It is planned that the remaining funds combined with the annual General Fund contribution will be enough to cover the retiree portion of health benefits annually. In the event it is not, a withdrawal will be made from the Trust to cover the shortfall. The projected ending balance in fund 20 is \$1.3m.

#### Capital Building Bond Fund 21

This fund is for recording the proceeds and expenditures associated with the bond sale of Measure I. The District projects to fully expend fund 21 at the end of summer in 2023-24. The proceeds from the BAN in the amount of \$7,000,000 will be transferred into fund 21 to finish out remaining bond projects. We anticipate a remaining balance of \$759k at the end of 2023-24. These funds will be utilized in smaller bond projects to completely spend down the fund.

#### Capital Facilities Fund (Developer Fees) 25

This fund is the accounting entity for school impact fees on new development. We are projecting fees of \$283,000, expenditures of \$100,000, and a transfer of \$300,000 to Fund 56 to cover the principal and interest payment for the Certificates of Participation (COP's). The COP's were used to complete the Foothill High School campus. The projected 2023-24 ending balance is \$840,920.

#### Special Reserve for Capital Projects Fund 40

This fund was used to deposit the funds from the Bond Anticipation Note (BAN) we did in

2019. We project to transfer the remaining balance of \$1.2m to fund 21 to cover bond project expenditures, leaving an ending balance of \$0 as of June 30, 2023.

#### Bond Interest and Redemption Fund 51

This fund accounts for the receipt of property taxes to repay the principal and interest on the Measure B bond sales. This fund is managed by the county auditor/treasurer. This fund is restricted in use and cannot be used to pay General Fund expenses. Measure I will be tracked out of fund 21.

#### Debt Service Fund 56

This fund is used to repay the Certificates of Participation (COP), Series N refinanced to build Foothill High School and to pay for the Shasta High Multi-Purpose building and the artificial turf fields at Shasta High and the Shasta Learning Center. The source of revenue for the repayment for the Series N COP is developer fees (Fund 25). The combined principal and interest payment for 2024 is \$140,353. This loan will mature at the end of 2024.

#### **REFERENCES:** AB1200



Shasta Union High School District  
2023/24 Adopted Budget  
General Fund  
June 13, 2023

Item	General Fund 2023/24 Adopted Budget			General Fund 2024/25 Projected Budget			General Fund 2025/26 Projected Budget		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>COLA %</b>	<b>8.22%</b>			<b>3.54%</b>			<b>3.31%</b>		
<b>Projected Enrollment</b>	<b>4,016</b>			<b>3,941</b>			<b>3,941</b>		
<b>District ADA</b>	<b>3,713</b>			<b>3,650</b>			<b>3,650</b>		
<b>County ADA</b>	<b>50</b>			<b>50</b>			<b>50</b>		
<b>District + County ADA</b>	<b>3,763</b>			<b>3,700</b>			<b>3,700</b>		
<b>REVENUE</b>									
LCFF	\$ 54,940,400		54,940,400	56,009,340		56,009,340	56,734,442	0	56,734,442
Federal	0	6,778,448	6,778,448	0	2,240,746	2,240,746	0	2,240,746	2,240,746
State	1,435,821	4,291,737	5,727,558	1,435,821	4,291,737	5,727,558	1,435,821	4,291,737	5,727,558
Other Local	2,224,016	4,412,585	6,636,601	2,224,016	4,412,585	6,636,601	2,224,016	4,412,585	6,636,601
<b>Total Revenue</b>	<b>\$ 58,600,237</b>	<b>15,482,770</b>	<b>74,083,007</b>	<b>59,669,177</b>	<b>10,945,068</b>	<b>70,614,245</b>	<b>60,394,279</b>	<b>10,945,068</b>	<b>71,339,347</b>
<b>EXPENDITURES</b>									
Certificated Salaries	\$ 20,917,687	4,725,769	25,643,456	21,855,058	4,646,895	26,501,954	22,549,948	4,792,798	27,342,746
Classified Salaries	7,788,859	3,491,262	11,280,121	8,188,008	3,533,564	11,721,572	8,484,887	3,665,467	12,150,354
Employee Benefits	12,877,017	7,148,845	20,025,862	13,695,747	7,219,637	20,915,384	14,422,172	7,420,091	21,842,263
<b>Total Salary &amp; Benefits</b>	<b>41,583,563</b>	<b>15,365,876</b>	<b>56,949,439</b>	<b>43,738,814</b>	<b>15,400,096</b>	<b>59,138,910</b>	<b>45,457,007</b>	<b>15,878,356</b>	<b>61,335,363</b>
Books & Supplies	2,348,098	4,605,146	6,953,244	2,348,098	835,203	3,183,301	2,348,098	835,203	3,183,301
Services & Other Expenses	4,475,776	1,479,608	5,955,384	4,475,776	1,385,908	5,861,684	4,475,776	1,385,908	5,861,684
Capital Outlay	475,000	2,336,213	2,811,213	475,000	10,000	485,000	475,000	10,000	485,000
*Other Outgo (excluding Transfers of Indirect Costs)	1,300,481	252,970	1,553,451	1,774,162	252,970	2,027,132	1,774,162	252,970	2,027,132
**Other Outgo - Transfers of Indirect Costs	(382,705)	243,799	(138,906)	(382,705)	243,799	(138,906)	(382,705)	243,799	(138,906)
<b>Total Expenditures</b>	<b>49,800,213</b>	<b>24,283,612</b>	<b>74,083,825</b>	<b>52,429,145</b>	<b>18,127,976</b>	<b>70,557,121</b>	<b>54,147,338</b>	<b>18,606,236</b>	<b>72,753,574</b>
<b>DIFFERENCE:</b>	<b>\$ 8,800,024</b>	<b>(8,800,842)</b>	<b>(818)</b>	<b>7,240,032</b>	<b>(7,182,908)</b>	<b>57,124</b>	<b>6,246,941</b>	<b>(7,661,168)</b>	<b>(1,414,227)</b>
<b>OTHER USES - Transfer to Cafeteria</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER USES - Transfer to Retiree Benefits</b>	<b>(620,000)</b>	<b>0</b>	<b>(620,000)</b>	<b>(620,000)</b>	<b>0</b>	<b>(620,000)</b>	<b>(620,000)</b>	<b>0</b>	<b>(620,000)</b>
<b>OTHER USES - Transfer to Transportation Equipment</b>	<b>(11,000)</b>	<b>0</b>	<b>(11,000)</b>	<b>(11,000)</b>	<b>0</b>	<b>(11,000)</b>	<b>(11,000)</b>	<b>0</b>	<b>(11,000)</b>
<b>OTHER SOURCES - Transfers from Retiree Fund</b>	<b>662,000</b>	<b>0</b>	<b>662,000</b>	<b>662,000</b>	<b>0</b>	<b>662,000</b>	<b>662,000</b>	<b>0</b>	<b>662,000</b>
<b>Contributions</b>	<b>(6,900,200)</b>	<b>6,900,200</b>	<b>0</b>	<b>(7,020,234)</b>	<b>7,020,234</b>	<b>0</b>	<b>(7,310,106)</b>	<b>7,310,106</b>	<b>0</b>
<b>Total, Other Financing Sources/Uses</b>	<b>(6,869,200)</b>	<b>6,900,200</b>	<b>31,000</b>	<b>(6,989,234)</b>	<b>7,020,234</b>	<b>31,000</b>	<b>(7,279,106)</b>	<b>7,310,106</b>	<b>31,000</b>
<b>CHANGE TO FUND BALANCE</b>	<b>\$ 1,930,824</b>	<b>(1,900,642)</b>	<b>30,182</b>	<b>250,798</b>	<b>(162,674)</b>	<b>88,124</b>	<b>(1,032,165)</b>	<b>(351,062)</b>	<b>(1,383,227)</b>
<b>AUDIT ADJUSTMENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BEGINNING BALANCE</b>	<b>10,040,043</b>	<b>11,630,517</b>	<b>21,670,560</b>	<b>11,970,867</b>	<b>9,729,875</b>	<b>21,700,742</b>	<b>12,221,665</b>	<b>9,567,201</b>	<b>21,788,866</b>
<b>ENDING BALANCE</b>	<b>\$ 11,970,867</b>	<b>9,729,875</b>	<b>21,700,742</b>	<b>12,221,665</b>	<b>9,567,201</b>	<b>21,788,866</b>	<b>11,189,500</b>	<b>9,216,139</b>	<b>20,405,639</b>
<b>COMPONENTS OF THE ENDING BALANCE</b>									
<b>NONSPENDABLE FUND BALANCE</b>									
Revolving Cash	\$ 17,400		17,400	17,400		17,400	17,400		17,400
Prepaid Expenditures	0		0						
<b>RESTRICTED PROGRAMS</b>		<b>9,729,875</b>	<b>9,729,875</b>		<b>9,567,201</b>	<b>9,567,201</b>		<b>9,216,139</b>	<b>9,216,139</b>
R2600 Expanded Learning Opportunities Program		18,000	18,000		18,000	18,000		18,000	18,000
R6266 Educator Effectiveness, FY 2021-22		250,472	250,472		250,472	250,472		250,472	250,472
R6300 Lottery: Instructional Materials		1,817,645	1,817,645		1,499,582	1,499,582		1,181,519	1,181,519
R7311 Classified Schl Empl. Prof Devlp BG		32,999	32,999		32,999	32,999		0	0
R7412 A-G Access/Success Grant		0	0		0	0		0	0
R7413 A-G Learning Loss Mitigation Grant		0	0		0	0		0	0
R7425 Expanded Learning Opportunities (ELO) Grant		0	0		0	0		0	0
R7426 ELO Grant, ParaProf. Staff		0	0		0	0		0	0
R7435 Learning Recovery BG		4,003,375	4,003,375		4,003,375	4,003,375		4,003,375	4,003,375
R9010 Other Restricted Local		3,607,384	3,607,384		3,762,773	3,762,773		3,762,773	3,762,773
<b>COMMITTED</b>	<b>9,338,448</b>		<b>9,338,448</b>	<b>9,712,681</b>		<b>9,712,681</b>	<b>8,603,639</b>		<b>8,603,639</b>
Instructional Materials (Unrestricted Lottery)	3,043,006		3,043,006	3,043,006		3,043,006	3,043,006		3,043,006
Declining enrollment mitigation	3,133,251		3,133,251	3,976,365		3,976,365	3,341,004		3,341,004
Farm and Foundation Funds	662,191		662,191	666,991		666,991	666,991		666,991
Information Technology Equipment	1,500,000		1,500,000	1,500,000		1,500,000	1,500,000		1,500,000
Transportation equipment	1,000,000		1,000,000	526,319		526,319	52,638		52,638
<b>ASSIGNED</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>UNASSIGNED/UNAPPROPRIATED</b>									
Reserve for Economic Uncertainties - 3.5%	2,615,019		2,615,019	2,491,584		2,491,584	2,568,460		2,568,460

**Shasta Charter Academy**  
**2023-24 Original Budget**  
**Multi-Year Projection**  
**May 30, 2023**

	<b>2023-24 Projected Budget</b>	<b>2024-25 Projected Budget</b>	<b>2025-26 Projected Budget</b>
<b>ENROLLMENT</b>	275	275	275
<b>ADA</b>	270	270	270
<b>REVENUES</b>			
State Aid Undistributed	1,154,723	1,203,259	1,260,526
State Aid Supp/ Conc Grant	308,133	351,832	363,821
EPA Funds	996,967	1,036,247	1,070,340
State Aid Prior Year	-	-	-
In Lieu Property Taxes	1,176,600	1,220,004	1,242,314
Federal Special Education	35,620	35,620	35,620
Other Federal Income	-	-	-
Mandated Costs	14,896	14,896	14,896
State Lottery	45,900	45,900	45,900
State Lottery Restricted	18,090	18,090	18,090
STRS On Behalf	139,847	139,847	139,847
Other State Income	16,200	-	-
Interest	8,500	8,500	8,500
FMV	-	-	-
Local Income	11,000	11,000	11,000
State Special Education	239,651	239,651	239,651
<b>TOTAL REVENUES</b>	<b>4,166,127</b>	<b>4,324,846</b>	<b>4,450,505</b>
<b>EXPENDITURES</b>			
Certificated Salaries	1,843,034	1,916,756	1,993,426
Classified Salaries	421,360	438,215	455,743
Employee Benefits	612,532	640,096	666,020
Books and Supplies	82,100	125,000	125,000
Services & Other Exp	588,015	588,015	588,015
Capital Outlay	-	-	-
Other Outgo / Financing Uses	120,000	120,000	190,000
<b>TOTAL EXPENDITURES</b>	<b>3,667,042</b>	<b>3,828,082</b>	<b>4,018,204</b>
<b>DIFFERENCE</b>	<b>499,085</b>	<b>496,765</b>	<b>432,301</b>
<b>BEGINNING BALANCE</b>	<b>1,918,573</b>	<b>2,417,658</b>	<b>2,914,423</b>
<b>Restatement/Adjustment</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING BALANCE</b>	<b>2,417,658</b>	<b>2,914,423</b>	<b>3,346,724</b>
<b>COMPONENTS OF THE ENDING BALANCE</b>			
Reserve: Revolving Cash	25,000	25,000	25,000
Reserve: Prepaid Expenditures	-	-	-
Reserve: Educator Effectiveness	20,609	20,609	20,609
Reserve: Restricted Lottery	35,100	35,100	35,100
Reserve: State Special Ed	17,380	17,380	17,380
Reserve: Sp Ed Dispute Prevention	-	-	-
Reserve: Mental Health-RItd Svcs	4,020	4,020	4,020
Reserve: Arts Music & IM Disc BG	40,825	40,825	40,825
Reserve: Class Emp Prof Dev BG	-	-	-
Reserve: A-G Access Grant	0	0	0
Reserve: A-G Learning Loss Mit G	0	0	0
Reserve: Exp Lrng Opportunities	-	-	-
Reserve: ELO Para	-	-	-
Reserve: Learning Recovery EBG	156,830	156,830	156,830
Reserve: Low Perf Stu BG	-	-	-
Board Des: Charter Goals	1,058,299	1,514,803	1,899,573
Board Des: MAA	5,673	5,673	5,673
Board Des: Testing	-	-	-
Board Des: Clubs	3,460	3,460	3,460
Board Des: Lottery	133,703	133,703	133,703
Reserve for Economic Uncertainty	916,760	957,020	1,004,551
<b>Total</b>	<b>2,417,658</b>	<b>2,914,423</b>	<b>3,346,724</b>

**University Preparatory Charter School**  
**2023-2024 Proposed Budget**  
**Multi-Year Projection**  
**June 14, 2023**

Item	2023-2024 Proposed Budget	2024-2025 Projected Budget	2025-2026 Projected Budget	Comments
<b>ENROLLMENT</b>	1,015	1,015	1,015	
<b>ADA</b>	985	985	985	97% ADA
<b>REVENUES</b>				
State Aid	\$ 4,311,895	\$ 4,528,984	\$ 4,792,226	
Property Taxes	4,269,674	4,269,674	4,269,674	Based on ADA
EPA	3,277,839	3,547,395	3,664,105	
Mandated Block Grant	38,060	39,557	40,860	Based on ADA
Lottery - Restricted	65,995	64,025	64,025	Based on ADA
Lottery - Unrestricted	167,450	160,555	160,555	Based on ADA
Interest	20,000	20,000	20,000	Budgeted as received
Other Local	0	0	0	Budgeted as received
Title II	17,700	17,700	17,700	
STRS on Behalf	1,141,252	1,141,252	1,141,252	STRS on BEHALF
<b>TOTAL REVENUES</b>	<b>\$ 13,309,865</b>	<b>\$ 13,789,142</b>	<b>\$ 14,170,398</b>	
<b>EXPENDITURES</b>				
Certificated Salaries	\$ 5,649,549	\$ 5,812,087	\$ 5,974,013	
Classified Salaries	574,570	590,083	606,016	
				STRS 23-24 19.10%, 24-25 19.10%, 25-26 19.10% PERS 23-24 26.68%, 24-25 27.70%, 25-26 28.30%
Employee Benefits	2,386,470	2,434,435	2,480,308	
STRS on Behalf	1,141,252	1,141,252	1,141,252	STRS on Behalf - Revenue Off-set
Books and Supplies	541,950	541,950	541,950	Expenditures Remain Flat
401(a) Contribution	130,000	145,000	155,000	Reserve For Charter Goals Available
Services & Other Exp	398,443	398,443	398,443	Expenditures Remain Flat
3% Oversight to SUHSD	227,692	242,291	253,690	
12% Services to SUHSD	1,460,234	1,517,747	1,563,497	Based on Revenues
Capital Outlay	0	0	0	
Other Outgo	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>\$ 12,510,160</b>	<b>\$ 12,823,289</b>	<b>\$ 13,114,169</b>	
<b>DIFFERENCE</b>	<b>799,704</b>	<b>965,853</b>	<b>1,056,228</b>	
<b>OTHER USES</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>CHANGE TO FUND BAL.</b>	<b>\$ 799,704</b>	<b>\$ 965,853</b>	<b>\$ 1,056,228</b>	
<b>BEGINNING BALANCE</b>	<b>6,733,354</b>	<b>7,533,058</b>	<b>8,498,911</b>	
<b>ENDING BALANCE</b>	<b>\$ 7,533,058</b>	<b>\$ 8,498,911</b>	<b>\$ 9,555,140</b>	
<b>COMPONENTS OF THE ENDING BALANCE</b>				
Revolving Cash	\$ 1,000	\$ 1,000	\$ 1,000	
Reserve for Economic Uncertainties	1,000,813	1,025,863	1,049,134	Maintain 8% Reserve
MAA	302,736	302,736	302,736	
Hourly Programs	65,358	65,358	65,358	
Unrestricted Lottery	905,348	905,348	905,348	
Restricted Lottery	453,341	453,341	453,341	
Confucius Classroom	56,258	56,258	56,258	
Ethnic Studies	13,116	13,116	13,116	
Testing	2,993	0	0	
A-G Success Grant	8,393	0	0	
A-G Learning Loss Mitigation Grant	9,020	0	0	
Title II	0	0	0	
Learning Recovery Block Grant	169,094	0	0	May Revision Proposal to reduce funding
Art, Music, Instructional, Discretionary BG	319,535	0	0	May Revision Proposal to eliminate remaining funding
<b>Reserve for Charter Goals</b>	<b>3,226,053</b>	<b>4,675,891</b>	<b>5,708,849</b>	
<b>Unfunded Liability</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	

**Shasta Union High School District  
2023-24 Adopted Budget  
Farm Fund  
June 13, 2023**

<b>Item</b>	<b>2023-24 Adopted Budget</b>
<b>REVENUES</b>	
Livestock Sales	\$ 0.00
Farmhouse Rent	1,200.00
Interest	200.00
Cont. To Program	0.00
<b>TOTAL REVENUES</b>	<b>\$ 1,400.00</b>
<b>EXPENDITURES</b>	
Scholarships	\$ 1,000.00
Cattle Purchase	
Repairs	
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,000.00</b>
<b>DIFFERENCE</b>	<b>\$ 400.00</b>
<b>OTHER SOURCES</b>	
<b>OTHER USES - Trnsfr to Gen Fund</b>	<b>0.00</b>
<b>CHANGE TO FUND BAL.</b>	<b>\$ 400.00</b>
<b>BEGINNING BALANCE</b>	<b>50,689.00</b>
<b>ENDING BALANCE</b>	<b>\$ 51,089.00</b>

**SUHSD**  
**Adult Ed Fund**  
**2023-24 Adopted Budget**  
**June 13, 2023**

Item	0000	6391	7690	Totals
	Undist	Adlt EdBkck	STRS On-Behalf	
<b>REVENUE</b>				
State Aid	0	220,927	20,458	241,385
Interest		0	0	0
Fair Market Value				
Adult Ed Fees	0	0	0	0
Local Income				
Contribution	0	0	0	0
Total Revenue	0	220,927	20,458	241,385
<b>EXPENDITURES</b>				
Certificated Salaries	0	105,943		105,943
Classified Salaries	0	22,777		22,777
Employee Benefits	0	54,049	20,458	74,507
Books & Supplies	0	18,000		18,000
Services & Other Operating Exp	0	9,638		9,638
Capital Outlay	0	0		0
Other Outgo (Ind Cost Rate 5.0%)	0	10,520		10,520
Total Expenditures	0	220,927	20,458	241,385
<b>DIFFERENCE</b>	0	0	0	0
<b>OTHER SOURCES -</b>	0	0		0
<b>OTHER USES</b>	0			0
<b>CHANGE TO FUND BALANCE</b>	0	0	0	0
<b>BEGINNING BALANCE</b>	0	0	0	0
<b>ENDING BALANCE</b>	0	0	0	0

**Shasta Union High School District**  
**2023-24 Adopted Budget**  
**Cafeteria Fund**  
**June 13, 2023**

<b>ITEM</b>	<b>2023/24 Adopted Budget</b>
<b>REVENUE</b>	
Federal Revenue	\$ 2,581,217
State Revenue	476,275
Local Revenue	299,681
Total Revenue	\$ 3,357,173
<b>EXPENDITURES</b>	
Classified Salaries	\$ 963,388
Employee Benefits	468,954
Food & Supplies	1,093,307
Services & Operating Expense	95,894
Capital Outlay	0
Other Outgo	0
Transfers of Indirect/Direct Support Costs	128,387
Total Expenditure	\$ 2,749,930
<b>DIFFERENCE</b>	607,243
<b>OTHER SOURCE - Contrib From Gen Fund</b>	\$ 0
<b>OTHER USES - Debt Repayment</b>	0
<b>CHANGE TO FUND BALANCE</b>	\$ 607,243
<b>BEGINNING BALANCE</b>	\$ 1,249,753
<b>ENDING BALANCE</b>	\$ 1,856,997
<b>COMPONENTS OF THE ENDING BALANCE</b>	
1. Stores	\$ 9,000
2. Revolving Cash	1,175
3. Reserve	1,846,822

**Shasta Union High School District  
2023-24 Adopted Budget  
Deferred Maintenance Fund  
June 13, 2023**

<b>ITEM</b>	<b>2023-24 Adopted Budget</b>
<b>REVENUE</b>	
FMV of Cash	\$ 0
Transfer from Gen Fnd (obj 8091)	100,000
Transfer from fund 40 (obj 8915)	
Interest	1,000
Total Revenue	\$ 101,000
<b>EXPENDITURES</b>	
Plumbing	30,000
Electrical	25,000
Heating and Cooling	25,000
Floor Systems	8,000
Walls	0
Grounds & Fields	0
Painting	0
Paving	0
Pool	0
Replacement Equip.	
Total Expenditures	\$ 88,000
<b>DIFFERENCE</b>	13,000
<b>CHANGE TO FUND BALANCE</b>	\$ 13,000
<b>BEGINNING BALANCE</b>	413,258
<b>ENDING BALANCE</b>	426,258

**Shasta Union High School District  
2023-24 Adopted Budget  
Transportation Equipment Fund  
June 13, 2023**

<b>Item</b>	<b>2023-24 Adopted Budget</b>
<b>REVENUES</b>	
State Revenue	\$ 0
FMV	0
Interest	500
<b>TOTAL REVENUES</b>	<b>\$ 500</b>
<b>EXPENDITURES</b>	
Maintenance & Repairs	\$ 0
Equipment Replacement	149,337
<b>TOTAL EXPENDITURES</b>	<b>\$ 149,337</b>
<b>DIFFERENCE</b>	<b>\$ (148,837)</b>
<b>OTHER SOURCES - Trfr From Gen Fund</b>	<b>11,000</b>
<b>OTHER USES - Trfr to Gen Fund</b>	<b>0</b>
<b>CHANGE TO FUND BAL.</b>	<b>\$ (137,837)</b>
<b>BEGINNING BALANCE</b>	<b>137,837</b>
<b>ENDING BALANCE</b>	<b>\$ 0</b>



**Shasta Union High School District  
2023-24 Adopted Budget  
Foundation Trust Fund  
6/13/2023**

<b>ITEM</b>	<b>2023-24 Adopted Budget</b>
<b>REVENUE</b>	
Contributions/Donations	\$ 150,000.00
Interest	200
Fair Market Value of Cash	(2,000)
Total Revenue	\$ 148,200
<b>EXPENDITURES</b>	
Supplies	0
Scholarships Awarded	\$
District Office	2,000
FHS	132,331
PHS	2,000
SHS	45,023
EHS	22,000
<b>Total Scholarships Awarded</b>	<b>203,354</b>
Total Expenditures	\$ 203,354
<b>OTHER SOURCES - Transfers In</b>	<u>0</u>
<b>CHANGE TO FUND BALANCE</b>	\$ (55,154)
<b>BEGINNING BALANCE</b>	<u>611,502</u>
<b>ENDING BALANCE</b>	\$ 556,348

**Shasta Union High School District  
2023-24 Adopted Budget  
Special Reserve - Non Capital  
June 13, 2023**

<b>ITEM</b>	<b>2023-24 Adopted Budget</b>
<b>REVENUE</b>	
Interest	\$ 6,000.00
Adjust Market Value of Cash	(60,000.00)
Total Revenue	\$ (54,000.00)
<b>EXPENDITURES</b>	
Total Expenditure	\$ 0.00
<b>DIFFERENCE</b>	\$ (54,000.00)
<b>OTHER SOURCES - Trfr from Gen. Fund</b>	0.00
<b>OTHER USES - Trfr to General Fund</b>	0.00
<b>CHANGE TO FUND BALANCE</b>	\$ (54,000.00)
<b>BEGINNING BALANCE</b>	1,458,059.00
<b>ENDING BALANCE</b>	\$ 1,404,059.00

**Shasta Union High School District  
2023-24 Adopted Budget  
Retiree Benefits Fund  
June 13, 2023**

	<u>CTA</u>	<u>ESP</u>	<u>CSEA</u>	<u>Mgmt/ Conf/ Supv</u>	<u>Total</u>
Beginning Balance, July 1, 2022	\$ 1,209,705	\$ (89,296)	\$ 102,423	\$ 141,893	\$ 1,364,725
District Contribution	398,385	84,657	60,306	76,652	620,000
Interest Earnings	3,603	(124)	315	431	4,225
Premiums Paid*	(350,000)	(200,000)	(50,000)	(62,000)	(662,000)
Transferred from CalPers Trust	0	0	0	0	0
2022/23 Contribution of \$500k from Fund 01, Arts, Music, Discr. Blk Grnt	0	0	0	0	0
2022/23 Contribution from A23:R43	\$ 1,261,693	\$ (204,763)	\$ 113,044	\$ 156,976	\$ 1,326,950
Fair Market Value of Cash					38,563
Adjusted Ending Balance					\$ 1,365,513

**Shasta Union High School District  
2023-24 Adopted Budget  
Building Fund (21)  
June 13, 2023**

<b>ITEM</b>	<b>2023-24 Adopted Budget</b>
<b>REVENUE</b>	
Interest	\$ 80,000.00
Fair Market Value of Cash	0.00
Proceeds from Sale of Bonds	0.00
All Other Financing Sources	0.00
<b>Total Revenue</b>	<b>\$ 80,000.00</b>
<b>Expenditures</b>	
Salaries & Benefits	0.00
Audit	7,000.00
EHS Painting	0.00
EHS Field & Track Project	0.00
FHS 2Story HVAC	0.00
SHS Buildings	0.00
SHS 400 Building	0.00
SHS Tennis Courts	0.00
SHS Painting	0.00
SLC Track Resurfacing	517,566.00
Comp Site Scoreboards	0.00
<b>Total Expense</b>	<b>524,566.00</b>
<b>Other Uses</b>	
<b>Other Sources</b>	<b>0.00</b>
<b>Interest and Expense Adjustment</b>	<b>0.00</b>
<b>Beginning Balance</b>	<b>1,204,253.00</b>
<b>Ending Balance</b>	<b>759,687.00</b>

**Shasta Union High School District  
2023-24 Adopted Budget  
Capital Facilities Fund  
June 13, 2023**

<b>ITEM</b>	<b>2023-24 Adopted Budget</b>
<b>REVENUE</b>	
Interest	\$ 5,000
Fair Market Value of Cash	5,000
School Impact Refund	(17,000)
Developer Fees	290,000
Total Revenue	\$ 283,000
<b>EXPENDITURES</b>	
General Supplies	\$ 10,650
Rentals	
Repairs/Upgrades	0
Collection Fees from SCOE	
Admin Charges From General Fund	0
Capital Equipment	100,000
Total Expenditures	\$ 110,650
<b>DIFFERENCE</b>	172,350
<b>OTHER USES - Trfr to Debt Fund</b>	(300,000)
<b>Net Total Transfers In and Out</b>	<b>(300,000)</b>
<b>CHANGE TO FUND BALANCE</b>	<b>\$ (127,650)</b>
Audit Adjustment	0
<b>BEGINNING BALANCE</b>	<b>\$ 968,570</b>
<b>ENDING BALANCE</b>	<b>\$ 840,920</b>

**Shasta Union High School District  
2023-24 Adopted Budget  
Bond Interest and Redemption Fund  
June 13, 2023**

<b>ITEM</b>	<b>2023-24 Adopted Budget</b>
<b>REVENUE</b>	
Local Property Taxes	\$ 8,181,418
Interest	40,000
Increase/(Decrease) FMV of Cash	0
Total Revenue	\$ 8,221,418
<b>EXPENDITURES</b>	
Bond Principal Repayment	\$ 2,500,000
Bond Interest Payment	4,000,000
Total Expenditures	\$ 6,500,000
<b>CHANGE TO FUND BALANCE</b>	\$ 1,721,418
<b>BEGINNING BALANCE</b>	8,748,477
<b>ENDING BALANCE</b>	\$ 10,469,895

**Shasta Union High School District  
2023-24 Adopted Budget  
Debt Service Fund Fund  
June 13, 2023**

<b>ITEM</b>	<b>2023-24 Adopted Budget</b>
<b>REVENUE</b>	
Interest	\$ (6,000)
Inc/(Dec) in FMV of Cash	0
Total Revenue	\$ (6,000)
<b>EXPENDITURES</b>	
Interest	\$ 45,000
Principal	280,000
Offset for Audit Adjustment	0
Total Expenditures	\$ 325,000
<b>INTERFUND TRANSFERS IN</b>	
From Fund 01, object 7619	\$ 0
From Fund 25, object 7619	\$ 300,000
Adjust for Audit Adjustment	0
<b>OTHER SOURCES - Proceeds from COPS</b>	0
Total Interfund Transfers and Other Sources	\$ 300,000
<b>CHANGE TO FUND BALANCE</b>	\$ (31,000)
<b>BEGINNING BALANCE</b>	299,162
Beginning Balance Audit Adjustment	0
<b>ENDING BALANCE</b>	\$ 268,162

**RESOLUTION #21/22-XX OF THE BOARD OF EDUCATION OF THE SHASTA UNION  
HIGH SCHOOL DISTRICT DESIGNATING CERTAIN GENERAL FUNDS AS  
COMMITTED FUND BALANCE**

**WHEREAS**, the Governmental Standards Accounting Board (GASB) has issued Statement No. 54, establishing a hierarchy clarifying constraints that govern how a government entity can use amounts reported as fund balance; and

**WHEREAS**, the Shasta Union High School District Board of Education (Board) has previously adopted Board Policy 3100 acknowledging its authority to commit, assign, or evaluate existing fund-balance classifications and identify the intended uses of committed or assigned funds; and

**WHEREAS**, the committed fund balance classification reflects amounts subject to specific internal constraints self-imposed by the Board; and

**WHEREAS**, once the committed fund-balance constraints are imposed, it requires the constraint to be revised, removed or redirected for other purposes by the Board in the same manner as the Board originally approved the commitment; and

**WHEREAS**, the Board has determined it has specific needs that it elects to fund with portions of its General Fund ending fund balance.

**NOW, THEREFORE, BE IT RESOLVED**, that the Shasta Union High School District Board of Education, hereby commits to utilizing portions of its general fund ending balance, as indicated by the committed fund classification in its financial statements, for the following purposes:

<b>Purpose</b>	<b>Justification</b>	<b>Estimated Amount</b>
Instructional materials	The District see's a need to allocate specific funding toward instructional materials as one time dollars are fully utilized	\$3,043,006
Declining enrollment mitigation	2022-23 through 2024-25 enrollment projections, adopted budget MYP	\$1,133,251
Farm and Foundation Funds	These dollars have a specific need and are rolled into Fund 01 for accounting purposes	\$662,191
Technology equipment refresh	The District has moved to a "one to one" chrome book program for students	\$1,500,000



Transportation Equipment	The District anticipates the purchase of new buses as we move toward electrical and more fuel efficient buses	\$1,000,000
Economic Uncertainty	Minimum Reserve Requirement	\$2,613,969
Fund 17 Special Reserve	Budget Shortfalls	\$1,404,059

**BE IT FURTHER RESOLVED**, that such funds cannot be used for any purposes other than directed above, unless the Board adopts a successor resolution to revise or remove the constraint, or otherwise redirect the funds for other purposes; and

**BE IT FURTHER RESOLVED**, that the district's Superintendent, or their designee, is hereby authorized and directed to finalize the amounts to be committed for the purposes directed above based on the unaudited actual financial report for fiscal year 2022-23 no later than September 12, 2023.

Approved, passed and adopted by the Board of Education of the Shasta Union High School District on the 13 day of June, 2023:

AYES: \_\_\_\_\_

NOTES: \_\_\_\_\_

ABSETEENTIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_, President of the  
Governing Board of the Shasta Union High School  
District

Attested to: \_\_\_\_\_  
\_\_\_\_\_, Clerk of the  
Governing Board of the Shasta Union High School  
District

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Education Protection Account (EPA) Reporting Requirements

**PREPARER:** David Flores, Chief Business Official

**RECOMMENDATION:** ☒ Action  
☐ Discussion  
☐ Information

**BACKGROUND:**

The creation of the Education Protection Account (EPA) by the passing of Proposition 30 on November 6, 2012, created an accountability component. Proposition 30 provides that all K-14 local agencies have the sole authority to determine how the funds received from the EPA are spent, but with these provisions;

- The spending plan must be approved by the governing board during a public meeting
- EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs (as determined through the account code structure)
- Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended

In addition, there will now be a requirement for the annual financial audit to include verification that the EPA funds were used as specified by Proposition 30, and the additional cost of the audit would be an allowable expense from the EPA. If EPA funds are not expended in accordance with the requirements of Proposition 30, civil or criminal penalties could be incurred.

The attached resolution and expenditure report outline how the district will utilize the EPA dollars for 2023-24.

**REFERENCES:**

# **SHASTA UNION HIGH SCHOOL DISTRICT**

**RESOLUTION NO. \_\_\_\_\_**

## **RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT 2023-2024 School Year**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30<sup>th</sup> of each year, the Chief Business Official shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Governing Board of the Shasta Union High School District that:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of the Shasta Union High School District;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Shasta Union High School District has determined to spend the monies received from the Education Protection Act as attached.

PASSED AND ADOPTED by the Board of Trustees of the Shasta Union High School District, Shasta County, California, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Jamie Vericker, President  
Board of Trustees

\_\_\_\_\_  
Jim Cloney, Executive Secretary  
Board of Trustees

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Supplemental Book Adoption

**PREPARER:** Leo Perez  
Associate Superintendent of Instructional Services

**RECOMMENDATION:** ☒ Action  
☒ Discussion  
☐ Information

**BACKGROUND:**

The English Department has requested to adopt the following new supplemental book for

CP English I: *Must Know High School Vocabulary*, Jane R. Rurstein © 2022

Associate Superintendent Leo Perez has read the book and recommends approval.

SHASTA UNION HIGH SCHOOL DISTRICT

**Application for Supplementary Text Adoption**

The following supplementary text is recommended for adoption in the Shasta Union High School District beginning with the 2023-24 school year.

Title: Must Know High School Vocabulary

Author: Jane R. Burstein

Publisher: McGraw-Hill

Edition: N/A Copyright Date: 2022 List Price: \$15

Approximate Number Needed: 40 Total Estimated Cost of Adoption: \$600

Subject or Course in which the supplementary text will be utilized: CP English I

Grade level and ability group: 9th

Lexile Level: N/A

Please indicate the length of time for which this supplementary text will be satisfactory and usable:  
4 years

Please state the reason(s) the committee is recommending this supplementary text:  
This book provides freshmen teachers with a common set of vocabulary terms  
and language instruction which can help foster teacher collaboration through  
this shared resource. Its vocabulary covers multiple subjects across departments.

What criteria were used to evaluate this book?  
Accessibility, chapter organization, relevance of terminology

Does the book contain material that may be considered objectionable, offensive, or controversial?  
Yes        No x If yes, please explain:

Title: Must Know High School Vocabulary

Author: Jane R. Burstein

Publisher: McGraw-Hill

Recommended for adoption by:

EHS Department Chair E. Cooper  
Print Name

E. Cooper  
Signature

FHS Department Chair Claire Hamar  
Print Name

[Signature]  
Signature

SHS Department Chair \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

District Department Chair: [Signature] Robbin Jack  
Print Name

[Signature]  
Signature

I have examined the report and recommend the adoption of this supplementary text by the Governing Board of Trustees.

Associate Superintendent, Instruction: [Signature]

District Superintendent: [Signature]

The above supplementary text was adopted by the Governing Board of Trustees.

Board Approval

\_\_\_\_\_  
Date

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** 2023-24 LCAP Federal Addendum

**PREPARER:** Leo Perez  
Associate Superintendent of Instructional Services

**RECOMMENDATION:** ☒ Action  
☐ Discussion  
☐ Information

**BACKGROUND:**

Adopted by the State Board of Education on March 14, 2018, within California, local educational agencies (LEAs) that apply for Every Student Succeeds Act (ESSA) funds (Title 1,2, and 4) are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the ESSA LEA Plan requirement.

**REFERENCES:**

The 2023-23 LCAP Federal Addendum has been provided to the Board under separate cover. Copies may be obtained by contacting the District Office at (530) 241-3261.



# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** LCAP Local Measures

**PREPARER:** Leo Perez  
Associate Superintendent of Instructional Services

**RECOMMENDATION:** ☒ Action  
☒ Discussion  
☐ Information

**BACKGROUND:**

Each district is required to meet five local measures as follows:

1. Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities (Priority 1)
2. Implementation of State Academic Standards (Priority 2)
3. Parent Engagement (Priority 3)
4. School Climate (Priority 6)
5. Access to a Broad Course of Study (Priority 7)

The Associate Superintendent of Instructional Services will report on whether the District has met or not met the measure before we can submit to the state.

**REFERENCES:**

The 2023-24 Local Performance Indicator Self-Reflection Report has been provided to the Board under separate cover. Copies may be obtained by contacting the District Office at (530) 241-3261.

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Public Hearing Local Control Accountability Plan (LCAP)

**PREPARER:** Leo Perez  
Associate Superintendent of Instructional Services

**RECOMMENDATION:** ☐ Action  
☒ Discussion  
☐ Information

**BACKGROUND:**

With the change to the Local Control Funding Formula (LCFF) in 2013-14, all school districts in California are now required to develop a Local Control Accountability Plan (LCAP). This is a three-year plan with specific goals and actions/services designed to address the eight priorities established by the California Department of Education. In addition to other forms of engagement with various stakeholders (students, parents, staff, administration, the Board), the approval process for the SUHSD LCAP requires a public hearing be held so the Board can hear comments on the 2022-23 Annual Update, draft 2023-24 LCAP, and Parent Budget Overview. Following the public hearing at this meeting, a Board meeting will be held on June 20 to consider the SUHSD LCAP for final approval.

**REFERENCES:**

The 2022-23 Annual Update, draft 2023-24 LCAP, LCAP Infographic and Parent Budget Overview will be posted at least 72 hours prior to the meeting to the District [website](#).