



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
March 14, 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.
 - 4.3 Preliminary Public Employee Performance Evaluations (G.C. 54957). Titles: Chief Business Official, Associate Superintendent/Human Resources and Associate Superintendent/Instructional Services
 - 4.4 Preliminary Public Employee Performance Evaluation (G.C. 54957). Title: Superintendent

5. RECONVENE IN OPEN SESSION – OPENING BUSINESS

- 5.1 Pledge of Allegiance
- 5.2 Mission and Vision Statements

6. RECOGNITION OF STAFF AND/OR STUDENTS

7. 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.

8. APPROVAL OF AGENDA

9. 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.

9.1 Administration

- A. Approve minutes for the February14, 2023 regular Board meeting

9.2 Business Services

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

9.3 Instructional Services

- A. Approve Field Trip Request

9.4 Human Resources

- A. Approve annual Certification of Athletic Coaches
- B. Approve Human Resources Action Report

10. REPORTS

10.1 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

10.2 Principals

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

10.3 Superintendent

10.4 Board Members

11. BUSINESS

11.1 Administration

- A. The Board will conduct the first reading of draft mandated and draft optional Board Policies and Administrative Regulations, as provided by CSBA (*Discussion/Action*)
- B. Presentation of the SUHSD’s initial proposal for negotiation with SSEA, ESP, and CSEA Chapter 181 for 2023-24 (*Information*)

- C. Presentation of the Shasta Secondary Education Association's (SSEA) initial proposal for negotiation for 2023-24 (*Information*)
- D. Presentation of the Educational Support Professionals Association's (ESP) initial proposal for negotiation for 2023-24 (*Information*)
- E. Presentation of CSEA Chapter 181's initial proposal for negotiation for 2023-2024 (*Information*)

11.2 Budget, Finance, Facilities

- A. Approve 2022-2023 Second Interim Budget Report (*Action*)
- B. Approve contract with Blue Tent Farms, dba Wester Grazers for Goat Grazing Services and Foothill High School and Shasta High School (*Action*)
- C. Approve Bus Lease Purchase Agreement Resolution for the purchase of seven buses, Board approved on January 10, 2023 (*Action*)
- D. Approve Foothill High School Sports Boosters Kick-Off Classic Fundraiser event (*Action*)
- E. Approval to enter into a contract with KYA Services LLC (KYA Group) through the California Multiple Award Schedule ("CMAS") contract 4-20-78-0089C to replace the surface of the Shasta Learning Center track (*Action*)

11.3 Instructional Services

- A. Approve Transportation Services Plan (*Action*)

11.4 Human Resources

- A. PUBLIC HEARING: Approve General Waiver Request to Provide a Reduced-Day Extended School Year Program (*Discussion*)
- B. Approve General Waiver Request to Provide a Reduced-Day Extended School Year Program (*Action*)
- C. Approve certificated Mental Health Clinician job description (*Action*)
- D. Approve new classified Mental Health Coordinator job description (*Action*)
- E. Approve new classified Computer Support Tech II job description (*Action*)
- F. Approve Salary Schedules for ESP and Supervisory (*Action*)

12. ADVANCE PLANNING

12.1 Next Meeting Dates: Regular Board Meeting April 4, 2023 and Spring Study Session April 19, 2023

12.2 Suggested Future Agenda Items

13. ADJOURNMENT

13.1 The Board may reopen Public Comment.

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

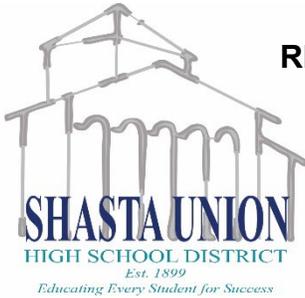
SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Minutes from February 14, 2023 regular Board Meeting

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**

**February 14, 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, Constance Pepple, Ron Zufall, 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 6:30 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 Hoheisel recited the mission and vision statements. This month's student artwork display is from Enterprise High School.

RES. 23-016 That the Board approve the agenda, as presented. (Motion Zufall, second Hoheisel, carried 5-0. Student Board Member Richards: Aye)

RES. 23-017 That the Board approve the consent agenda, as presented. (Motion Hoheisel, second Zufall, carried 5-0. Student Board Member Richards: Aye)

RES. 23-018 That the Board ratify commercial warrants in the amount of \$3,023,338.45 and payroll distributions in the amount of \$4,088,672.09 for the period of 1/01/2023 – 1/31/2023. (Motion Hoheisel, second Zufall, carried 5-0. Student Board Member Richards: Aye)

RES. 23-019 That the Board accept the Quarterly Investment Report. (Motion Hoheisel, second Zufall, carried 5-0. Student Board Member Richards: Aye)

RES. 23-020 That the Board approve a request to declare property as surplus (IT – computers and peripherals). (Motion Hoheisel, second Zufall, carried 5-0. Student Board Member Richards: Aye)

RES. 23-021 That the Board approve the Human Resources Action Report, as follows: *Classified – (New Hires)*: Maite De La Torre, Bilingual Paraprofessional 6.5 hours/10 months (FHS), effective February 1, 2023; Roberto Gomar-Sanchez, Custodian 8 hours/12 months (FHS), effective January 3, 2023; Karlee Raudman, Title 1-Paraprofessional 6.5 hours/10 months (FHS), effective January 10, 2023; and Patricia Sackett, Special Ed-Paraprofessional 5.75 hours/10 months (FHS), effective February 1, 2023. (*Promotion/Position Change*): R Steve Hudson, Athletic Field Tech 8 hours/12 months (SLC), effective February 1, 2023. (*Resigned/Retired*): Joseph Allegretto, Custodian 8 hours/12 months (SHS), effective January 17, 2023; Christa Bates, At-Risk Paraprofessional 6.5 hours/10 months (SHS),

effective January 20, 2023; Karen Liapis, Career Ed Tech 6 hours/10 months (FHS), effective February 6, 2023; Cindie Rhoderick, Food Nutrition Specialist 3.5 hours/10 months (FHS), effective January 30, 2023; Pamela Rutherford, At-Risk Paraprofessional 6 hours/10 months (PHS), effective June 8, 2023; and Denise Yochum, Interpreter 7 hours/10 months (DW), effective February 14, 2023. *Certificated – (New Hires)*: Tabitha DuBois, English 3/5 (FHS), effective January 09, 2023 and Courtney Dipple, CTE 2/5 Dental (SHS), effective February 08, 2023. *(Resignations/Retirements)*: Erin Johnson, CTE Dental 3/5 (SHS), effective December 21, 2022; Jennifer Goodman, Psychology 5/5 (DO), effective May 5, 2023; and Lisa Ferguson, Spanish 5/5 (SHS), effective October 13, 2023. *(Resignations/Retirements Effective June 30, 2023)*: Richard Bonanno, Math 5/5 (FHS); Steve Eckelman, RSP 5/5 (PHS); Karin Fitzhugh, PE 5/5 (EHS); Kathy George, SDC 5/5 (EHS); Susan Glass, IS 5/5 (SCA); Scott Lee, IS 5/5 (SCA); Yang Liu, IS 5/5 (SCA); Joseph Loverde, Math 5/5 (FHS); Jerry Valloton, English 5/5 (FHS); and Kim Zachary, English 5/5 (FHS). (Motion Hoheisel, second Zufall, carried 5-0. Student Board Member Richards: Aye)

- RES. 23-022 That the Board approve the notification of non-reelection to temporary certificated staff and long term substitutes for the 2023-24 school year. (Motion Hoheisel, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-023 That the Board review and re-commit to the CSBA Professional Governance Standards and related Board Bylaws adopted 5/8/01. (Motion Pepple, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-024 That the Board approve the minutes for the January 10, 2023 regular Board meeting. (Motion Pepple, second Zufall, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-025 That the Board excuse Trustee Pepple's absence from the January 10, 2023 regular Board meeting. (Motion Doran, second Hoheisel, carried 5-0. Student Board Member Richards: Aye)
- RES. 23-026 That the meeting adjourn. (Motion Pepple, second Hoheisel, carried 5-0. Student Board Member Richards: Aye)

RECOGNITION OF STAFF AND/OR STUDENTS:

The Board of Trustees and Administration recognized Enterprise High School (EHS) senior Karen Ramirez, Foothill High School (FHS) Health Clerk Kristina Perales, Pioneer Continuation High School (PHS) teacher Cheryl McBryde, Shasta High School (SHS) teacher Sydney Williams, and SHS teacher William Woodbury.

PUBLIC COMMENT:

FHS senior Benjamin Vega Sanchez expressed the need for a larger wrestling facility at FHS. He shared personal accounts of how wrestling has helped himself and others. He stated that it is an outlet to help kids cope with difficulties and that he is now NCAA eligible thanks to wrestling.

FHS senior Conner Shabazian stated that wrestling has taught him respect and to not give up. He stated that the current wrestling facility at FHS is not big enough especially with the large Junior Cougars program.

Shaun Vega Sanchez thanked the Board for hearing his comments regarding the need of a larger wrestling facility at FHS. He stated that the weight room could work temporarily but would not be large enough long term. Mr. Sanchez stated the room needs to be 85' by 55' and that does not include storage or office space. He stated that it was good to see Jim Cloney at Senior Night. Trustee Doran inquired how the wrestling facilities at SHS and EHS compared and if one new facility could be used by all schools. Jim Cloney stated that SHS has the largest facility and that one facility for all three schools would not work because of practice times.

Foothill FFA students Ella Wilson and Maya Taylor provided the Board with an update on current and upcoming events. They thanked the Board for their continuous support of the FFA program.

REPORTS FROM SHASTA UNION HIGH SCHOOL DISTRICT ORGANIZATIONS:

SSEA President Layne McLean thanked Trustees Hoheisel and Zufall for attending the California Teachers Association (CTA) sponsored Board dinner on January 20 along with ESP President Rhonda Minch, SSEA Vice President Dawn Coppolo and SSEA Secretary Lisa Ferguson. He stated that he has been and will continue to make time available at all of the sites to answer questions from SSEA members in preparation for negotiations. Mr. McLean reported that he interviewed with the Fiscal Crisis and Management Assistance Team (FCMAT) who were here to review the Business Services department. He noted that one of the FCMAT employees he spoke with was the co-creator of the LCFF calculator. Mr. McLean reported that the Board approved numerous retirements on the Human Resources Action Report. He stated that it is hard to see his fellow colleagues retire, and he commended Jason Rubin for being proactive on hiring.

SSEA Vice President Dawn Coppolo thanked Trustees Hoheisel and Zufall for attending the CTA Board dinner. She stated that Trustee Zufall and Layne McLean will be conducting a workshop on how to handle dissenting voices at a local California Association of Student Councils (CASC) meeting.

ESP President Rhonda Minch thanked Trustees Hoheisel and Zufall for attending the CTA Board dinner. She thanked Trustee Zufall for inquiring about CTA grant money. Ms. Minch stated that many local Districts were looking at their table at the dinner because of how well everyone worked together. She commended the retirees and stated that she continues to collaborate with Jason Rubin on various recruiting tools in order to fill vacancies.

CSEA President David Martin was not present.

REPORTS FROM PRINCIPALS:

Alternative Education: Tim Calkins thanked Trustees Doran and Zufall for touring PHS. He announced that the wellness center at PHS has been completed. He stated that PHS and Shasta Collegiate Academy (SCA) have implemented new student orientation processes. Twenty-five PHS and SCA students completed the ASVAB and thirty students graduated from PHS. He commended SCA student Onjanise Cleveland on being recognized at the Every Student Succeeding luncheon. Mr. Calkins stated that the student body will celebrate the end of the quarter with ping pong, corn hole, and s'mores.

Enterprise High School: Ryan Johnson stated that after many years, EHS revived the curriculum showcase where approximately eighty families of mostly incoming ninth graders came to learn about the curriculum and offsite Career Technical Education (CTE) programs. He reported that the counselors also hosted the eighth grade parent information night after the curriculum showcase. Other recent events include homecoming and the eighth grade invasion. He stated that he is looking forward to basketball playoffs.

Shasta High School: Shane Kikut reported that SHS hosted their curriculum faire and open house on January 30. He stated that they have various events on campus in honor of Black History Month. The robotics team will partner with NASA scientists this Friday on a project that have been working on. Mr. Kikut stated that one team from the VEX Robotics competition won the state tournament and will compete in the world championship in Dallas. He stated that the eighth grade invasion is scheduled for March 31.

Foothill High School: Kevin Greene updated the Board on current events such as the blood drive, curriculum faire, elective summit, freshman dance, last week's rally for the silent night basketball game and the upcoming playoff games for basketball. He reported that the CTE fire storage building will be finished once a defective door is replaced, and the new scoreboards for the football and baseball fields have been installed. Mr. Greene commended Benjamin Vega Sanchez on pinning four wrestlers over the weekend with an injury. He thanked Trustees Hoheisel and Zufall for touring the FHS campus.

REPORT FROM SUPERINTENDENT:

Jim Cloney reported that he attended FHS's *Club Cougar* at the David Marr Theatre. He stated that he is looking forward to EHS's *Starship* and the SHS musical. Mr. Cloney stated that he has and will continue to tour the campuses with the Board now that the pandemic is over and 90% of the bond projects have been completed. He reported that ten employees submitted their retirement notice by February 1, which qualifies them for the retirement incentive. Mr. Cloney stated that at this time each year, the Board approves the release of temporary positions. He reported that a recruitment video has been made which will be used in advertising. Mr. Cloney reported that FCMAT conducted a comprehensive review of the payroll and business practices in order to assess how the District could be more efficient. He will share the results of the report with the Board when they are ready. Mr. Cloney commended the staff in payroll and business for the January pay period as it was very complicated due to retroactive pay. He stated that most groups across the state are happy with the proposed budget and are in favor of seeing the COLA fully funded. Mr. Cloney stated that there is a strong opposition towards the \$1.2 billion cut to the Music, Arts, and Instructional Materials Block Grant and new spending. He reported that the District will know more when the May revise is released.

TRUSTEE COMMENTS AND LIAISON REPORTS:

Trustee Zufall was pleased to report that the state will not push the COVID vaccine mandates through legislation. He thanked SSEA for inviting him to the CTA Board dinner where he inquired about obtaining money for programs. Trustee Zufall reported that he toured FHS, SHS, and PHS and that he will replace Marianne Johannessen as the Chair of the Simpson College Community Advisory Committee. He noted that Simpson University will be offering a four year engineering degree and a Masters in Business Administration degree. Trustee Zufall encouraged seniors and parents to apply for scholarships and offered his assistance in the application process. He noted that he will not be able to attend the March meeting. Trustee Zufall thanked Dawn Coppolo for the invitation to speak at CASC.

Trustee Doran reported that he went on a tour of SHS and PHS and was amazed by the new projects completed from the Measure I bond.

Trustee Vericker reported that he attended a boys' soccer game between SHS and FHS. He stated that he was interviewed for the FCMAT assessment and commended staff on the feedback from FCMAT. FCMAT informed him that our staff was professional and accommodating and that our District was in the top two best assessments they have ever done. Trustee Vericker reported that he attended the first Shasta County School Boards Association meeting with Trustee Hoheisel. He stated that the meeting focused on the association's purpose and how the association can benefit all districts in the county. Trustee Vericker thanked the schools for displaying scholarship information on the marquees.

DISCUSSION:

CSBA Professional Governance Standards: Jim Cloney stated that the Board annually re-commits to the CSBA Professional Governance Standards and related Board Bylaws. He stated that these governance standards outline practices for effective school Board governance and are a great tool to refer back to should the Board need to find a resolution when differences arise.

Spring Board Study Session: The Board discussed meeting on April 18, 20, or 24 at 5:00pm in the Board Room. The Office of the Superintendent will contact the Board to secure a date. Jim Cloney provided a brief overview of the purpose of the study sessions for the new Trustees.

TRUSTEE COMMENTS (continued):

Trustee Vericker apologized for overlooking Student Board Member Jackson Richards during the Trustee comments and inquired if he had a report. Trustee Richards stated that he missed the January Board meeting because he was attending a CASC conference in Sacramento where forty-seven students from across California presented proposals to assembly members. He thanked the District for sponsoring his registration fee. Trustee Richards attended a successful Superintendent Student Advisory Council meeting last week. He stated that they are looking for a donation for catering services for the local CASC conference on March 25 and notified the Board to contact himself or CASC member Amira Hutcherson with a potential donor.

DISCUSSION (continued):

Monthly Financial Report: David Flores reported that the District is trending where it should be for this time of year. He stated that work has begun on the Second Interim, which will be presented at the March Board meeting.

DISCUSSION (continued):

Career Technical Education (CTE) Pathways Report: Leo Perez provided an overview of the CTE program that has eleven industry sectors. Each sector is broken down by career pathway, available courses, and location. Mr. Perez stated that CTE courses are A-G compliant and bussing services are offered allowing students to enroll in programs that are not on their campus. He noted that the District plans to expand the Business and Finance pathway and that there is an increasing number of teachers obtaining their CTE certification.

Trustee Pepple inquired if robotics is offered at all sites. Mr. Perez stated that the introductory course is offered at all sites and the more advanced Industrial Robotics course is available to all students at SHS.

Trustee Richards inquired what the Administration of Justice (AOJ) pathway entails. Mr. Perez stated that it covers a variety of subjects including law, police work, fieldwork, forensics, etc.

Trustee Zufall stated that he toured SHS Engineering and Advanced Manufacturing teacher Bret Barnes’s classroom. and he commended him on the various certifications students obtain in the class. Trustee Zufall stated that he would be open to introducing students to the digital side of dentistry through his work.

Trustee Doran stated that he met with Shasta Charter Academy Principal Ben Claassen at his campus. He stated that Mr. Claassen spoke very highly of Trustee Pepple. He commended the District on being able to bus students in order to offer the programs for all students.

Trustee Hoheisel inquired what the Building and Construction Trades sector offers. Mr. Perez stated that as part of this sector, students build tiny houses which covers all levels of construction. He noted that the class just built a chicken coop for the District Farm. Trustee Hoheisel inquired if all sectors have internships and if the District could offer more internships. Mr. Perez stated that not all of them do because some are already very involved with the community such as FFA. Mr. Cloney stated that he met with members of Redding Rotary and school counselors to discuss how to better involve students with local businesses. They are currently focusing on hiring students in the culinary sector and will rotate different industries to better involve students with local businesses.

ADVANCE PLANNING:

Next Meeting Dates: March 14, 2023

Suggested Future Agenda Items: Trustee Zufall stated that he could attend the March meeting virtually if he was needed for a quorum.

ADJOURNMENT:

The meeting adjourned at 8:10 p.m.

Ron Zufall, Clerk
Board of Trustees

Jim Cloney, Executive Secretary
Board of Trustees

Bd. Min. 2-14-23 //

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 2/01/23 - 2/28/23

Subfund Totals - Accounts Payable

Payroll Warrants

01	General Fund	2,700,073.03
02	Farm Fund	0.00
05	Student Body Fund	0.00
07	Shasta Charter Academy	47,470.73
08	University Preparatory	222,275.33
11	Adult Education Fund	1,665.45
12	Child Development Fund	0.00
13	Cafeteria/Food Service Fund	119,471.45
14	Deferred Maintenance Fund	0.00
15	Pupil Transportation Eqmt Fund	0.00
16	Foundation Private Purpose Fund	0.00
21	Capital Building Bond Fund	38,320.12
25	Capital Facilities Fund	0.00
35	County School Facilities	0.00
56	Debt Service Fund	0.00
76	Warrant Passthrough	0.00

Salary	3,713,873.04
Supplemental	61,928.46
Manual Payroll	8,754.53
Voids	<u>0.00</u>

Total **\$3,129,276.11**

Total **\$3,784,556.03**

Total Accounts Payable 3,129,276.11

Total Payroll 3,784,556.03

GRAND TOTAL **\$6,913,832.14**

SHASTA UNION HIGH SCHOOL DISTRICT

Date _____

Signed: _____

Date _____

Signed: _____

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Field Trip Requests

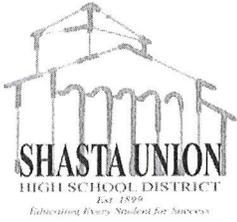
PREPARER: Leo Perez
Associate Superintendent of Instructional Services

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:

Field Trips

Date of trip	School/ Group	Mode of travel	School Days Missed	Destination	Number of Students/Chaperones
April 20-25, 2023	SHS Culinary Club	Car/Air	4	Orlando, FL	12/4
April 24-28, 2023	SHS Robotics	Car/Air	5	Dallas, TX	3/7



Field Trip Request

Requested by: Monique Pruitt School: Shasta High School
 Name of Club, Group or Department: SHS Culinary Club Today's Date: 1/11/2022

FIELD TRIP

Departure Date: April 20, 2023 Time: pm # of Students: 12 # of Chaperones: 1
 Return Date: April 25, 2023 Time: pm # of Substitutes Required: 1 Date(s): 4/27-5/3
 Destination: Walt Disney World Staff Member(s): _____ Parent(s): 3
 City/State: Orlando, FL Monique Pruitt Angela Mellis
 _____ Kimberly Oliver
 _____ Bryon Prosperi
 Outside of California, Oregon, Nevada or Arizona?
 N Y* (If Yes, must have Board Approval)
 Purpose: Cook Around the World National Cooking Competition

****Attach Itinerary ****

Local, In-State, Oregon, Nevada or Arizona trips must have Administrative approval at least **10 days** prior to departure.
 Trips outside of the 4 states and out-of-country 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: Parents
 Date Submitted: _____

FUNDING

Budget Code or ASB Account	Amount
Substitute _____	_____
Transportation _____	_____
Meals _____	_____
Lodging _____	_____
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: [Signature] Date: 1/30/23

APPROVALS

Principal: [Signature] Date: 1/30/2023

Associate Superintendent Instructional Services: [Signature] Date: 2/7/23

Superintendent: [Signature] Date: 2/7/23

*Trips outside of California, Oregon, Nevada and Arizona

Board Approval Date: _____

Itinerary

DEPARTURE

Date: 4/20/2023 Time: 12:50 pm

Departing From Sacramento International Airport

Stops: Arrive Las Vegas 2:10 pm, depart 2:55 pm
Arrive New Orleans, 8:15 pm, depart 9:00 pm

Destination: Orlando, Florida

Estimated arrival time: 11:40 pm

SCHEDULE OF ACTIVITIES

See attached itinerary

CHAPERONES

	Staff	Parents
Monique Pruitt	X	
Angela Mellis		X
Kimberly Oliver		X
Bryon Prosperi		X

RETURN

Date: 4/25/2023 Time: 9:20 am

Departing From Orlando, FLA

Stops: Austin, TX, (arrive 11:10 am, depart 11:55 am)
Ontario, CA (arrive 1:00 pm, depart 2:10 pm)

Return Location: Sacramento, Airport

Estimated arrival time: 3:35 pm

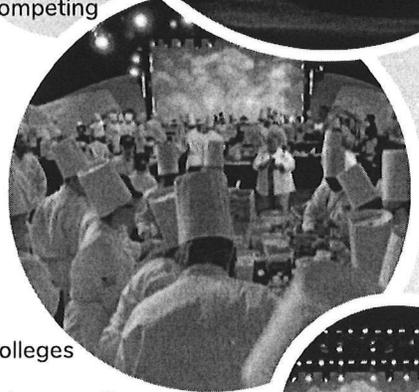
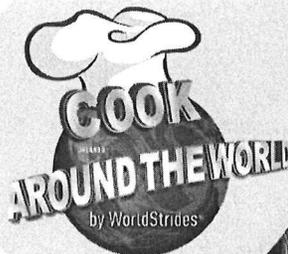
Shasta High School

April 20- April 25, 2023

Disney's Pop Century Resort Orlando, FL

Cook Around The World is a World Class Vacations by WorldStrides Event (WCV).

WCV is the Top Overall Producer in Student Travel for the Walt Disney World® Resort



PRICING INCLUDES:

- Five (5) Night Resort Accommodations at Disney's Pop Century Resort (or similar Disney property)
- Four (4) Day Disney Park Hopper® Ticket to All Four (4) Disney Theme Parks
- Disney Imagination Campus | Hospitality Program
- Hands-On Culinary Improv Competition in Epcot® (Enjoy Lunch/Dinner Prepared by competing students)
 - Learn from a Top 'Celebrity Chef' and some of the World's Best Chefs and Culinary Instructors
 - Choose whether your team wants their food adjudicated as part of the competition or cook for fun!
- International Gala Dinner & Career Forum with Special Guest Speakers
 - Hear from Speakers such as Disney's Resort Management Team, Culinary Professionals and our 'Celebrity Chef'
 - Includes Open Q&A discussion with each speaker
 - Visit with representatives from the top Hospitality/Restaurant Management Colleges
- Trip Cancellation Protection- Cancel with a full refund less \$75 per person initial deposit, up until seven (7) days prior to departure day; covers medical issues, injury, or illness, which prevents trip participation (Medical Doctor Verification Required) COVID-19 and Pandemic Coverage with 100% Refund Guarantee (ask for details)
- All transportation in Orlando between airport (if applicable), resort, and all seminars, sessions, events, and theme parks per trip itinerary
- Cook Around The World Chef Coat
- Services of Our Event Staff
- All packages are inclusive of Taxes and Service Fees

Final documents, including Disney Park Hopper® Ticket and Disney Resort Reservation Numbers, will be available at least 30 days prior to traveling. A park reservation will be required for park admission

PACKAGE COST	QUAD	TRIPLE	DOUBLE	SINGLE
PER PERSON RATE	\$1391	\$1477	\$1641	\$2160

PAYMENT SCHEDULE

Checks or Money Orders are payable to "World Class Vacations" | 7540 Windsor Drive, Suite 202, Allentown, PA 18195 | 1.800.222.4432

Note: Parking fees may apply at your resort

- **FIRST DEPOSIT** (check or money order) of \$75.00 per person is due in our office no later than **October 14, 2022**. Refundable until December 9, 2022 'For Any Reason'
- **SECOND DEPOSIT** of \$375.00 per person is due in our office no later than **December 9, 2022**
- **FINAL BALANCE** due in our office no later than **February 10, 2023**

All changes and/or add-ons must be done in writing and emailed to cook@wcv.com by February 10, 2023

CANCELLATION POLICY

ALL Cancellations must be received in writing - Please email cook@wcv.com - Travel Insurance/ TCP could apply (<https://www.wcv.com/TCP/>)

- Notice of cancellation received in our office prior to **December 9, 2022** will incur NO PENALTY
- Notice of cancellation received in our office between **December 9, 2022** and **February 10, 2023** will incur a \$450.00 PER PERSON PENALTY
- Notice of cancellation received in our office between **February 10, 2023** and departure date will incur a full penalty of package cost and receive NO REFUND

TERMS AND CONDITIONS The trip is under the operation and management of World Class Vacations by WorldStrides (Travel Provider), who will be responsible for supplying all the services outlined in this agreement, except to the extent that supplying such services as outlined cannot be supplied due to causes beyond the control of World Class Vacations. In the absence of negligence by World Class Vacations, School and their participants waive any claims for any damages, loss of property, or injury due to acts of negligence of any resort or any other person or company rendering services for this trip. The same understanding would apply for any optional air transportation provided by any airline. Should World Class Vacations not be able to supply trip inclusions as outlined in this agreement, an appropriate refund will be provided for services not delivered to trip participants. Walt Disney World has the right to change venues and itinerary at their discretion. World Class Vacations reserves the right to cancel the 'Cook Around The World' event should their required participation minimum not be reached by December 9, 2022, in which case, all monies collected will be returned in full and World Class Vacations will have no further obligation.

March 14, 2023

Shasta Union
High School District



CORPORATE HEADQUARTERS
7540 Windsor Drive, Suite 202
Allentown, PA 18195

1-800-222-4432 (phone)
610-391-9094 (local)
610-391-9096 (fax)
info@wcv.com (email)

Website: www.wcv.com
Twitter: @wcvsocial
Facebook: [facebook.com/worldclassvacations](https://www.facebook.com/worldclassvacations)

December 1, 2022

Shasta High School
Monique Pruitt
2500 Eureka Way
Redding, CA 96001
Phone: (530) 941-6675
Email: mpruitt@shusd.net

World Class Vacations
Joleene Waddell
7540 Windsor Drive, Suite 202
Allentown, PA 18195
Phone: (610) 477-5462
Email: joleene@wcv.com

CONTRACT – SHASTA HS – SACRAMENTO TO ORLANDO – APRIL 20 – 25, 2023

This Airfare Only Agreement, made this 1st day of December 2022 by and between WORLD CLASS VACATIONS, hereinafter referred to as TOUR OPERATOR and, hereinafter referred to as SHASTA HIGH SCHOOL in consideration of mutual agreements herein contained, the parties consent to the following:

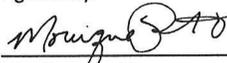
Tour Operator is authorized to arrange SOUTHWEST AIRLINES round trip air – 15 SEATS as follows:

Thu, 4/20/2023	Flight # 266 Flight # 2469	Depart Sacramento (SMF) @ 12:50 PM Depart Las Vegas (LAS) @ 2:55 PM Depart New Orleans (MSY) @ 9:00 PM	Arrive Las Vegas (LAS) @ 2:10 PM Arrive New Orleans (MSY) @ 8:15 PM Arrive Orlando (MCO) @ 11:40 PM
Tue, 4/24/2023	Flight # 485 Flight # 1521	Depart Orlando (MCO) @ 9:20 AM Depart Austin (AUS) @ 11:55 AM Depart Ontario (ONT) @ 2:10 PM	Arrive Austin (AUS) @ 11:10 AM Arrive Ontario (ONT) @ 1:00 PM Arrive Sacramento (SMF) @ 3:35 PM

Times shown are estimated and subject to change based on airlines flight schedules

- Group price for air only is **\$699.00** per seat including current tax, in effect as of November 30, 2022. Please note price is based on current jet fuel and is subject to any fuel related increases or taxes not in effect as of November 30, 2022, which are passed on by the airline no later than **21** days prior to the departure. Baggage fees are **NOT** included in the price. (See #3 below for airline baggage information)
- Payments shall be made by the Agency as follows:
 - \$50.00 per person** NON-REFUNDABLE deposit is due by **November 18, 2022** along with a signed contract. **Rcvd Ck# 29566 on 11/8/22 for \$900.00**
 - The NON-REFUNDABLE final balance is due by **February 10, 2023**.
 - All manifests must have full legal name, including middle name, date of birth and gender is due by **January 20, 2023**.
 - Checks are made payable to World Class Vacations.
- Subject to airlines weight and baggage size restrictions at time of travel and additional baggage fees may apply based on airline policies at time of travel. Any lost/damaged baggage is not the responsibility of World Class Vacations. It is subject to the airlines' rules and limits of liability. <https://www.southwest.com/help/baggage?clk=GFOOTER-CUSTOMER-BAGS>
- Group airfare is based on a minimum of **10 paid passengers**. If you reduce to fewer than 10 people after signing this group air contract, penalties would apply that would result in loss of deposit/payments. This may result in booking as individual reservations and subject to different pricing.
- Since time is of the essence, above payments must be made by dates listed or space will be cancelled, and all payments made will be forfeited to World Class Vacations.
- It is understood that this information is confidential and that all correspondence regarding these flights will be between TOUR OPERATOR and SCHOOL, not the air carrier(s).
- Weather/delays/cancellations are not the responsibility of World Class Vacations and are subject to the airlines policies for delayed/cancelled flights.
- World Class Vacations strongly recommends that each group purchases comprehensive travel insurance within 10 days of the first deposit to TOUR OPERATOR. You would need to book optional insurance at <http://www.travelinsured.com/agency?agency=53833> **Note:** Travel Protection cannot be purchased once final payment is made.
- World Class Vacations is not responsible for airline policy changes.

Agreed by:



Monique Pruitt
Shasta High School

12/2/2022

Date

Agreed by:

Joleene Waddell
World Class Vacations

Date

VOID IF NOT SIGNED AND RETURNED BY DECEMBER 5, 2022



WORLD CLASS vacations

STATEMENT

World Class Vacations

7540 Windsor Dr, Ste 202
Allentown, PA 18195
HOURS: 9:00AM-5:00PM (EST)
Phone: 1-800-222-4432
OR 1-610-391-9094
Fax: 1-610-391-9096
Email: cook@wcv.com

INVOICE TO

Pruitt, Monique
2500 Eureka Way
Redding CA 96001
E-mail: MoniqueNoemail@gmail.com
Phone: (530) 241-4161

DATE

01/12/2023

TRIP NAME Cook Around The World 2023	GROUP NAME Shasta High School	PRIMARY PAYING MEMBER Monique Pruitt	PARTY ID 9361	HOTEL Disney's Pop Century Resort	DATES OF STAY 4 x 04/20/2023 — 04/25/2023 (5 nights) 4 x 04/20/2023 — 04/25/2023 (5 nights) 3 x 04/20/2023 — 04/25/2023 (5 nights) 2 x 04/20/2023 — 04/25/2023 (5 nights) 2 x 04/20/2023 — 04/25/2023 (5 nights) 2 x 04/20/2023 — 04/25/2023 (5 nights)
--	---	--	-------------------------	---	--

Traveler	Tour Role	Occupancy	Room	Base Rate	Upgrade from a 3-Day to 4-Day Park Hopper® Ticket	Extra Night(s) - Quad	Group Airfare	Extra Night(s) - Triple	Extra Night(s) - Double	Fundamentals of Hospitality Program	TOTALS
Kaedynce French	Student	Quad	Kaedynce French	\$1,159.00	\$75.00	\$110.00	\$699.00				\$2,043.00
Pilar Van Sprew Villen	Student	Quad	Kaedynce French	\$1,159.00	\$75.00	\$110.00	\$699.00				\$2,043.00
Kathryn Bundy	Student	Quad	Kaedynce French	\$1,159.00	\$75.00	\$110.00	\$699.00				\$2,043.00
Jacqueline Krohn	Student	Quad	Kaedynce French	\$1,159.00	\$75.00	\$110.00	\$699.00				\$2,043.00
Kimberly Oliver	Chaperone	Quad	Kimberly Oliver	\$1,159.00	\$75.00	\$110.00	\$699.00				\$2,043.00
Kourtney Oliver	Student	Quad	Kimberly Oliver	\$1,159.00	\$75.00	\$110.00	\$699.00				\$2,043.00
Helena Pruitt-Mair	Student	Triple	Helena Pruitt-Mair	\$1,209.00	\$75.00		\$699.00	\$146.00			\$2,129.00
Lauren Davis	Student	Triple	Helena Pruitt-Mair	\$1,209.00	\$75.00		\$699.00	\$146.00			\$2,129.00
Phoenix Shaw	Student	Double	Phoenix Shaw	\$1,299.00	\$75.00		\$699.00		\$220.00		\$2,293.00
Kamden Norderum	Student	Double	Phoenix Shaw	\$1,299.00	\$75.00		\$699.00		\$220.00		\$2,293.00
Angela Mellis	Chaperone	Quad	Kimberly Oliver	\$1,159.00	\$75.00	\$110.00	\$699.00				\$2,043.00

Ginger Mellis	Student	Quad	Kimberly Oliver	\$1,159.00	\$75.00	\$110.00	\$699.00				\$2,043.00
Max Spencer	Student	Triple	Helena Pruitt-Mair	\$1,209.00	\$75.00		\$699.00	\$146.00			\$2,129.00
Kayleann Proserpi	Student	Double	Kayleann Proserpi	\$1,299.00	\$75.00		\$0.00		\$220.00	\$0.00	\$1,594.00
Monique Pruitt	Chaperone	Double	Monique Pruitt	\$1,299.00	\$75.00		\$699.00		\$220.00		\$2,293.00
Tori French	Chaperone	Double	Monique Pruitt	\$1,299.00	\$75.00		\$699.00		\$220.00		\$2,293.00
Bryon Proserpi	Chaperone	Double	Kayleann Proserpi	\$1,299.00	\$75.00		\$0.00		\$220.00		\$1,594.00
SUB-TOTAL											\$35,091.00
1 in 9 complimentary credit x 1 + prorated person:											\$2,079.00
= TOTAL											\$33,012.00
PAYMENT (on 10/31/2022 by E-CHECK)											\$1,125.00
PAYMENT (on 11/08/2022 by E-CHECK)											\$900.00
PAYMENT (on 12/05/2022 by CARD)											\$375.00
PAYMENT (on 12/12/2022 by E-CHECK)											\$5,250.00
= BALANCE DUE											\$25,362.00

A WORLD CLASS VACATIONS EXCLUSIVE EVENT!

PAYMENT SCHEDULE:

ALL pricing and fees are in U.S. Dollars.

1st Deposit of \$1125 is due in our office no later than October 14, 2022.

2nd Deposit of \$375 per person is due in our office no later than December 09, 2022.

Final Payment of \$25512 is due in our office no later than February 10, 2023.

You can make installment payments along the way as long as you meet the necessary deposit schedules listed above.

Canada Residents: Checks or Money Orders need to be in U.S. Dollars and have a 9 digit ABA round number. We are unable to process 5-7 digit checks or money orders. Please make payable to World Class Vacations and mail to address on your invoice.

CANCELLATION POLICY:

Cancellations must be emailed to cook@wcv.com

- Notice of cancellation prior to December 9, 2022 will incur NO PENALTY
- Notice of cancellation between December 10, 2022 and February 10, 2023 will incur a \$450.00 PER PERSON PENALTY
- Notice of cancellation between February 11, 2023 and departure date will result in NO REFUND

OPTIONAL INSURANCE INFORMATION:

Here is one of many Travel Protection options:

United States Residents - <http://www.travelinsured.com/agency?agency=53833>

NOTE: Travel Protection cannot be purchased once final payment is made.

TERMS AND CONDITIONS:

The trip is under the operation and management of World Class Vacations by WorldStrides® (Travel Provider), who will be responsible for supplying all the services outlined in this agreement, except to the extent that supplying such services as outlined cannot be supplied due to causes beyond the control of World Class Vacations by WorldStrides®. In the absence of negligence by World Class Vacations by WorldStrides®, School and their participants waive any claims for any damages, loss of property, or injury due to acts of negligence of any resort or any other person or company rendering services for this trip. The same understanding would apply for any optional air transportation provided by any airline. Should World Class Vacations by WorldStrides® not be able to supply trip inclusions as outlined in this agreement, an appropriate refund will be provided for services not delivered to trip participants. World Class Vacations by WorldStrides® reserves the right to cancel the Cook Around The World by WorldStrides® event should the required participation minimum not be reached by December 10, 2022, in which case, all monies collected will be returned in full and World Class Vacations by WorldStrides® will have no further obligation.

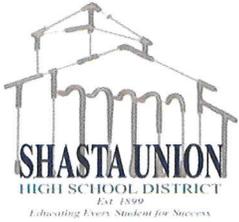
© 2023 <https://mytrip.wcv.com> - All rights reserved.

World Class Vacations

March 14, 2023

Shasta Union
High School District

18



Field Trip Request

Requested by: Bret Barnes School: Shasta High School
 Name of Club, Group or Department: Shasta Robotics/Adv Manufacturir Today's Date: 2/14/23

FIELD TRIP

Departure Date: April 24th, 2023 Time: 6am # of Students: 3 # of Chaperones: 0
 Return Date: April 28th Time: 6pm # of Substitutes Required: 1 Date(s): 4/24-28
 Destination: VEX World Championships Staff Member(s): 1 Parent(s): 6
 City/State: Dallas, TX Bret Barnes
 Outside of California, Oregon, Nevada or Arizona?
 N Y* (If Yes, must have Board Approval)
 Purpose: Compete in VEX Robotics World Championships

****Attach Itinerary****

Local, In-State, Oregon, Nevada or Arizona trips must have Administrative approval at least **10 days prior** to departure.
 Trips outside of the 4 states and out-of-country must have Board approval at least **2 months prior** to departure.

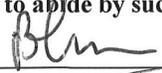
TRANSPORTATION

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: Van to Sac Metro
 Date Submitted: _____

FUNDING

Budget Code or ASB Account	Amount
Substitute _____	_____
Transportation _____	_____
Meals _____	_____
Lodging _____	_____
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: Brian Grigsby  Digitally signed by Brian Grigsby Date: 2022.03.15 13:00:02 -07'00' Date: 2/14/23

APPROVALS

Principal:  Date: 2/15/2023
 Associate Superintendent Instructional Services:  Date: 2/15/2023
 Superintendent:  Date: 2/17/23

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

Board Approval Date: _____

Itinerary

DEPARTURE

Date: April 24th, 2023 Time: 6am
Departing From Shasta High School
Stops: See attached itinerary

Destination: Dallas Texas
Estimated arrival time: 5pm

SCHEDULE OF ACTIVITIES

See attached agenda

CHAPERONES

	Staff	Parents
Bret Barnes		
		All students parents (6 in total)

RETURN

Date: April 28th, 2023 Time: 6pm
Departing From Dallas, Texas
Stops: See attached itinerary

Return Location: Shasta High School
Estimated arrival time:

VEX World Championships 2023 Itinerary

Monday, April 24th

6:00am - Leave Shasta High School (School Van) → Sac. Int Airport
9:30am - Arrive Sacramento Int. Airport
12:05pm - Departure Flight to Dallas/Fort Worth Airport
5:24pm (CST) - Arrive Dallas/Fort Worth Airport
8pm (CST) - Arrive/Check -in Magnolia Hotel, Dallas, TX

(Tuesday - Thursday Itinerary is still “fluid”. VEX hasn’t put out full itinerary as of 3/1/23)

Tuesday, April 25th (All Times (CST))

6am - Breakfast
7am - Leave for Kay Bailey Hutchison Convention Center
7:30am -Arrive Kay Bailey Hutchison Convention Center
8am - Check -in Team
9am - Set-up Pits
9:30am - Qualifying Day 1 rounds begin
12pm - Lunch on our own
6pm - Day 1 Qualifying ends
6:30pm - Return Magnolia Hotel
7pm - Dinner

Wednesday, April 26th (All Times (CST))

6am - Breakfast
7am - Leave for Kay Bailey Hutchison Convention Center
7:30am -Arrive Kay Bailey Hutchison Convention Center
8am - Qualifying Day 2 rounds begin
12pm - Lunch on our own
6pm - Day 2 Qualifying ends
6:30pm - Return Magnolia Hotel
7pm - Dinner

Thursday, April 27th (All Times (CST))

6am - Breakfast
7am - Leave for Kay Bailey Hutchison Convention Center
7:30am -Arrive Kay Bailey Hutchison Convention Center
8am - Final Day of Qualifying begins
10am - All Qualifying rounds end
11am - Finals Allinace Selection
11:30am - Finals Begin
6 pm - Finals end/Award Ceremony
6:30pm - Return Magnolia Hotel
7pm - Dinner/Pack/Get ready to leave

Friday, April 28th

6am (CST) - Wake up Students

6:30am - Breakfast

7am - Leave for DFW Airport

8:30am - Arrive DFW Airport

10:52 am - Depart DFW → Sac. Int. Airport

12:50pm (PST) - Arrive at Sac. Int Airport

1:30pm - Leave for Shasta High (Van)

5pm - Arrive at SHS to drop off students/Put away equipment

5:30pm - Return Van

6pm - Go Home

Welcome!

Earn miles when you join AAdvantage®



Check in beginning 24 hours before departure

Confirmation code HDMFAZ



PLAN TRAVEL TRAVEL INFORMATION ADVANTAGE®



Your trip

« Show all trips

Notifications 0

Check in beginning 24 hours and up to 45 minutes before your flight (90 minutes for international).



Cancel trip



Change seats

Record locator: **HDMFAZ**

Issued: **Tuesday, February 14, 2023**

Trip name: **SMF/DFW**

Status: **Ticketed**

Change trip

You can review before you confirm

Depart

Sacramento, CA to Dallas/Fort Worth, TX

Monday, April 24, 2023

Flight	Depart	Arrive	Travel time	Class	Seats
2081 American Airlines	12:05 PM SMF	5:24 PM DFW	3h 19m	Economy	26A 26B 26C 26D

Welcome!

Earn miles when you join
AAdvantage®



Check in
beginning
24 hours
before
departur

Confirmation code HDMFAZ

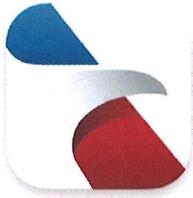
Return

Dallas/Fort Worth, TX to Sacramento, CA

Friday, April 28, 2023

Flight	Depart	Arrive	Travel time	Class	Seats
 2078 American Airlines	10:52 AM DFW	12:50 PM SMF	3h 58m	Economy	26A 26B 26C 26D

[Get alerts for this flight](#)



Get ready to fly with the American Airlines app

Check-in to your flight

Grab your **mobile boarding pass** and add it to your wallet

Checking bags? **Track your bags** on the app

Scan to
download



Welcome!

Earn miles when you join AAdvantage®



Check in beginning 24 hours before departure

Confirmation code HDMFAZ

Price for all passengers
Includes all taxes and carrier-imposed fees

\$2,051.20

[View Details](#)

Passengers

Special Services



Request wheelchair for passenger

[Request wheelchair](#)



Infant in lap (under age 2)

[Add infant in lap](#)

Bret Barnes

F8FD012 (AAdvantage®)

[Add service animal ID](#)

[Add / edit passenger information](#)

Thayne Lowe

[Join the AAdvantage® program](#)

[Add service animal ID](#)

[Add / edit passenger information](#)

Claire Lewis

[Join the AAdvantage® program](#)

Welcome!

Earn miles when you join
AAdvantage®



Check in
beginning
24 hours
before
departur

Confirmation code HDMFAZ

Aiden Garland

[Join the AAdvantage® program](#)

[Add service animal ID](#)

[Add / edit passenger information](#)

Day-of-travel information

Phone: --

[Add / edit information](#)

Helpful links

[Email trip](#)

[Send to calendar](#)

[Reservation and tickets FAQs](#)

[Bag and optional fees](#)

[Print trip and receipt](#)

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Annual Certification of Athletic Coaches

PREPARER: Jason Rubin
Associate Superintendent of Human Resources

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:

This is the annual certification that the District has met all requirements for the certification of Athletic Coaches per Title 5, Section 5593 and 5594. The Human Resources office has reviewed all the certifications and requirements of all Athletic Coaches and they have successfully fulfilled all District and state requirements

SHASTA UNION HIGH SCHOOL DISTRICT

**2200 Eureka Way, Suite B
Redding, CA 96001
(530) 241-3261**

ANNUAL CERTIFICATION OF ATHLETIC COACHES
March 2023

The Board of Trustees of the Shasta Union High School District hereby certifies that the District has met the conditions set forth in the California Code of Regulations, Title 5, Sections 5593 and 5594, regarding certification of athletic team coaches.

Jamie Vericker, President
Board of Trustees

March 14, 2023
Date

Mail to: California Department of Education
1430 N. Street
Sacramento, CA 95814

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Human Resource Action Report

PREPARER: Jason Rubin
Associate Superintendent of Human Resources

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:
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**

NAME	POSITION	EFFECTIVE
<u>Classified</u>		
<u>Hours Increase</u>		
Matej Hornich	Bus Driver, Transportation 5.75 hours/10 months	March 1, 2023
<u>New Hires</u>		
Grace Alvarez-Montgomery	Bus Driver, Transportation 6.5hours/10 months	March 1, 2023
Longhui Huang	Food Nutrition Specialist, SHS 5.5 hours/10 months	March 1, 2023
Andrew Sharp	Custodian, SHS 8 hours/12 months	February 14, 2023
Kai Sun	Food Nutrition Specialist, SHS 5.5 hours/10 months	March 1, 2023
Mei Yu	Food Nutrition Specialist, EHS 5.5 hours/10 months	March 1, 2023
Xia Yuan	Food Nutrition Specialist, SLC 4 hours/10 months	March 1, 2023
<u>Position change</u>		
Heather Frandsen	Specialized Health Care Assistant 7 hours/211 days	March 1, 2023
<u>Probationary release/Termination</u>		
Efrain Marin	Custodian, SLC 8 hours/12 months	February 28, 2023
<u>Resigned/Retired</u>		
Ruth Reyna	Bilingual Paraprofessional, EHS 6.5 hours/10 months	June 8, 2023
Kelly Sandifer	At-Risk Para, Pioneer-MS 5.75 hours/10 months	February 17, 2023

Certificated

Resignations/Retirements

Lou Polcari	Music 5/5, SHS	June 30, 2023
Courtney Kreps	English 5/5, EHS	June 30, 2023
Landon Woollard	Math 5/5, SHS	June 30, 2023

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: First Reading – Draft Administrative Board Policies, Regulations & Exhibits

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.

REFERENCES:

Draft policies were 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: Initial Proposals for Negotiation – SSEA, ESP, CSEA

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:

In order to initiate labor negotiations for the 2023-24 school year, the District will present their initial proposals for Shasta Secondary Education Association (SSEA), the Educational Support Professionals (ESP), and California Employees Association (CSEA) Chapter 181. SSEA, ESP, and CSEA will also present initial proposals. Once initial proposals are presented, public hearings on the proposals will be agendaized for the regular April meeting of the Board of Trustees and formal negotiations can then begin.

After the formal presentation to the Board, all proposals will be posted on the District's website for public review.

INITIAL PROPOSAL
of the
CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION
and its
SHASTA HIGH CHAPTER #181
to the
SHASTA UNION HIGH SCHOOL DISTRICT
For the 2023-2024 School Year

The California School Employees Association and its Shasta High Chapter #181 (together "CSEA") and the Shasta Union High School District ("District") are parties to a Collective Bargaining Agreement (CBA) which remains in full effect until a new contract is reached. Pursuant to the Educational Employment Relations Act (EERA), the CSEA wishes to negotiate changes to the existing Agreement. Specific proposals for all articles to be negotiated will be exchanged after a thorough good faith dialogue at the bargaining table.

Articles and Sections may include but not limited to:

Article 14. Compensation (Employee Salaries and Health Insurance)
A fair and equitable increase to the salary schedule.

A fair and equitable increase to Cap of the Health and welfare
Benefits.

The CSEA may propose concepts and specific contract language upon receipt of proposals by the Shasta Union High School District.

Furthermore, the CSEA may propose other specific contract language regarding wages, hours and other terms and conditions of employment pursuant to this notice and the negotiations process.



Dave Martin, CSEA President #181

4/27/23
Date

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: 2022-23 Second Interim

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:

The Education Code requires the Board to certify whether or not the district will be able to meet its financial obligations twice each year. The purpose of these reports is to ensure the Board is informed of budget conditions and alerted to potential financial problems. This interim report consists of:

- Narrative description of all funds
- General Fund Cash Flow Forecast
- Multi-Year Projection
- Certification of Interim Report

This interim report is developed in the Business Office by analyzing actual financial activity and making revenue and expenditure projections based on the most current information available.

REFERENCES:

AB1200

Copies of the Second Interim SACS Report have been provided to the Board under separate cover. Copies may be obtained by contacting the District Office at (530) 241-3261.

The Governor released the proposed state budget for 2023-24 on January 10, 2023. The proposal includes an 8.13% cost of living adjustment (COLA) to the Local Control Funding Formula (LCFF). The 2023-24 Governor's Budget acknowledges the passage of Proposition 28 (The Arts and Music in School-Funding Guarantee and Accountability Act) and provides approximately \$941 million for this purpose. But in turn, the Budget proposal pulls back \$1.2 billion from the Arts, Music and Instructional Materials Discretionary Block Grant that was included in the Budget Act of 2022, reducing the grant from approximately \$3.5 billion to approximately \$2.3 billion.

The Budget also proposes to delay the \$550 million that was planned for the California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facilities Grant Program in 2023-24 to 2024-25. In addition, the Budget proposes a decrease of \$100 million in planned support for the School Facility Program, reducing the planned allocation in 2023-24 from approximately \$2.1 billion to approximately \$2.0 billion.

Although the Budget fully funds the estimated COLA and avoids cuts to ongoing education programs, we should be aware of the estimated \$22.5 billion state budget deficit for the 2023-24 fiscal year. The budget proposes to address this deficit through funding delays, reductions and pullbacks, fund shifts, trigger reductions and borrowing, which, aside from the school facilities funding delays and the Arts, Music and Instructional Materials Discretionary Block Grant pullback noted above, do not affect TK-12 education programs. The current state revenue forecast assumes only slower economic growth, however, this is a risk of further state revenue shortfalls that could result in additional cuts to education spending and/or withdrawals from the Public School System Stabilization Account (PSSSA).

The Governor's 2023-24 proposed budget includes an 8.13% COLA to the LCFF. Declining enrollment protection for school districts will continue to be based on the greater of current year, prior year, or the average of the most recent three prior years' ADA.

One of the new ongoing TK-12 education spending proposals in the Governor's Budget is the inclusion of \$300 million for the creation of the Local Control Funding Formula Equity Multiplier. The Equity Multiplier will be a new source of funding that is allocated to LEAs based on school eligibility, specifically to schools offering grades no higher than grade eight with federal free (not reduced) meal eligibility of 90% or more and to schools offering any grades from nine through 12 with federal free (not reduced) meal eligibility at 85% or above. LEA allocations will be based on their eligible schools' prior year enrollment with no school receiving less than \$50,000.

These are only some the proposals included in the Governor's January Budget proposal. The Governor will release another revision to the 2023-24 Budget in May, known as the May Revise. The major question everyone is asking is whether the State will be able to fund the 8.13% proposed COLA or whether it will be reduced or defunded. We will learn more in May, and ultimately the Legislature has until June 30 to adopt a budget.

2022-23 Second Interim Assumptions

LCFF COLA	2022-23	2023-24	2024-25
2nd Interim	6.56%	8.13%	3.54%
Augmentation	6.70%		
Total	13.26%	8.13%	3.54%
1st Interim	6.56%	5.38%	4.02%
Augmentation	6.28%		
Total	12.84%	5.38%	4.02%
CalSTRS			
2nd Interim	19.10%	19.10%	19.10%
1st Interim	19.10%	19.10%	19.10%
CalPERS			
2nd Interim	25.37%	27.00%	28.10%
1st Interim	25.37%	25.20%	24.60%
ADA			
2nd Interim	3,825	3,713	3,650
1st Interim	3,800	3,750	3,650
LCFF Funded ADA*	4,038	3,989	3,903
Minimum Wage	\$15.50	\$16.00	\$16.40
*Based on the greater of current year, prior year or 3-prior year average			

Following is a summary of our revised 2022-23 budget and an updated multi-year projection based on the most current information we have.

Multi Year Projection Unrestricted			
Description	2022-23 Projected Budget	2023-24 Projected Budget	2024-25 Projected Budget
Revenue	54,372,556	58,091,436	59,112,439
Expense	48,152,258	50,504,800	52,290,377
Transfers In	577,000	657,208	630,000
Transfers Out	(7,353,761)	(7,141,920)	(7,729,666)
Fund Change	(556,463)	1,101,924	(277,604)
Beginning Balance	10,598,575	10,042,112	11,144,036
Ending Balance	10,042,112	11,144,036	10,866,432
3.5% REU	2,732,931	2,593,947	2,569,473
Farm & Foundation	666,991	666,991	666,991
Total	3,399,922	3,260,938	3,236,464
Committed Reserves	6,642,190	7,883,098	7,629,968

Multi Year Projection Restricted			
Description	2022-23 Projected Budget	2023-24 Projected Budget	2024-25 Projected Budget
Revenue	26,496,941	15,967,599	12,632,042
Expense	28,752,169	22,977,480	20,492,642
Transfers In	6,674,438	6,511,420	7,099,166
Transfers Out	(500,000)	0	0
Fund Change	3,919,210	(498,461)	(761,434)
Beginning Balance	7,819,008	11,738,218	11,239,757
Ending Balance	11,738,218	11,239,757	10,478,323

Multi Year Projection Unrestricted & Restricted			
Description	2022-23 Projected Budget	2023-24 Projected Budget	2024-25 Projected Budget
Revenue	80,869,497	74,059,035	71,744,481
Expense	76,904,427	73,482,280	72,783,019
Transfers In	7,251,438	7,168,628	7,729,166
Transfers Out	(7,853,761)	(7,141,920)	(7,729,666)
Fund Change	3,362,747	603,463	(1,039,038)
Beginning Balance	18,417,583	21,780,330	22,383,793
Ending Balance	21,780,330	22,383,793	21,344,755

The 2022-23 Budget revenue and expenditures have been updated. LCFF revenues increased as a result of increasing ADA. Federal revenues increased with the addition of the Forest Reserve Funding and increases to ESSER and GEER funding. The restricted state revenues increased as funding for the Arts, Music, and Instructional Materials Discretionary Block Grant, CTEIG, and Learning Recovery Emergency Block Grant funds were added. The Local Revenue section increased with the addition of K12 Strong Work Force grant funding, as well as a budgeted increase from SELPA for the Special Ed. transfer, and higher revenues for facility use, bus services to outside districts, and the GATE program for testing.

Salaries and benefits increased by \$265,283, this is about a half a percent increase from the First Interim projection. The budget was increased for extra duty and sub costs. The other major categories such as supplies, services, and capital expenditures increased based on the added revenue discussed above. As revenue has been added for new programs, so too has expense to reflect projected expenditures of the added revenues.

Standards and Criteria

School districts are required to conduct an interim review of their financial operations in accordance with State-adopted standards and criteria. This process has been in effect for several years. In addition, AB-1200 requires each district to determine whether it can meet its multi-year financial commitments.

Two of the primary criteria for making a determination of ability to meet financial obligations are cash balance and fund balance. The cash balance is monitored on a monthly basis and projected forward to determine any future shortfalls. Combined between Unrestricted and Restricted, we project a fund balance change of \$3.3m in 2023, a \$603k increase in 2024, and to deficit spend by \$1m in 2025. Based on the Multi-Year projection and cash flow analysis, I am recommending a positive certification.

NARRATIVE DESCRIPTION OF ALL FUNDS

District financial operations are carried out through fourteen separate funds. Each fund is a distinct accounting entity established for a specific purpose. Budget reports are included for each fund. All funds are included in the state SACS report provided under separate cover. The current year outlook for each funds is described below:

General Fund

The General Fund is the district's primary operating fund.

The components of the 2022-23 ending balance are as follows:

Revolving Cash	\$ 17,400
Restricted Ending Balance	11,738,218
Unrestricted Lottery	2,865,748
Farm & Foundation Funds	666,991
Committed Funds	3,759,042
Economic Uncertainties – 3.5%	2,732,931
Total Projected Ending Balance	\$21,780,330

Charter Schools (2)

The charter schools are projected to have positive cash and fund balances for the current and subsequent two years.

Shasta Charter Academy – The charter continues to manage its program and finances. SCA maintains a 25% reserve for economic uncertainties, which totals \$843k. The projected ADA for Second Interim, and each of the next two years is 270. SCA is projecting to have a positive fund balance change for the current year and the next two.

University Preparatory School – The UPrep charter enrollment is projected to be 999. UPrep maintains 8% for Economic Uncertainty. UPrep is budgeted to have \$2.5m designated for Charter Priorities. The total ending balance is \$6.7m, they are not projected to deficit spend in the current or next two years.

Farm Fund

This fund is used to account for the activities at the district farm. The projected ending balance is \$50k. For state reporting purposes, this fund and the Foundation Trust Fund are combined with the General Fund.

Adult Education Fund

This fund accounts for the Adult Ed program operated by the District. Funds in this account are restricted in their use. The projected ending balance is \$0.

Cafeteria Fund

State wide all meals served by Food Service are free. The reimbursement rate is helping our Food Service program with its deficit spending issue. There is currently no contribution budgeted from the General Fund to the Cafeteria Fund for Second Interim. Projected revenues are \$3.3m, expenditures are budgeted to be \$2.6m. The Food Service Department should have a positive net fund balance increase of \$714k, with a projected ending balance of \$1.2m.

Deferred Maintenance Fund

This money is used for major maintenance projects (painting, roofing, electrical, etc.). Projected expenditures are \$87k, the projected ending balance is \$413k.

Pupil Transportation Equipment Fund

This fund is used to account for transportation equipment replacement. At this time there are no projected equipment purchases, the ending balance is \$138k. These funds will be utilized toward the purchase of the seven new buses we are receiving.

Foundation Trust Fund

This fund accounts for the scholarship funds within the District. The ending balance is projected at \$611k. For state reporting purposes, this fund and the Farm Fund are combined with the General Fund.

Special Reserve Fund

This fund is used for non-capital purposes. The 2022-23 estimated ending balance is \$1.5m. We are not budgeting any transfers to the general fund for the current or next two years. These funds are considered committed toward any unfunded COLA in future years if necessary.

Retiree Benefit Fund

This fund accounts for the District's annual contributions to retiree health benefits and the related purchase of such benefits for retirees. Each employee group shares in the District's contribution. The projected ending balance is \$1.4m.

Building Fund (Bond Projects)

This fund is used for the recording of Measure I (bond) expenditures. We're projecting to spend \$2.2m by the end of the 2022-23 fiscal year. The beginning balance is \$2m. The revenue, less expenditures plus the beginning balance will bring the ending balance to \$1.2m in fund 21, after transferring \$1.2m from fund 40.

Capital Facilities Fund (Developer Fees)

This fund is the accounting entity for school impact fees on new development. This money is not available for the general operating expenses of the district. These funds are used to furnish classrooms and provide growth-driven facilities and equipment. The projected ending balance for this fiscal year is \$968k. We are utilizing some of these funds for capital projects. This fund is also used to pay the debt service on the Certificates of Participation, the estimated annual payment for this year is \$300k.

Special Reserve Fund for Capital Projects

This fund was used to deposit the funds from the Bond Anticipation Note (BAN) we did in 2019. We project to transfer \$4.7m to fund 21 to cover bond project expenditures, leaving an ending balance of \$1.2m.

Bond Interest and Redemption Fund

This fund accounts for the receipt of property taxes to repay the principal and interest on the Measure B and Measure I 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.

Debt Service Fund

This fund is used to repay the COPs (Series N) issued in February of 2010. Series N combined the FHS (Series B) and SHS (Series M) COPs issues to take advantage of reduced interest rates. The estimated ending balance for this fund is \$299k.

Shasta Union High School District
2022/23 Second Interim
General Fund
March 14, 2023

Item	General Fund 2022/23 Second Interim Projection			General Fund 2023/24 Projected Budget			General Fund 2024/25 Projected Budget		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
COLA %	6.56%			8.13%			3.54%		
Projected Enrollment	4,016			3,941			3,932		
District ADA	3,825			3,713			3,650		
County ADA	50			50			50		
District + County ADA	3,875			3,763			3,700		
REVENUE									
LCHF	\$ 50,882,581		50,882,581	54,708,981		54,708,981	55,729,984	0	55,729,984
Federal	107,520	8,244,314	8,351,834	0	4,264,833	4,264,833	0	2,693,497	2,693,497
State	942,930	12,283,186	13,226,116	942,930	7,246,312	8,189,242	942,930	5,482,091	6,425,021
Other Local	2,439,525	5,969,441	8,408,966	2,439,525	4,456,454	6,895,979	2,439,525	4,456,454	6,895,979
Total Revenue	\$ 54,372,556	26,496,941	80,869,497	58,091,436	15,967,599	74,059,035	59,112,439	12,632,042	71,744,481
EXPENDITURES									
Certificated Salaries	\$ 19,440,337	4,894,289	24,334,626	20,450,110	4,763,619	25,213,729	21,225,856	4,940,906	26,166,762
Classified Salaries	6,969,967	3,142,078	10,112,045	7,302,353	3,266,768	10,569,121	7,580,284	3,390,653	10,970,937
Employee Benefits	11,755,894	6,979,379	18,735,273	12,872,753	7,141,361	20,014,114	13,604,653	7,360,837	20,965,490
Total Salary & Benefits	38,166,198	15,015,746	53,181,944	40,625,216	15,171,748	55,796,964	42,410,793	15,692,397	58,103,189
Books & Supplies	3,590,012	5,662,525	9,252,537	3,129,502	3,715,338	6,844,840	3,129,502	1,937,246	5,066,748
Services & Other Expenses	5,488,825	2,575,967	8,064,792	5,369,178	2,428,193	7,797,371	5,369,178	1,837,795	7,206,973
Capital Outlay	725,711	4,730,319	5,456,030	725,711	894,589	1,620,300	725,711	257,592	983,303
*Other Outgo (excluding Transfers of Indirect Costs)	826,800	252,970	1,079,770	1,300,481	252,970	1,553,451	1,300,481	252,970	1,553,451
**Other Outgo - Transfers of Indirect Costs	(645,288)	514,642	(130,646)	(645,288)	514,642	(130,646)	(645,288)	514,642	(130,646)
Total Expenditures	48,152,258	28,752,169	76,904,427	50,504,800	22,977,480	73,482,280	52,290,377	20,492,642	72,783,018
DIFFERENCE:	\$ 6,220,298	(2,255,228)	3,965,070	7,586,636	(7,009,881)	576,755	6,822,062	(7,860,600)	(1,038,537)
OTHER USES - Transfer to Cafeteria	0	0	0	0	0	0	0	0	0
OTHER USES - Transfer to Retiree Benefits	(668,323)	(500,000)	(1,168,323)	(620,000)	0	(620,000)	(620,000)	0	(620,000)
OTHER USES - Transfer to Transportation Equipment	(11,000)	0	(11,000)	(10,500)	0	(10,500)	(10,500)	0	(10,500)
OTHER SOURCES - Transfers from Retiree Fund	577,000	0	577,000	657,208	0	657,208	630,000	0	630,000
Contributions	(6,674,438)	6,674,438	0	(6,511,420)	6,511,420	0	(7,099,166)	7,099,166	0
Total, Other Financing Sources/Uses	(6,776,761)	6,174,438	(602,323)	(6,484,712)	6,511,420	26,708	(7,099,666)	7,099,166	(500)
CHANGE TO FUND BALANCE	\$ (556,463)	3,919,210	3,362,747	1,101,924	(498,461)	603,463	(277,604)	(761,434)	(1,039,037)
AUDIT ADJUSTMENT	0	0	0	0	0	0	0	0	0
BEGINNING BALANCE	10,598,575	7,819,008	18,417,583	10,042,112	11,738,218	21,780,330	11,144,036	11,239,757	22,383,793
ENDING BALANCE	\$ 10,042,112	11,738,218	21,780,330	11,144,036	11,239,757	22,383,793	10,866,432	10,478,323	21,344,755
COMPONENTS OF THE ENDING BALANCE									
NONSPENDABLE FUND BALANCE									
Revolving Cash	\$ 17,400		17,400	17,400		17,400	17,400		17,400
Prepaid Expenditures	0		0						
RESTRICTED PROGRAMS		11,738,218	11,738,218	11,239,757	11,239,757	11,239,757	10,478,323	10,478,323	10,478,323
Lottery: Instructional Materials R6300		2,135,708	2,135,708	2,135,708		2,135,708	2,135,708		2,135,708
Class. Schl Emp. Prof. Dvlp. R7311		32,999	32,999	32,999		32,999	32,999		32,999
Expanded Learning Opportunities - R7426		126,332	126,332	0		0	0		0
Expanded Learning Opportunities - R2600		18,000	18,000	0		0	0		0
Educator Effectiveness - R6266		655,758	655,758	301,629		301,629	0		0
A-G Access/Success Grant - R7412		621,317	621,317	621,317		621,317	621,317		621,317
A-G Learning Loss Mitigation - R7413		232,929	232,929	232,929		232,929	232,929		232,929
ELO Grant - R7425		459,805	459,805	459,805		459,805	0		0
Learning Recovery Emergency Block Grant R7435		4,003,375	4,003,375	4,003,375		4,003,375	4,003,375		4,003,375
Other Restricted Local R9010		3,451,995	3,451,995	3,451,995		3,451,995	3,451,995		3,451,995
COMMITTED	7,291,781		7,291,781	8,532,688		8,532,688	8,279,559		8,279,559
Instructional Materials (Unrestricted Lottery)	2,865,748		2,865,748	2,865,748		2,865,748	2,865,748		2,865,748
Declining enrollment mitigation	1,259,042		1,259,042	2,973,630		2,973,630	3,194,182		3,194,182
Farm and Foundation Funds	666,991		666,991	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
UNASSIGNED	0		0	0		0	0		0
UNASSIGNED/UNAPPROPRIATED									
Reserve for Economic Uncertainties - 3.5%	2,732,931		2,732,931	2,593,947		2,593,947	2,569,473		2,569,473

**University Preparatory Charter School
2022-2023 2nd Interim Budget
Multi-Year Projection
March 1, 2023**

Item	2022-2023 Proposed Budget	2023-2024 Projected Budget	2024-2025 Projected Budget	Comments
ENROLLMENT	999	999	999	
ADA	969	969	969	Based on 97% ADA
REVENUES				
State Aid	\$ 3,755,217	\$ 3,981,139	\$ 4,201,823	
Property Taxes	4,258,702	4,258,702	4,258,702	
EPA	2,602,244	2,971,366	3,167,076	
STRS on Behalf	1,141,252	1,141,252	1,141,252	Off-set expenditure
Lottery - Unrestricted	164,730	164,730	164,730	
Lottery - Restricted	64,923	64,923	64,923	
Mandated Block Grant	34,255	37,001	38,310	
Confucius Classroom	10,000	0	0	Budgeted as received
Title II	35,787	17,467	17,467	
A-G Success Grant (7412)	15,175	0	0	
A-G Learning Loss Mitigation	2,255	0	0	
Educator Effectiveness Block Grant	28,919	0	0	
Ethnic Studies	13,116	0	0	
Arts, Music, and Instr'l Discretionary BG	629,535	0	0	
Learning Recovery Emergency Block Grant	480,319	0	0	
Interest Income	29,273	20,000	20,000	
Other Local	43,854	0	0	Budgeted as received (Interest, Donations)
TOTAL REVENUES	\$ 13,309,556	\$ 12,656,580	\$ 13,074,283	
EXPENDITURES				
Certificated Salaries	\$ 5,376,969	\$ 5,527,768	\$ 5,682,639	Max Step and Column Movement 2.7%
Classified Salaries	561,437	576,596	592,164	STRS 22-23 19.10%, 23-24 19.10%, 24-25 19.10% PERS 22-23 25.37%, 23-24 27.00%, 24-25 28.10%
Salary Driven Benefits	2,269,192	2,327,262	2,374,507	Revenue off-set
STRS on Behalf	1,141,252	1,141,252	1,141,252	
Books and Supplies	894,070	629,691	629,691	Adjust Expenses for One-Time Dollars
Services & Other Exp	570,444	614,583	614,583	
SUHSD Oversight and Services	1,645,658	1,590,415	1,653,031	Based on Actual Revenues (22-23 One-Time Dollars)
Capital Outlay	30,694	0	0	
TOTAL EXPENDITURES	\$ 12,489,715	\$ 12,407,566	\$ 12,687,866	
DIFFERENCE	819,840	249,014	386,417	
OTHER USES	0	0	0	
CHANGE TO FUND BAL.	\$ 819,840	\$ 249,014	\$ 386,417	
BEGINNING BALANCE	5,913,514	6,733,355	6,982,370	
ENDING BALANCE	\$ 6,733,355	\$ 6,982,370	\$ 7,368,786	
COMPONENTS OF THE ENDING BALANCE				
Revolving Cash	\$ 1,000	\$ 1,000	\$ 1,000	
Reserve for Economic Uncertainties	999,177	992,605	1,015,029	Maintain 8%
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	387,346	387,346	387,346	
Title II	0	0	0	
Confucius Classroom	56,258	56,258	56,258	
Educator Effectiveness Block Grant	3,243	1,622	0	
A-G Success Grant	8,393	4,197	0	
A-G Learning Loss Mitigation	9,020	4,510	0	
Arts, Music, and Instr'l Discretionary BG	319,535	159,768	0	
Learning Recovery Emergency Block Grant	169,094	84,547	0	
Ethnic Studies	13,116	6,558	0	
Testing	2,993	1,497	0	
* Reserve for Charter Goals	2,490,737	3,009,020	3,635,709	
Unfunded Liability (401a)	1,000,000	1,000,000	1000000	

Shasta Charter Academy
2022-23 2nd Interim Budget - Multi-Year Projection
March 3, 2023

	2022-23	2023-24	2024-25
	Projected	Projected	Projected
	Budget	Budget	Budget
ENROLLMENT	274	274	274
ADA	270	270	270
REVENUES			
State Aid Undistributed	1,176,883	1,347,388	1,432,267
State Aid Supp/ Conc Grant	241,002	307,418	349,358
EPA Funds	857,925	927,674	960,515
State Aid Prior Year	-	-	-
In Lieu Property Taxes	1,040,762	1,050,528	1,050,528
Federal Special Education	29,125	29,125	29,125
Other Federal Income	614	-	-
Mandated Costs	13,765	13,765	13,765
State Lottery	45,900	45,900	45,900
State Lottery Restricted	18,090	18,090	18,090
STRS On Behalf	116,216	116,216	116,216
Other State Income	360,831	-	-
Interest	11,500	11,500	11,500
FMV	-	-	-
Local Income	10,500	10,500	10,500
State Special Education	224,787	224,787	224,787
TOTAL REVENUES	4,147,899	4,102,890	4,262,550
EXPENDITURES			
Certificated Salaries	1,720,895	1,789,731	1,861,320
Classified Salaries	364,401	378,977	394,136
Employee Benefits	526,808	547,880	567,056
Books and Supplies	96,412	145,000	145,000
Services & Other Exp	533,449	595,000	595,000
Capital Outlay	11,000	45,000	45,000
Other Outgo / Financing Uses	120,035	320,035	320,035
TOTAL EXPENDITURES	3,373,001	3,821,624	3,927,548
DIFFERENCE	774,899	281,266	335,002
BEGINNING BALANCE	1,216,432	1,973,546	2,254,813

Restatement/Adjustment	(17,784)	-	-
ENDING BALANCE	1,973,546	2,254,813	2,589,815

COMPONENTS OF THE ENDING BALANCE

Reserve: Revolving Cash	25,000	25,000	25,000
Reserve: Prepaid Expenditures	-	-	-
Reserve: Educator Effectiveness	34,462	34,462	34,462
Reserve: Restricted Lottery	35,710	35,710	35,710
Reserve: State Special Ed	40,285	40,285	40,285
Reserve: Sp Ed Dispute Prevention	(0)	(0)	(0)
Reserve: Mental Health-RItd Srvc	2,738	2,738	2,738
Reserve: Arts Music & IM Disc BG	66,932	66,932	66,932
Reserve: Class Emp Prof Dev BG	137	137	137
Reserve: A-G Access Grant	11,837	11,837	11,837
Reserve: A-G Learning Loss Mit G	1,968	1,968	1,968
Reserve: Exp Lrng Opportunities	(0)	(0)	(0)
Reserve: ELO Para	-	-	-
Reserve: Learning Recovery EBG	177,439	177,439	177,439
Reserve: Low Perf Stu BG	-	-	-
Board Des: Charter Goals	603,053	772,164	1,080,685
Board Des: MAA	8,673	8,673	8,673
Board Des: Testing	(0)	(0)	(0)
Board Des: Clubs	4,260	4,260	4,260
Board Des: Lottery	117,803	117,803	117,803
Reserve for Economic Uncertainty	843,250	955,406	981,887
Total	1,973,546	2,254,813	2,589,815

**Shasta Union High School District
2022-23 Second Interim
Farm Fund
March 14, 2023**

Item	2022-23 Second Interim Budget
REVENUES	
Livestock Sales	\$ 0.00
Farmhouse Rent	1,200.00
Interest	200.00
Cont. To Program	0.00
TOTAL REVENUES	\$ 1,400.00
 EXPENDITURES	
Scholarships	\$ 1,000.00
Cattle Purchase	
Repairs	
TOTAL EXPENDITURES	\$ 1,000.00
 DIFFERENCE	 \$ 400.00
 OTHER SOURCES	
OTHER USES - Trnsfr to Gen Fund	0.00
 CHANGE TO FUND BAL.	 \$ 400.00
 BEGINNING BALANCE	 50,289.00
 ENDING BALANCE	 \$ 50,689.00

**SUHSD
Adult Ed Fund
2022-23 2nd Interim
March 14, 2023**

Item	0000 Undist	6391 Adlt EdBlck	7690 STRS On-Behalf	Totals
REVENUE				
State Aid	0.00	217,467.00	20,458.00	237,925.00
Interest		0.00	0.00	0.00
Fair Market Value				
Adult Ed Fees	0.00	0.00	0.00	0.00
Local Income				
Contribution	0.00	0.00	0.00	0.00
Total Revenue	0.00	217,467.00	20,458.00	237,925.00
EXPENDITURES				
Certificated Salaries	0.00	106,028.00		106,028.00
Classified Salaries	0.00	22,531.00		22,531.00
Employee Benefits	0.00	45,043.00	20,458.00	65,501.00
Books & Supplies	0.00	27,359.00		27,359.00
Services & Other Operating Exp	0.00	7,000.00		7,000.00
Capital Outlay	0.00			0.00
Other Outgo (Ind Cost Rate 5.0%)	0.00	9,506.00		9,506.00
Total Expenditures	0.00	217,467.00	20,458.00	237,925.00
DIFFERENCE	0.00	0.00	0.00	0.00
OTHER SOURCES - OTHER USES	0.00	0.00		0.00
CHANGE TO FUND BALANCE	0.00	0.00	0.00	0.00
BEGINNING BALANCE	0.00	0.00	0.00	0.00
ENDING BALANCE	0.00	0.00	0.00	0.00

**Shasta Union High School District
2022-23 2nd Interim Budget
Cafeteria Fund
March 14, 2023**

ITEM	2022/23 2nd Interim Budget
REVENUE	
Federal Revenue	\$ 2,546,970
State Revenue	510,522
Local Revenue	270,417
Total Revenue	\$ 3,327,909
 EXPENDITURES	
Classified Salaries	\$ 886,231
Employee Benefits	406,958
Food & Supplies	1,093,038
Services & Operating Expense	95,894
Capital Outlay	10,496
Other Outgo	0
Transfers of Indirect/Direct Support Costs	121,141
Total Expenditure	\$ 2,613,758
DIFFERENCE	714,151
OTHER SOURCE - Contrib From Gen Fund	\$ 0
OTHER USES - Debt Repayment	0
CHANGE TO FUND BALANCE	\$ 714,151
BEGINNING BALANCE	\$ 531,108
ENDING BALANCE	\$ 1,245,260
 COMPONENTS OF THE ENDING BALANCE	
1. Stores	\$ 9,000
2. Revolving Cash	1,175
3. Reserve	1,235,085

**Shasta Union High School District
2022-23 Second Interim Budget
Deferred Maintenance Fund
March 14, 2023**

ITEM	2022-23 Second Interim Budget
REVENUE	
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
EXPENDITURES	
Plumbing	0
Electrical	0
Heating and Cooling	0
Floor Systems	0
Walls	0
Grounds & Fields	0
Painting	25,000
Paving	32,797
Pool	30,000
Replacement Equip.	
Total Expenditures	\$ 87,797
DIFFERENCE	13,203
CHANGE TO FUND BALANCE	\$ 13,203
BEGINNING BALANCE	400,055
ENDING BALANCE	413,258

**Shasta Union High School District
2022-23 Second Interim Budget
Transportation Equipment Fund
March 14, 2023**

Item	2022-23 Second Interim Budget
REVENUES	
State Revenue	\$ 0
FMV	0
Interest	500
TOTAL REVENUES	\$ 500
 EXPENDITURES	
Maintenance & Repairs	\$ 0
Equipment Replacement	0
TOTAL EXPENDITURES	\$ 0
 DIFFERENCE	 \$ 500
 OTHER SOURCES - Trfr From Gen Fund	 11,000
OTHER USES - Trfr to Gen Fund	0
 CHANGE TO FUND BAL.	 \$ 11,500
 BEGINNING BALANCE	 126,337
 ENDING BALANCE	 \$ 137,837

**Shasta Union High School District
2022-23 Second Interim
Foundation Trust Fund
3/14/2023**

ITEM	2022-23 Second Interim Budget
REVENUE	
Contributions/Donations	\$ 150,000.00
Interest	200
Fair Market Value of Cash	(2,000)
Total Revenue	\$ 148,200
EXPENDITURES	
Supplies	0
Scholarships Awarded	\$
District Office	2,000
FHS	132,331
PHS	2,000
SHS	45,023
EHS	22,000
Total Scholarships Awarded	203,354
Total Expenditures	\$ 203,354
OTHER SOURCES - Transfers In	0
CHANGE TO FUND BALANCE	\$ (55,154)
BEGINNING BALANCE	666,656
ENDING BALANCE	\$ 611,502

**Shasta Union High School District
2022-23 Second Interim
Special Reserve - Non Capital
March 14, 2023**

ITEM	2022-23 Second Interim Budget
REVENUE	
Interest	\$ 6,000.00
Adjust Market Value of Cash	(60,000.00)
Total Revenue	\$ (54,000.00)
 EXPENDITURES	
Total Expenditure	\$ 0.00
DIFFERENCE	\$ (54,000.00)
OTHER SOURCES - Trfr from Gen. Fund	0.00
OTHER USES - Trfr to General Fund	0.00
CHANGE TO FUND BALANCE	\$ (54,000.00)
BEGINNING BALANCE	1,512,059.00
ENDING BALANCE	\$ 1,458,059.00

**Shasta Union High School District
2022-23 Second Interim
Retiree Benefits Fund
March 14, 2023**

	<u>CTA</u>	<u>ESP</u>	<u>CSEA</u>	<u>Mgmt/ Conf/ Supv</u>	<u>Total</u>
Beginning Balance, July 1, 2022	\$ 786,439	\$ (125,423)	\$ 43,168	\$ 64,993	\$ 769,177
District Contribution	398,385	84,657	60,306	76,652	620,000
Interest Earnings	3,603	(124)	315	431	4,225
Premiums Paid*	(300,000)	(165,000)	(50,000)	(62,000)	(577,000)
Transferred from CalPers Trust	0	48,323	0	0	48,323
2022/23 Contribution of \$500k from Fund 01, Arts, Music, Discr. Blk Grnt	321,278	68,271	48,634	61,817	500,000
2022/23 Contribution from A23:R43	\$ 1,209,705	\$ (89,296)	\$ 102,423	\$ 141,893	\$ 1,364,725
Fair Market Value of Cash					38,563
Adjusted Ending Balance					<u>\$ 1,403,288</u>

**Shasta Union High School District
2022-23 Second Interim
Building Fund (21)
March 14, 2023**

<u>ITEM</u>	<u>2022-23 Second Interim Budget</u>
REVENUE	
Interest	\$ 130,000.00
Fair Market Value of Cash	0.00
Proceeds from Sale of Bonds	0.00
All Other Financing Sources	0.00
Total Revenue	\$ 130,000.00
 Expenditures	
Salaries & Benefits	17,795.00
Audit	7,000.00
EHS Painting	209,571.00
EHS Field & Track Project	843,226.00
FHS 2Story HVAC	27,925.00
SHS Buildings	26,125.00
SHS 400 Building	119,554.00
SHS Tennis Courts	36,248.00
SHS Painting	586,796.00
Comp Site Scoreboards	357,603.00
Total Expense	2,231,843.00
 Other Uses	
Other Sources	1,194,134.00
 Interest and Expense Adjustment	 0.00
Beginning Balance	2,111,962.00
Ending Balance	1,204,253.00

**Shasta Union High School District
2022-23 Second Interim
Capital Facilities Fund
March 14, 2022**

ITEM	2022-23 Second Interim Budget
REVENUE	
Interest	\$ 7,000
Fair Market Value of Cash	5,000
School Impact Refund	(15,942)
Developer Fees	287,134
Total Revenue	\$ <u>283,192</u>
EXPENDITURES	
General Supplies	\$ 10,650
Rentals	
Repairs/Upgrades	0
Collection Fees from SCOE	
Admin Charges From General Fund	0
Capital Equipment	108,000
Total Expenditures	\$ <u>118,650</u>
DIFFERENCE	164,542
OTHER USES - Trfr to Debt Fund	<u>(300,000)</u>
Net Total Transfers In and Out	(300,000)
CHANGE TO FUND BALANCE	\$ (135,458)
Audit Adjustment	0
BEGINNING BALANCE	\$ <u>1,104,028</u>
ENDING BALANCE	\$ 968,570

**Shasta Union High School District
2022-23 Second Interim
Special Reserve - Capital Projects
March 14, 2023**

ITEM	2022-23 Second Interim Budget
REVENUE	
Dev Fees	
Refund School Impact	
Interest	\$ 16,000
FMV of Cash	(70,000)
Proceeds from Bond Anticipation Notes	0
CALSHAPE Grant	160,000
Total Revenue	\$ 106,000
 EXPENDITURES	
CALSHAPE Grant	160,000
Total Expenditure	\$ 160,000
 DIFFERENCE	 (54,000)
 OTHER SOURCES - Trfr from Gen. Fund	 \$ 0
OTHER SOURCES - TRFR to fund 21	(1,194,134)
OTHER USES - Trfr to fund 14 (obj 7615)	0
 CHANGE TO FUND BALANCE	 \$ (1,248,134)
 BEGINNING BALANCE	 1,248,134
AUDIT ADJUSTMENT	0
ENDING BALANCE	\$ 0

**Shasta Union High School District
2022-23 Second Interim
Debt Service Fund Fund
March 14, 2023**

ITEM	2022-23 Second Interim Budget
REVENUE	
Interest	\$ (8,000)
Inc/(Dec) in FMV of Cash	0
Total Revenue	\$ (8,000)
EXPENDITURES	
Interest	\$ 45,000
Principal	273,636
Offset for Audit Adjustment	0
Total Expenditures	\$ 318,636
INTERFUND TRANSFERS IN	
From Fund 01, object 7619	\$ 0
From Fund 25, object 7619	\$ 300,000
Adjust for Audit Adjustment	0
OTHER SOURCES - Proceeds from COPS	0
Total Interfund Transfers and Other Sources	\$ 300,000
CHANGE TO FUND BALANCE	\$ (26,636)
BEGINNING BALANCE	325,798
Beginning Balance Audit Adjustment	0
ENDING BALANCE	\$ 299,162

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Approve Contract with Blue Tent Farm, dba Western Grazers for Goat Grazing Services

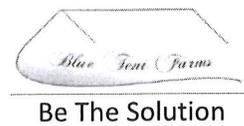
PREPARER: David Flores, Chief Business Official

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:
The District would once again like to contract with Western Grazers for fire mitigation at Foothill High School and Shasta High School. This would be the third year we have utilized goat grazing services to provide fire mitigation at our Foothill and Shasta High School campuses. It is the most cost effective way to remove unwanted fire hazards late in the season at each site. District staff recommends approval of Western Grazers contract for goat grazing services.

Mastication Bid & Scope Of Work

2023-



Company Information

Client Information

Name	Western Grazers	Name	Shasta Union High School Dist.
Contact	Tim Arrowsmith	Contact	David Flores
Address	859 Washington St. #259	Address	2500 Eureka Way
City, State, ZIP	Red Bluff, CA 96080	City, State, ZIP	Redding, CA 96001
Phone	530-200-2929	Phone	530-225-8411
Fax	866-499-0524	Cell	530-227-8747
E-Mail	bluetentfarms@gmx.com	E-Mail	dflores@suhsd.net
Project Name	Shasta Highschool Campus	Est. D.O.S.	June- July 2023

Scope of Work: Property will be grazed with goats. Herdsmen will be onsite with camp trailer & various other equipment. In addition herdsman will have working & livestock guard dogs on site. Goats and livestock guard dogs will be enclosed behind electric netting. Electric fencing will be signed with company name & phone number, and alert the public that fencing is electric. Customer will be named as additional insured. Herdsman & Contractor will have final say over the health and safety of livestock. Water provided by Customers Via Hose Bib or other means. Grasses will be grazed to approximately 80% of fuel load and shrubs at a height of 5 feet. Poison Oak to be grazed subject to seasonality, i.e. goats may not eat due time of year. This will be a one time grazing pass. Should a re-graze be needed, it will be a change order. Permits to be obtained by customer.

Not Included:

Fencing of environmentally sensitive plants, birds or animal or habitat.
 Western Grazers will not remove trash or Homeless Encampments.
 If additional fencing is required this is a change in task and Western Grazers will fence at a cost of materials plus \$175.00 per hour labor per employee needed.

Contract Price:	Minimum Acreage: 10	Acers		Fees
Number Locations:	#1 West Of Buses	7.27	\$	6,710.00
	#2 SE of Buses	1.2	\$	1,108.00
	#3 L-Stadium Parking	0.53	\$	490.00
	#4 U-Staidum Parking Acres	0.67	\$	619.00
	#5 Staidum Parking NE Acres	0.25	\$	231.00
	#6 Parking S Admin. Acres	0.06	\$	56.00
	#7A Parkinbg N of Gym Acres	0.29	\$	269.00
	#7B Parking NE of Gym Acres	0.33	\$	305.00
	#8 8th and Magnolia St Acres	1.8	\$	1,662.00
	#9 Parking N Old Nova Acres	0.67	\$	620.00
	#10 Ball & Tinnes Ares Acres	3.31	\$	3,032.00
	Total		\$	15,102.00

Accepted By

Submitted By (Company Representative) Tim Arrowsmith
Your Preferred Goat Grazing Vendor

Mastication Bid & Scope Of Work

2023-



Company Information

Client Information

Name	Western Grazers	Name	Shasta Union High School Dist.
Contact	Tim Arrowsmith	Contact	David Flores
Address	859 Washington St. #259	Address	2500 Eureka Way
City, State, ZIP	Red Bluff, CA 96080	City, State, ZIP	Redding, CA 96001
Phone	530-200-2929	Phone	530-225-8411
Fax	866-499-0524	Cell	530-227-8747
E-Mail	bluetentfarms@gmx.com	E-Mail	dflores@suhsd.net
Project Name	Foothill Highschool Campus	Est. D.O.S.	June- July 2023

Scope of Work: Property will be grazed with goats. Herdsmen will be onsite with camp trailer & various other equipment. In addition herdsman will have working & livestock guard dogs on site. Goats and livestock guard dogs will be enclosed behind electric netting. Electric fencing will be signed with company name & phone number, and alert the public that fencing is electric. Customer will be named as additional insured. Herdsman & Contractor will have final say over the health and safety of livestock. Water provided by Customers Via Hose Bib or other means. Grasses will be grazed to approximately 80% of fuel load and shrubs at a height of 5 feet. Poison Oak to be grazed subject to seasonality, i.e. goats may not eat due time of year. This will be a one time grazing pass. Should a re-graze be needed, it will be a change order. Permits to be obtained by customer.

Not Included:

Fencing of environmentally sensitive plants, birds or animal or habitat.
 Western Grazers will not remove trash or Homeless Encampments.
 If additional fencing is required this is a change in task and Western Grazers will fence at a cost of materials plus \$175.00 per hour labor per employee needed.

Contract Price: Minimum Acreage: 15

Number Locations:	#1 Cross Country	26.94	\$	24,921.00
	#2 Stadium/Ball Field	10.3	\$	9,490.00
	#3 Deschutes/Parking	4.51	\$	4,155.00
	#4 Practice Ball Fields	6.32	\$	5,815.00
	#5 Vineyard Area	3.39	\$	3,121.00
	Total for all Acreage:	59.27	\$	54,693.00

Accepted By

Submitted By (Company Representative) Tim Arrowsmith
Your Preferred Goat Grazing Vendor

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Financing Resolution with KS StateBank for BusWest Purchase of Seven Buses

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:

In January of 2023 the Board approved District Staff to enter into a purchase agreement with BusWest for seven new buses. The bus purchases would be financed over a four year period for an estimated cost of \$473,681 at an interest rate of 5.69%, with the first payment due in March of 2024. A draft resolution is included for review. The final resolution will be made available once the District's legal counsel receives the information from KS StateBank.

REFERENCES:

Education Code Section 42632 and 42633

**BEFORE THE BOARD OF TRUSTEES
OF THE SHASTA UNION HIGH SCHOOL DISTRICT
SHASTA COUNTY, CALIFORNIA**

RESOLUTION NO. ____

**AUTHORIZING EXECUTION AND DELIVERY OF AN EQUIPMENT LEASE-
PURCHASE AGREEMENT AND APPROVING RELATED DOCUMENTS AND
ACTIONS**

WHEREAS, the Shasta Union High School District (the “District” or “Lessee”) desires to obtain new school buses and is proceeding to finance the acquisition of _____ school buses and related equipment (the “Property”); and

WHEREAS, in order to finance the Property and related costs, the District has proposed to lease the Property from KS StateBank (the “Lessor”) pursuant to the terms of an equipment lease-purchase agreement (the “Lease-Purchase Agreement”), including the lease payment schedule attached to the Lease-Purchase Agreement (the “Schedule”), between the District, as Lessee, and the Lessor; and

WHEREAS, the District has the option to purchase the Property in accordance with the terms of the Lease-Purchase Agreement; and

WHEREAS, the District is authorized to enter into lease-purchase agreements for equipment such as the Property under Section 17450 of the Education Code of the State of California; and

WHEREAS, the Board has obtained from the private lender, KS StateBank, good faith estimates of (a) the principal amount, (b) the true interest cost of the financing authorized by this Resolution, (c) the finance charge, meaning the sum of all fees and charges paid to third parties with respect to the financing, (d) the amount of proceeds of the financing expected to be received net of the fees and charges paid to third parties and any reserves or capitalized interest paid or funded with proceeds of the financing, and (e) the aggregate sum total of all payments made pursuant to the Lease-Purchase Agreement calculated to the final term of the Lease-Purchase Agreement, plus the fees and charges paid to third parties not paid with the proceeds of the financing, and such estimates are disclosed and set forth in Exhibit A attached hereto; and

WHEREAS, the District has adopted a debt management policy consistent with Government Code section 8855(i); and

WHEREAS, the Board wishes at this time to authorize and approve all proceedings for the financing of the Property and related costs, and all related documents and actions, in furtherance of the public purposes of the District.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of the Shasta Union High School District as follows:

Section 1. Recitals. The foregoing recitals are true and correct and the Board so finds and determines.

Section 2. Authorized Officers. The District’s Superintendent and Chief Business Official, or either of their designee (each, an “Authorized Officer”) are hereby each, acting alone, authorized and directed to execute and deliver the Lease-Purchase Agreement and Schedule on behalf of the District (subject to making such changes to the Lease-Purchase Agreement and Schedule as may be necessary or appropriate), to consummate the transaction, any documents or supplementary agreements necessary to secure possession, use, or ownership of said Property, and to approve any amendments thereto as necessary to carry out the provisions of this authorizing Resolution.

Section 3. Approval of Lease-Purchase Financing Plan and Related Documents. The Board hereby approves the lease-purchase financing plan outlined above. To that end, the Board hereby approves each of the following lease-purchase financing documents **in substantially the respective forms on file with the District Office**, together with any changes therein or additions thereto deemed advisable by an Authorized Officer, whose execution thereof shall be conclusive evidence of such approval:

- **Equipment Lease-Purchase Agreement** between the District, as Lessee, and KS StateBank, as Lessor, whereby the District leases and/or purchases, the Property to be financed under the terms thereof, and whereby the Lessor agrees to lease the Property to the District for up to four (4) years in consideration of the payment by the District of lease payments; provided that (i) the total principal amount financed under the Lease-Purchase Agreement shall not exceed \$ _____, and (ii) the interest rate shall not exceed _____%.
- **Schedule to Equipment Lease-Purchase Agreement** between the District, as Lessee, and the Lessor, whereby the lease payment dates and amounts due under the Lease-Purchase Agreement are set forth for the Property, in the manner as presented to this Board.

An Authorized Officer is authorized and directed for and in the name and on behalf of the District to execute and attest the final form of each of the foregoing documents. The Schedule of lease payments attached to the Lease-Purchase Agreement is hereby approved, subject to adjustment by an Authorized Officer but not in excess of the above limitations as to lease term, the interest rate, and total principal amount of Property subject to the Lease-Purchase Agreement.

Section 4. Official Actions. The Authorized Officers are each authorized and directed in the name and on behalf of the District to make, execute, and deliver any and all assignments, certificates, requisitions, agreements, notices, consents, leases, tax certificates, IRS Forms 8038-G, an escrow agreement and other instruments of conveyance, warrants and other documents,

which they or any of them might deem necessary or appropriate in order to consummate any of the transactions contemplated by the agreements and documents approved under this Resolution. Whenever in this Resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

Section 5. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

* * * * *

PASSED AND ADOPTED this _____ day of March, 2023, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

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

ATTEST:

By: _____
Ron Zufall,
Clerk of the Board of Trustees of the
Shasta Union High School District

EXHIBIT A

GOOD FAITH ESTIMATES

The good faith estimates set forth herein are provided with respect to the financing authorized by this Resolution. Such good faith estimates have been provided to the District, based on market interest rates prevailing at the time of preparation of the Estimated Principal Amount, by KS StateBank, the private lender (the "Lender").

Principal Amount. The Lender has informed the District that, based on the District's financing plan and current market conditions, their good faith estimate of the aggregate principal component of the Lease Payments paid under the Lease-Purchase Agreement is \$ _____ (the "Estimated Principal Amount").

True Interest Cost. The Lender has informed the District that their good faith estimate of the true interest cost of the financing, which means the rate necessary to discount the amounts payable on the respective Lease Payment dates to the principal components of said Lease Payments, is _____%.

Finance Charge. The Lender has informed the District that their good faith estimate of the finance charge for the financing, which means the sum of all fees and charges paid to third parties (or costs associated with the financing) (the "Finance Charge"), is \$ _____.

Amount of Proceeds to be Received. The Lender has informed the District that their good faith estimate of the amount of proceeds, where proceeds is the value of the Equipment being delivered to the District, expected to be received by the District in connection with the financing, less the Finance Charge as estimated above, and any reserves or capitalized interest paid or funded with proceeds of the financing, is \$ _____.

Total Payment Amount. The Lender has informed the District that their good faith estimate of the total payment amount, which means the sum total of all Lease Payments made pursuant to the Lease-Purchase Agreement, plus the Finance Charge as described above, not paid with the proceeds of the financing, calculated to the final term of the Lease-Purchase Agreement, is \$ _____.

The foregoing estimates constitute good faith estimates only. The actual aggregate sum of principal components of the Lease Payments, the true interest cost thereof, the Finance Charges, the amount of proceeds received the financing, and the total payment amount with respect thereto may differ from such good faith estimates due to (a) the actual date of financing being different than the date assumed for purposes of such estimates, (b) the actual aggregate sum of the principal components of the Lease Payments being different from the Estimated Principal Amount, (c) the actual amortization of the Lease Payments being different than the amortization assumed for purposes of such estimates, (d) the actual market interest rates at the time of financing different than those estimated for purposes of such estimates, (e) other market conditions, or (f) alterations in the District's financing plan, or a combination of such factors. The actual date of the financing and the actual aggregate sum of the principal components of the Lease Payments will be determined by the District based on market conditions and other factors. The actual interest rates will depend on market interest rates at the time of financing. The actual amortization of the Lease Payments will also depend, in part, on market interest rates at the time

of financing. Market interest rates are affected by economic and other factors beyond the control of the District.

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Foothill High School Sports Boosters Kick-Off Classic Football Program Fundraiser Event on May 20, 2023

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:

Board Policy 7400, Consumption of Alcohol at Events Held at District Facilities, requires the Board to approve “special events” where alcohol will be consumed. Foothill High School Sports Boosters is seeking Board approval to host a Kick-Off Classic Fundraiser event on Foothill High School’s campus on May 20, 2023 where beer and wine will be served pursuant to Board Policy 1330 and 7400.

Event Description:

Foothill High School Sports Boosters is hosting an Athletics Fundraiser "Kick-Off Classic" for the Football Program on Saturday, May 20, 2023. The event is scheduled from 4:30pm to 11:00pm. A No-Host bar will be available for you to purchase beer and wine. This is a 21 and over event. No one under 21 will be permitted.

All on campus events where alcohol is being served carries a \$150,000 deductible. This type of event is not covered by our liability JPA, meaning the District is responsible for the first \$150,000 in the event of a claim action.

REFERENCES:

BP 1330 and 7400



Shasta Union High School District
 Application for Use of School Facility/Field
 Please allow 2 weeks prior to event for approvals

Site FHS

APPLICANT:

Requesting Organization Foothill Sports Boosters Phone: 530-209-8852
 Responsible Person: Ronnie Knowles Email: fhssportsboosters@gmail.com
 Address: PO Box 643 Palo Cedro, CA Zip Code: 96073
 Nature of Activity: Kick-Off Classic
 Participants Expected: 500 Spectators Expected: _____
 Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations or other receipts estimated. \$ _____
 The net proceeds will be used for: Football Program
 Is the use non-exclusive and open to the public? Yes No

EVENT INFORMATION:

Facility Requested Big Gym Date(s) of Event: May 19-21, 2023
 Event Start Time: 4:30pm Event End Time: 11:00pm Time entering building: 8:00am

EQUIPMENT REQUESTED

Screen	<input type="checkbox"/>	Scoreboard	<input type="checkbox"/>	Restrooms	<input checked="" type="checkbox"/>
Heat/Air	<input checked="" type="checkbox"/>	PA System	<input checked="" type="checkbox"/>	Swim Lanes	<input type="checkbox"/>
Bases	<input type="checkbox"/>	Schematic	<input type="checkbox"/> (additional fees may apply)	Kitchen	<input type="checkbox"/> (additional fees may apply)

Tables: # 70 Chairs: # 500

Event Details: This is our main fundraiser for the football program. We will be serving food and drinks. We will also have raffle prizes along with silent auction items. We need to get in on Friday to set up a little and be able to get in on Saturday early to finish up set and make any last minute arrangements. Clean up will be Sunday morning.

REQUIRED CERTIFICATION:

1. To the fullest extent permitted by law, Applicant shall defend, indemnify and hold harmless Shasta Union High School District (SUHSD), its elected or appointed officials, employees, agents and volunteers against any and all claims, demands, losses, damages, court costs, attorney fees, expenses, or costs of any kind or character arising out of use of SUHSD facilities by the Applicant, their employees, agents or guests, regardless of any active or passive negligence on the part of SUHSD its elected or appointed officials, employees, agents and volunteers

2. **Insurance Required of Applicant:** Prior to use of the facility, the Applicant is required to provide a Certificate of Liability Insurance and Additional Insured Endorsement to the Certificate Holder as follows:

- **Certificate Holder:** Shasta Union High School District
Its elected or appointed officials, employees, agents & volunteers
2220 Eureka Way, Suite B
Redding, CA 96001

- **Commercial General Liability or Personal Liability** on an occurrence form with a minimum limit of \$1,000,000 each occurrence / \$2,000,000 general aggregate for all groups except:
 - a. **Seasonal Sports/Recreation Leagues, Sober Grad Organizations, or Private Events with 500+ attendees:** Minimum limit of \$2,000,000 each occurrence / \$2,000,000 general aggregate.
 - b. **Year Round Sports/Recreation Leagues:** Minimum limit of \$5,000,000 each occurrence / \$5,000,000 general aggregate.
 - c. **Use of Swimming Pool** Minimum limit of \$10,000,000 each occurrence / \$10,000,000 general aggregate.

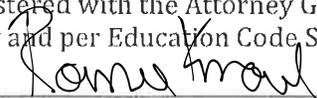
- **Additional Insured Endorsement:** The endorsement must name the **Shasta Union High School District, it's elected or appointed officials, employees, agents and volunteers as Additional Insured** (or Additional Covered Party) under the general liability policy. Forms CG 2026 or CG 2011 or equivalent required. For purposes of the CG 2011 only, this Agreement shall be deemed to be a lease. Blanket Additional Insured forms are acceptable when accompanied with an approved Facility Use Agreement.

- **Evidence of Primary Insurance** (either by endorsement or the actual page(s) of the policy typically found in the "Other Insurance" section of policy): **Applicants** insurance shall be **primary insurance** as respects to the Shasta Union High School District, **it's** elected or appointed officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the Shasta Union High School District, its elected or appointed officials, employees, agents and volunteers shall be excess and shall not contribute with it.

3. Applicant hereby certifies that he/she has received and read the rules, regulations, conditions, terms and that he/she and the applicant which he/she represents, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the California Department of Education and its authorized agents which may be communicated to the applicant and to the best of my knowledge the school property for use of which this application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

4. The undersigned states that, to the best of their knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence or other unlawful means.

That Foothill Sports Boosters, the organization on whose behalf they are making application for use of school property, does not, to the best of their knowledge, advocate the overthrow of the Government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of their knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury and per Education Code Section 38135.



Authorized Applicant Signature

3/2/2023

Date

- 5. All facility use applications must include a "SUHSD Facilities Use Charges" form. Charges are determined by District personnel in consultation with requesting organization. Deposits are required upon demand by SUHSD and balance/full payment is due by event date. Refunds will be made upon cancellation with at least 48 hour advance notice. No refund of deposit will be made for cancellations within 48 hours of event.
- 6. FOR RENTAL OF ATHLETIC FACILITY- **WARNING: Use of steroid to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use or exchange of anabolic steroids.**
- 7. I have read SUHSD Board Policy 1330. I am authorized by the organization listed on this application to enter into agreement with SUHSD for facility use. I understand the responsibility required of me and the members of the petitioning organization to abide by all rules and regulations stated in Board Policy 1330.
- 8. In executing this declaration the applicant certifies that he/she has been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.

Signature of Applicant /Representative *Ronnie Kroul* Date 3/2/2023
 Applicant Address PO Box 643, Palo Cedro, CA Telephone (530) 209-8852
 Approved by: _____ Date _____

OFFICE USE ONLY:
 Facility available: Yes No School employee support required for this rental: Yes No

Approval: _____ Date: _____
Site Administrator (or Designee)

Insurance Certificate:
 Limits Adequate Yes No
 Additional Insured Endorsement Yes No
 Primary Wording Provided Yes No

Record Date: _____ Date to Maintenance: _____

Custodial Fees: _____ / _____ X _____ = \$ _____
 (# Staff) (Hours worked) (Total hours) (Hourly rate) (Total Cost)

Invoice Date: _____

INVOICE TOTAL: \$ _____

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: KYA Group Services through the CMAS Contract 4-20-78-0089C

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:

District staff is recommending the contracting of services with the KYA Services LLC (KYA Group) for the replacement of the track surface utilizing the California Multiple Award Schedule (“CMAS”) contract. The KYA Group has provided the district with a proposal utilizing the State CMAS contract pricing, materials, and services. The CMAS contract is a state wide, competitively bid contract for multiple materials, and services for a variety of products. The proposal for your consideration is as follows;

Project Number 1-2-23833 for the resurface of the track at the Shasta Learning Center where the University Preparatory Charter School is housed in the amount of \$517,565.98. This work would be schedule for the summer of 2023 to be completed before the start of school in August of 2023.



PREPARED FOR

David Flores
Shasta Union HSD
530-241-3261
dflores@suhsd.net

02/27/2023

SHUSD - U Prep - Track

Project Number 1-2-23833

CMAS: 4-20-78-0089C

Contact

Megan Leyds
1800 E. McFadden Ave.
Santa Ana, CA
(949)245-8557
Megan.Leyds@theKYAgroup.com

Pages 6

CA LICENSE #984827 B + C15

DIR #1000003379



Proposal: 1-2-23833
 To: Shasta Union HSD
 2200 Eureka Way #b
 Redding
 California
 96001

Date: February 27, 2023
 Terms: Net 30
 CMAS: 4-20-78-0089C
 Base Contract: February 10, 2025
 Contract Terms: Feb 26, 2020 - Feb 10, 2025

c/o: Shasta Union HSD
 RA: Megan Leyds
 RA Phone: (949)245-8557
 RA Email: Megan.Leyds@theKYAgroup.com
 Site: University Preparatory (Shasta Union High)
 Address: 2200 Eureka Way,
 96001

Site Qualifications and General Scope of Work

DIR # 1000003379

Scope of Work:

1. Remove and dispose existing track system.
2. Furnish and install new BSS-200 Track System (color: Red)

Qualifications:

1. Site conditions to be prepared and ready to mobilize
2. Area must have access for equipment, water, power, and restrooms.
3. Any deviations from the estimate will result in price increase
4. Price valid for 30 days.
5. Assuming sub-track pavement is in good condition to receive new track system. Any patching of pavement surfacing will be treated on a change order basis.

Exclusions:

1. Move-In Clause: This quote is based on one move-in. Price based on all areas being available prior to mobilization. Additional cost for mobilization will be at \$2,500 / ea.
2. Handling of any hazardous materials
3. Grading / backfill of landscape area, irrigation, planting, capping, or relocating sprinklers are excluded.
4. Adjustment of underground utility covers and/or any work associated thereof is excluded
5. Testing, Surveying & Staking, Erosion Control, Air Monitoring, Dust Control, Sanitary Facilities, Temporary Controls, Corrective Grinding, Access Stabilization, Soil Sterilant are excluded.
6. Weekend work and/or Night Work is excluded.
7. KYA must be given at least a three week notice to schedule work.
8. Stormwater Pollution Prevention Plan (SWPPP)
9. No dumpster or permits acquiring.
10. No drainage modifications or adjustments are included in this scope of work. It is unknown of the functionality and/or condition of the existing drainage infrastructure. KYA will not be held responsible for any drainage issues unassociated with the scope of this proposal..

Initials _____

*This is a legal agreement - please read carefully
 Complete and Initial all pages*

Proposal Number 1-2-23833



Notes: Sales tax rate will be based upon the shipping address. Price is good for 30 days from date of quote.



SCOPE OF WORK - PRICING

	Quantity	U/M	Price	Value
SHUSD - U Prep - Track				
<u>COLOR 13MM</u>	4,970.00	SY	\$66.25	\$329,262.50
<u>SPRAY COAT WITH .5-1.5 RUBBER</u>	1.00	EA	\$57,236.97	\$57,236.97
<u>Track Surface Complete Application</u>	4,970.00	SY	\$24.03	\$119,429.10
<u>Bonding Fee</u>	1.00	EA	\$11,637.41	\$11,637.41
			Total Price	\$517,565.98

Initials _____

This is a legal agreement - please read carefully
Complete and Initial all pages

Proposal Number 1-2-23833



CONDITIONS AND WARRANTY

1) Proposal:

The above proposal is valid for 30 days from the date first set forth above. After 30 days, we reserve the right to increase prices due to the rise in cost of raw materials, fuel or other cost increases. When applicable, KYA Services LLC reserves the right to implement a surcharge for significant increases in raw materials, including, but not limited to; fuel, and materials. Due to the duration of time between proposals, contracts and final furnishing, KYA Services LLC reserves the right to implement this surcharge when applicable.

Any job that is accepted prior to December 31st of the current year and scheduled to install after December 31st of the current year is subject to price increase

2) Purchase:

By executing this proposal, or submitting a purchase order pursuant to this proposal (which shall incorporate the terms of this agreement specifically by reference) which is accepted by KYA Services LLC. (the "Company"), the purchaser identified above ("you" or the "Purchaser") agrees to purchase the materials and the services to be provided by the "Company", as detailed in the Pricing and "General Scope of Work" sections in this agreement, above.

3) Standard Exclusions:

Unless specifically included, this agreement does not include, and Company will not provide services, labor or materials for any of the following work: (a) removal or disposal of any material containing asbestos or any hazardous materials as defined by the EPA; neither we nor our installers are responsible for the handling, removal or abatement of asbestos contained floor material or adhesive. Further, our policy is to request an Asbestos Hazard Emergency Response Act (AHERA) report prior to proceeding with any floor material or floor adhesive removal. We and our installers consider it the owners responsibility to produce this report prior to executing this contract. (b) moving Owner's property around the installation site. (c) repair or replacement of any Purchaser or Owner- supplied materials. (d) repair of concealed underground utilities not located on prints, supplied to Company by Owner during the bidding process, or physically staked out of by the Owner, and which are damaged during construction; or (e) repair of damage to existing surfaces that could occur when construction equipment and vehicles are being used in the normal course of construction.

4) Insurance Requirements:

Company is not required to provide any insurance coverage in excess of Company's standard insurance. A copy of the Company's standard insurance is available for your review prior to acceptance of the Company's proposal.

5) Payment:

Terms of payment are defined in the "Pricing" details section and are specific to this contract. For purposes of this agreement, "Completion" is defined as being the point at which the materials have been furnished. In any event where Completion cannot be effected due to delays or postponements caused by the Purchaser or Owner, final payment (less 10% retainage) is due within 30 days of the date when the Completion was scheduled, had the delay not occurred. All payments must be made to KYA Services LLC 1800 E McFadden Ave, Santa Ana, CA 92705. If the Purchaser or Owner fails or delays in making any scheduled milestone payments, the Company may suspend the fulfillment of its obligations hereunder until such payments are made, or Company may be relieved of its obligations hereunder if payment is more than 60 days past due. Company may use all remedies available to it under current laws, including but not limited to filing of liens against the property and using a collection agency or the courts to secure the collection of the outstanding debt.

6) Lien Releases:

Upon request by Owner, Company will issue appropriate partial lien releases as corresponding payments are received from Purchaser, but prior to receiving final payment from Purchaser or Owner, Company will provide a full release of liens upon receipt of final payment. In accordance with state laws, Company reserves the right to place a lien on the property if final payment has not been received 10 days prior to the filing deadline for liens.

7) Site Plan Approval, Permit/s, Permit Fees, Plans, Engineering Drawings and Surveying:

Site plan approval, permits, permit fees, plans, engineering drawings and surveying are specifically excluded from this agreement and the Services unless specified under the "General Scope of Work". The Company does not in any way warrant or represent that a permit or site plan approval for construction will be obtained. Sealed engineered drawings that are required but not included in the "General Scope of Work" will result in additional cost to Purchaser.

8) Manufacturing and Delivery:

Manufacturing lead-time and delivery varies depending on the product purchased.

Initials _____

*This is a legal agreement - please read carefully
Complete and Initial all pages*

Proposal Number 1-2-23833



9) Returned Product, Deposits and/ or Cancelled Order:

From date of shipment from our facility, all returned product(s) and cancelled orders are subject to a 50% restocking fee. No returns are available following this date. All deposits are non-refundable.

10) Concealed Conditions:

“Concealed conditions” include, without limitation to, water, gas, sprinkler, electrical and sewage lines, post tension cables, and steel rebar. Observations that were able to be made either by visual inspection or by drawings and/or plans submitted by Owner at the time this agreement was approved. If additional Concealed Conditions are discovered once work has commenced which were not visible at the time this proposal was approved, Company will stop work and indicate these unforeseen Concealed Conditions to Purchaser or Owner so that Purchaser and Company can execute a change order for any additional work. In any event, any damage caused by or to unforeseen Concealed Conditions is the sole responsibility of the Purchaser and Company shall not be held liable for any such damage. Soil conditions are assumed to be soil that does not contain any water, hard rock (such as limestone, caliche, etc.), rocks bigger than 4inches in diameter or any other condition that will require additional labor, equipment and/or materials not specified by the purchaser or Owner in the bidding process.

Any condition requiring additional labor, equipment, and/or materials to complete the drilling or concrete operations will require a change order before Company will complete the process. Any variation will incur additional charges.

11) Changes in the Work:

During the course of this project, Purchaser may order changes in the work (both additions and deletions). The cost of these changes will be determined by the Company, and a change order must be completed and signed by both the Purchaser and the Company, which will detail the “General Scope of the Change Order”. Should any change be essential to the completion of the project, and the Purchaser refuses to authorize such change order, then Company will be deemed to have performed its part of the project, and the project and Services will be terminated. Upon such termination, Company will submit a final billing to Purchaser for payment, less labor allowance for work not performed but including additional charges incurred due to the stoppage. No credit will be allowed for materials sold and supplied, which will remain the property of the Purchaser.

12) Warranty; Limitations of Liability:

Company warrants that all Company-supplied labor and Services will be performed in a good and workmanlike manner. Purchaser shall notify the Company in writing detailing any defects in Service for which a warranty claim is being made.

COMPANY SHALL NOT IN ANY EVENT BE LIABLE FOR INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL, PUNITIVE OR LIQUIDATED DAMAGES IN ANY ACTION ARISING FROM OR RELATED TO THIS AGREEMENT, WHETHER BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), INTENDED CONDUCT OR OTHERWISE, INCLUDING WITHOUT LIMITATION, DAMAGES RELATING TO LOSS OF PROFITS, INCOME OR GOODWILL, REGARDLESS OF WHETHER COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

IN NO EVENT WILL COMPANY’S LIABILITY FOR MONETARY DAMAGES UNDER THIS AGREEMENT EXCEED THE FEES PAID OR DUE AND PAYABLE FOR THE SERVICE UNDER THIS AGREEMENT (OR RELEVANT PURCHASE ORDER).

The warranties or the materials are contained in a separate document between Company and the ultimate Owner of the materials, which will be provided to Owner at the time of completion of work.

13) Indemnification:

To the fullest extent permitted by law. Purchaser shall indemnify, defend and hold harmless the Company and its consultants, agents and employees or any of them from and against claims, damages, losses and expenses, including but not limited to attorney’s fees, relating to furnishing of the materials or performance of the Services, provided that such claim, damage, loss or expense is attributable to bodily injury to, sickness, disease or death of a person, or injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Purchaser or its agents, employees, or subcontractors or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in Section 13.

14) Delegation: Subcontractors:

The Services and furnishing of materials may be performed by subcontractors under appropriate agreements with the Company

Initials _____

*This is a legal agreement - please read carefully
Complete and Initial all pages*

Proposal Number 1-2-23833



15) Force Majeure: Impracticability:

The Company shall not be charged with any loss or damage for failure or delay in delivering or furnishing of materials when such failure or delay is due to any cause beyond the control of the Company, due to compliance with governmental regulations, or orders, or due to any acts of God, lockouts, slowdowns, wars or shortages in transportation, materials or labor.

16) Dispute Resolution:

Any controversy or claim arising out of or related to this agreement must be settled by binding arbitration administered in Santa Ana, CA by a single arbitrator selected by the parties or by the American Arbitration Association, and conducted in accordance with the construction industry arbitration rules. Judgement upon the award may be entered in any court having jurisdiction thereof.

17) Entire Agreement; No Reliance:

This agreement represents and contains the entire agreement between the parties. Prior discussion or verbal representations by the parties that are not contained in this agreement are not part of this agreement. Purchaser hereby acknowledges that it has not received or relied upon any statements or representations by Company or its agents which are not expressly stipulated herein, including without limitation any statements as to the materials, warranties or services provided hereunder.

18) No Third-Party Beneficiaries:

This agreements creates no third party rights or obligations between Company and any other person, including any Owner who is not also a Purchaser. It is understood and agreed that the parties do not intend that any third party should be a beneficiary of this agreement.

19) Governing Law:

This agreement will be constructed and enforced in accordance with the laws of the State of California.

20) Assignment:

Purchaser may not assign this agreement, by operation of law or otherwise, without the prior written consent of the Company. The agreements shall be binding upon and ensure to the benefit of the Company and the Purchaser, and their successors and permitted assigns.

Executed to be effective as of the date executed by the Company:

KYA Services LLC

Accepted by:

Signature:	Signature:	<i>Megan Leyds</i>
By: (Print)	By: (Print)	Megan Leyds
Title:	Title:	Regional Advisor
Date:	Date:	February 27, 2023

Initials _____

*This is a legal agreement - please read carefully
Complete and Initial all pages*

Proposal Number 1-2-23833

**BEFORE THE BOARD OF TRUSTEES OF THE
SHASTA UNION HIGH SCHOOL DISTRICT
RESOLUTION NO. [REDACTED]**

**RESOLUTION AUTHORIZING CONTRACTS TO PURCHASE TRACK
RESURFACING**

WHEREAS, the Shasta Union High School District (“District”) needs track resurfacing at Shasta Learning Center Campus (“Equipment”);

WHEREAS, the District wishes to procure the Equipment by entering into one separate agreements:

Proposal 1-2-23833: CMAS# KYA 0089B-SSDI (“CMAS”) contract with KYA Services LLC. (“KYA Group”) which includes track resurfacing;

WHEREAS, Education Code section 17595 authorizes the governing board of a school district to purchase materials, equipment or supplies through the Department of General Services;

WHEREAS, Public Contract Code section 10298, subdivision (a), allows the Director of General Services to establish multiple award schedules with vendors of goods, information technology or services and in turn, allows school districts to contract with the vendors awarded those multiple award schedules without competitive bidding;

WHEREAS, the Director of General Services has established a multiple award schedule with KYA Services LLC. (“KYA Group”), CMAS # 0089B-SSDI (“CMAS”) which includes the Equipment;

WHEREAS, the Board finds and declares that it would be in the District’s best interests to purchase services and materials for track resurfacing from KYA Group’s CMAS; and

WHEREAS, the Board finds and declares that the Superintendent or his designee should make the listed contracts in writing on behalf of the District to purchase the track resurfacing from KYA Group under KYA Group’s CMAS.

NOW, THEREFORE, the Board of Trustees of the Shasta Union High School District of Shasta County, State of California, hereby finds, determines and orders as follows:

1. The recitals above are true and correct.
2. The District’s Superintendent, or his designee, is authorized and directed to make the listed contracts in writing on behalf of the District for the track resurfacing,

without advertising for or inviting bids, pursuant to the authority of this Resolution and California Education Code section 17595 and Public Contract Code section 10298.

PASSED AND ADOPTED by the Board of Trustees of the Shasta Union High School District at its regular meeting held on _____, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: _____, 2023

President, Board of Trustees
Shasta Union High School District

CERTIFIED TO BE A TRUE
AND CORRECT COPY:

Clerk, Board of Trustees
Shasta Union High School District

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Transportation Services Plan

PREPARER: Leo Perez
Associate Superintendent of Instructional Services

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:

On December 19, 2022, the Shasta County Office of Education facilitated a meeting between districts and local county authorities to consult on the development of the district's Transportation Plan. The plan will continue to be updated as more information about the needs of our students and additional resources become available.

The Associate Superintendent of Instructional Services will present the Transportation Services Plan as developed thus far.

REFERENCES:

Ed Code sections 41850.1 and 39800.1

**Shasta Union High School District
Transportation Services Plan
Fiscal Year 2022-2023**

Transportation Services

1. Enter a description of transportation services offered to pupils and how the LEA will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 - 6 inclusive and pupils who are low income. The Plan may provide for the LEA to partner with a municipally owned transit system to provide services to middle and high school students. An LEA may provide no-cost transit passes to students.
 - **SUHSD will partner with RABA to provide monthly passes to students. Emphasis will be placed on addressing the needs of socially economically disadvantaged (SED), foster, homeless, and ELL (English Language Learner) students that live inside the 3-mile radius.**

2. Enter a description of LEA's transportation services that would be accessible to pupils with disabilities, homeless children, and foster youth.
 - **SUHSD will continue to work with the county to offer transportation services to our special education students.**
 - **Existing services for homeless and foster youth will continue. Additional steps will be taken to help identify homeless students and identify their transportation needs. Much of this effort will occur at the school sites in coordination with the homeless and foster youth liaisons. The district liaison for homeless and foster youth will help to coordinate services.**

3. Enter a description of how unduplicated pupils would be able to access available home-to-school transportation at no cost to the pupils.
 - **Unduplicated students will continue to have access to standard transportation options. Based on feedback from our transportation survey of students, parents, and staff, we will look into the feasibility of including stops inside the 3-mile radius to the extent possible, with consideration to staffing and availability of vehicles. Additionally, we will be offering RABA passes to help meet the needs of those students that are not able to access current transportation options.**

Consultations:

Enter a description of the required plan consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils, and other stakeholders.

- **On December 19, 2022, the Shasta County Office of Education facilitated a meeting between districts and local county authorities to consult on the development of the district's Transportation Plan. In attendance were the Senior Transportation Planner and Deputy City Manager. Local Air Quality Management and Air Pollution Control personnel were contacted and invited to attend but were not in attendance. A brief overview of Ed Code sections 41850.1 and 39800.1 was provided as background, highlighting the consultation requirements. Audit and plan requirements were discussed, and districts shared some of their initial plans for the increase in transportation funding. Districts are looking for ways to increase the percentage of students who utilize their transportation services and increase the number of drivers. There are also equipment replacement needs that districts are looking to address with any increase in funding.**

There was some discussion regarding fleet replacement, with several districts sharing their frustrations with the limitations of their electric buses. Representatives from the local transit authority shared the legal mandates that they are facing, requiring that they develop zero-emission plans by 2026 and that all new vehicle replacements must be zero-emission by 2029. Districts are not under those same requirements and are currently conducting a cost/benefit analysis as they consider any future electric bus purchases. Districts shared that their vehicle replacement plans are further complicated with the news that Cummins diesel engines will not be producing models that will be able to meet California's increasingly stringent emissions standards.

Local transit authority officials shared that they would be interested in partnering with districts to explore grant-writing opportunities to help fund equipment purchases and fleet replacement. Support for bus driver training options was also discussed. The next steps include clarification on what is allowable under Ed Code 39800.1c, referring to "partnering with municipally owned transit systems to provide service pursuant to this section to middle school and high school pupils." Local county authorities were also willing and interested in reviewing draft district transportation

plans before plans were submitted to their respective boards for approval on or before April 1, 2023.

SUHSD students, parents, and staff were surveyed to get input on their individual needs and suggestions for addressing these items. In addition, to the survey, in-person meetings were held at each of the comprehensive sites on Monday, February 6, 2023.

The main areas of concern were the number of bus stops, the limits of the 3-mile radius from the school sites, schedules (pick up and drop off times at SHS and FHS), safety, and staffing. Results of community partner feedback were reviewed by the administration, including the director of transportation, to develop an initial transportation services plan that can better meet the needs of all of our students.

Elements of this plan include more support from the district to help students access public transportation, increasing the number of stops in and outside the 3-mile radius, and possibly adding smaller vehicles, such as vans, to serve the less populated outlying areas in our district. Existing partnerships with the county will continue to be supported with the hope that some of these services can be expanded as more resources become available, specifically staff.

Efforts to improve services to the homeless, foster youth, English Language Learners and low-income students will be emphasized by expanding efforts at each school site to better identify the transportation needs of our unduplicated students. This work will be led by the site administrative leads in coordination with other support staff. We consider this plan to be a living document and expect that it will be updated as more information about the needs of our students and additional resources become available.

Board Approval Date:

The Transportation Plan was developed in accordance with Education Code Sections 39800.1 and 41850.1.

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Reduced-Day Extended School Year Program

PREPARER: Jason Rubin
Associate Superintendent of Human Resources

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:

By law, we are required to offer a minimum of 20 days of ESY (Extended School Year) for those Special Education students who's Individualized Education Plan (IEP) indicates that the team felt ESY was necessary. The District will request a waiver from CDE and reduce the number of days for the last few years. The reduction in days is from 20 to 15 as long as the District increases the hours from 4 to 5.5 hours per day. The main benefit to this reduction in days is that it allows staff more hours each day to work with students. The District recommends continuing the reduction of the ESY Program from 4 weeks/4 hours to 3 weeks/5.5 hours

By continuing to approve this waiver request, it would continue our Extended School Year Program and be in line with our neighboring districts. The request has been approved by site council as required. The California Department of Education also requires a public hearing and approval by the Board.

REFERENCES:

California Code of Regulations, Title 5, Section 3043(d)
California Education Code (EC) Section 33050

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Mental Health Clinician Job Description

PREPARER: Jason Rubin
Associate Superintendent of Human Resources

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:
Approve job description of Mental Health Clinician with responsibilities added due to restructuring to better meet the program needs.

MENTAL HEALTH CLINICIAN

DEFINITION:

Under direction of district administration and within the scope of the license, provides supportive and direct services to students with disabilities who exhibit deficits in their social, emotional, and/or behavior development that interferes with academic performance and developmental progress, cause conflict with peers, community or family, and/or put the student at risk for placement in a more restrictive educational setting. Independently provide assessment, diagnosis, counseling, and psychotherapeutic treatment to children and adult students. May provide educational consultation services to other staff, community agencies, and the public, and respond to school and community emergency events. Other duties, as assigned, provide clinical supervision and training; and, do related work as required.

ESSENTIAL FUNCTIONS AND DUTIES: (May include, but is not limited to the following)

1. Provide psycho-social assessment, psychological related services to students eligible for ERMHS and consultation to school staff, community agencies and community liaison.
2. Provide direct educationally related mental health services, casework services, and case management in a variety of settings and service locations.
3. Performs intensive therapeutic services with children and adult clients or their relatives through individual, group, or family therapy
4. Participates in the intake process in the evaluation of problems presented and in the development of treatment plans
5. Gathers data relative to client's personal, social, and emotional history by conducting observations, and interviewing client, relatives, friends, teachers, and others as appropriate
6. Prepares case histories with particular emphasis upon psycho-social factors affecting the client
7. Cooperates with other staff members and with community agencies in carrying out treatment plans
8. Provides clinical supervision and training to assigned staff; provides consultation to other departments and agencies
9. Monitors and evaluates the performance of the contract agency and notes any deficiencies and recommends changes
10. Interprets and explains to community groups the social and emotional factors pertaining to illness in order to provide a better understanding of the social aspects of environmental, emotional, and physical problems
11. Participates in IEP meetings, develops baselines and goals, and reports on student progress.
12. Interprets modern methods of treatment for emotional and environmental problems.
13. Prepares records and reports including IEPs, Direct Treatment Protocol (DTP), Behavior Intervention Plans (BIPs), and other documents as required for the IEP and district documentation of services.
14. Prepares LEA Medi-Cal billing logs for all appropriate services
15. Other duties as assigned

KNOWLEDGE AND ABILITY TO:

1. Principles, techniques, and trends in counseling, psychotherapy and various treatment modalities
2. Biological, behavioral, and environmental aspects of emotional disturbances, mental disability, or substance abuse

3. The scope and activities of public and private health and welfare agencies and other available community resources
4. Principles and techniques of mental health consultation, education and prevention within the community
5. Effectively apply psychotherapeutic techniques of complex nature in the treatment of individual clients and groups
6. Develop and maintain cooperative, constructive, relationships with clients and their families, member or other professional disciplines, social agencies and fellow worker.
7. Maintain confidentiality with respects to HIPP A and FERPA
8. Perform and provide therapeutic services in a variety of settings including the classroom, community, and home.
9. Prepare clear, concise, and comprehensive casework records, and make sound recommendations on the basis of such information
10. Organize and manage a caseload
11. Provide clinical supervision and training to assigned staff
12. LEA Medi-Cal billing practices and required record keeping

EDUCATION AND EXPERIENCE

Clinical positions require that incumbents work within the scope of or process a valid license of:

1. California Pupil Personnel Services Credential in School Psychology or School Social Work; OR
2. Licensed Marriage and Family Therapist (LMFT and a California Pupil Personnel Services Credential in School Counseling; OR
3. Licensed Clinical Social Worker (LCSW) and a California Pupil Personnel Services Credential in School Social Work; OR
4. PhD with a license in Clinical Psychology or Marriage and Family Therapy and a California Pupil Personnel Services Credential (in School Counseling, School Psychology, or School Social Work
5. Master's Degree required.
6. Experience working with K-12 students providing individual and group counseling

NOTE: Candidates from out of state who hold the equivalent of a Pupil Personnel Services Credential in School Psychology, School Counseling or School Social Work may be considered with the stipulation that they are qualified for, and apply for, the California credential upon offer of employment

SPECIAL REQUIREMENTS:

1. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles

PHYSICAL REQUIREMENTS:

1. Ability to bend and twist, stoop, kneel, run and crawl
2. Ability to lift 25 pounds
3. Ability to carry 25 pounds
4. Sufficient physical and emotional stamina to move quickly on uneven terrain, play yards, and school ground, to push or pull student in wheelchairs or wagons
5. Physical agility to effectively restrain student in sometimes hostile situations
6. Ability to stand for extended periods of time
7. Sufficient mobility to travel from site to site and move about an office/classroom
8. Ability to stand and move around a classroom

9. Ability to work at a desk, conference table, or in meetings of various configurations
10. Ability to see for purposes of reading printed matter and observing students
11. Ability to hear and understand speech at normal levels
12. Ability to communicate orally and in writing so others will be able to clearly understand
13. Ability to operate office equipment
14. Ability to reach in all directions
15. Mental acuity to perform the duties of this position in an accurate, neat, and timely fashion; to make good judgments and decision; and to evaluate the result of decision and judgments

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Adopted: Pending Board Approval
Counselor Salary Schedule 199 Work Days

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Mental Health Coordinator Job Description

PREPARER: Jason Rubin
Associate Superintendent of Human Resources

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:
Approve job description of Mental Health Coordinator. Our District would like to add this position to the Supervisory salary schedule to better meet the student needs.

Shasta Union High School District MENTAL HEALTH COORDINATOR

DEFINITION:

Under direction of district administration and within the scope of the license, provides supportive and direct services to students with disabilities who exhibit deficits in their social, emotional, and/or behavior development that interferes with academic performance and developmental progress, cause conflict with peers, community or family, and/or put the student at risk for placement in a more restrictive educational setting. Independently provide assessment, diagnosis, counseling, and psychotherapeutic treatment to children and adult students. May provide educational consultation services to other staff, community agencies, and the public, and respond to school and community emergency events. Other duties, as assigned, provide clinical supervision and training; and, do related work as required.

ESSENTIAL FUNCTIONS AND DUTIES:

(May include, but is not limited to the following)

- Provide psycho-social assessment, psychological related services to students eligible for ERMHS and consultation to school staff, community agencies and community liaison.
- Provide direct educationally related mental health services, casework services, and case management in a variety of settings and service locations.
- Performs intensive therapeutic services with children and adult clients or their relatives through individual, group, or family therapy
- Participates in the intake process in the evaluation of problems presented and in the development of treatment plans
- Gathers data relative to client's personal, social, and emotional history by conducting observations, and interviewing client, relatives, friends, teachers, and others as appropriate
- Prepares case histories with particular emphasis upon psycho-social factors affecting the client
- Cooperates with other staff members and with community agencies in carrying out treatment plans
- Provides clinical supervision and training to assigned staff; provides consultation to other departments and agencies
- Monitors and evaluates the performance of the contract agency and notes any deficiencies and recommends changes
- Interprets and explains to community groups the social and emotional factors pertaining to illness in order to provide a better understanding of the social aspects of environmental, emotional, and physical problems
- Participates in IEP meetings, develops baselines and goals, and reports on student progress.
- Interprets modern methods of treatment for emotional and environmental problems.
- Prepares records and reports including IEPs, Direct Treatment Protocol (DTP), Behavior Intervention Plans (BIPs), and other documents as required for the IEP and district documentation of services.
- Prepares LEA Medi-Cal billing logs for all appropriate services
- Other duties as assigned

KNOWLEDGE AND ABILITY TO:

Principles, techniques, and trends in counseling, psychotherapy and various treatment modalities

Biological, behavioral, and environmental aspects of emotional disturbances, mental disability, or substance abuse

The scope and activities of public and private health and welfare agencies and other available community resources

Principles and techniques of mental health consultation, education and prevention within the community

Effectively apply psychotherapeutic techniques of a complex nature in the treatment of individual clients and groups

Develop and maintain cooperative, constructive, relationships with clients and their families, member or other professional disciplines, social agencies and fellow worker.

Maintain confidentiality with respects to FERPA

Perform and provide therapeutic services in a variety of settings including the classroom, community, and home.

Prepare clear, concise, and comprehensive casework records, and make sound recommendations on the basis of such information

Organize and manage a caseload

Provide clinical supervision and training to assigned staff

LEA Medi-Cal billing practices and required record keeping

EDUCATION AND EXPERIENCE:

Must possess one of the following

Master's Degree or higher in Psychology or Social Work, School Psychology, or School Social Work, or the ability to earn one of the mentioned certifications or Master's Degrees.

Current, valid license as a Clinical Psychologist, Clinical Social Work (LCSW), Marriage Family Child Therapist (LMFT), Professional Clinical Counselor (LPCC) or the ability to obtain one.

Master's Degree required.

Experience working with K-12 students providing individual and group counseling

SPECIAL REQUIREMENTS:

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles

PHYSICAL REQUIREMENTS:

Ability to bend and twist, stoop, kneel, run and crawl

Ability to lift 25 pounds

Ability to carry 25 pounds

Sufficient physical and emotional stamina to move quickly on uneven terrain, play yards, and school ground, to push or pull student in wheelchairs or wagons

Physical agility to effectively restrain student in sometimes hostile situations

Ability to stand for extended periods of time

Sufficient mobility to travel from site to site and move about an office/classroom

Ability to stand and move around a classroom

Ability to work at a desk, conference table, or in meetings of various configurations.

Ability to see for purposes of reading printed matter and observing students

Ability to hear and understand speech at normal levels

Ability to communicate orally and in writing so others will be able to clearly understand

Ability to operate office equipment

Ability to reach in all directions

Mental acuity to perform the duties of this position in an accurate, neat, and timely fashion; to make good judgments and decision; and to evaluate the result of decision and judgments

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Pending board approval

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Computer Support Tech II Job Description

PREPARER: Jason Rubin
Associate Superintendent of Human Resources

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:
Approve job description of Computer Support Tech II. In looking at the increased projects, our District would like to add this position to the ESP salary schedule to better meet the IT Department needs.

Shasta Union High School District

COMPUTER SUPPORT TECHNICIAN II

DEFINITION

Under general supervision, to provide technology support in the operation, maintenance and support of a computer network including all computers, software, and peripherals; install and configure personal computer equipment; install and configure necessary software applications; perform related work as required. Provide assistance, direction and training to users, and school site staff. Work at various sites to troubleshoot problems with workstations, printers and software. Communicate with District and site support staff on technical issues.

EXAMPLE OF DUTIES

- Operate and maintain a variety of equipment including computers, printers, network servers, and other networking equipment
- Provide leadership/training to other technology support staff
- Respond to hardware and software service requests
- Set up and configure new and existing instructional and administration PC's
- Install software on new and used PC's
- Provide desktop support services to maintain optimum system operations including preventative maintenance
- Troubleshoot computer and printer problems
- Perform preventative maintenance on hardware and software
- Assist in the maintenance and upgrades of the District's various Local Area Networks (LAN)
- Installation and configuration of desktops for network placement
- Installation and configuration of networked applications
- Basic installation and configuration of switches
- Troubleshoot and resolve basic to intermediate network problems
- Maintain records on all computer installations and technology service requests
- Coordination of networking data network layouts and additions
- Work with vendors on software and hardware installations, troubleshooting, administration and maintenance
- Creation of documentation and other technical documents
- Provide assistance with District technology initiatives as needed
- Perform other related functions as assigned

QUALIFICATIONS

Knowledge of:

Methods, tools and equipment used in the installation and service of hardware and software; Windows and Macintosh computer operating systems; Current computer network technology; Basic industry-standard networking principles; Basic understanding of networking protocols, hardware and technology; Understanding of physical wiring standards including CAT V and fiber optics.

TECHNOLOGY SUPPORT SPECIALIST II

Page 2

Ability to:

Install computers, printers and other peripheral devices; install and test software and hardware; assist with the maintenance and troubleshooting of network hardware and software; follow written and oral instructions; communicate clearly and concisely both oral and written; demonstrate good interpersonal skills to work with students, teachers, administrators, supervisors, co-workers and vendors; learn new skills to keep current with technology changes; instruct others in the use and care of computer technology and software; work with limited supervision; multi-task while maintaining patience and flexibility; manage time effectively between multiple sites; perform other duties as required. Comply with the District's customer service standards, as outlined in Board Policy.

EDUCATION AND EXPERIENCE:

Equivalent to the completion of the 12th grade supplemented by training and/or coursework in computer and network operations. Associates degree preferred but not required.

Ten years of computer related experience or any combination of experience and coursework in such areas as installation, configuration, troubleshooting, and repair of computer hardware, software and peripheral devices preferably in a networked environment. MCP/MCSE preferred but not required.

PHYSICAL DEMANDS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines including computers all day long; Physical agility to push/pull, squat, twist, turn, bend, stoop, to reach overhead and climb including ladders;

Physical mobility sufficient to move about the work environment (office, school district, site to site), drive an automobile, and respond to emergency situations;

Physical strength sufficient to regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds

Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock.

The employee is frequently exposed to moving mechanical parts and high, precarious places. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of radiation and vibration. The noise level in the work environment is usually moderate.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Drivers License.

Pending Board approval

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Classified Education Support Professionals (ESP) and Supervisory Salary Schedules

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: Action
 Discussion
 Information

BACKGROUND:

The ESP and Supervisory salary schedule have been modified with the Mental Health Coordinator, and the Computer Support Tech II positions. The Computer Support Tech II position has been added to the ESP salary schedule at range 38, and the Mental Health Coordinator position has been added as a range 10 on the Supervisory Schedule. The salary schedule becomes effective March 1, 2023.

**SHASTA UNION HIGH SCHOOL DISTRICT
ESP/SSEA SALARY CLASSIFICATIONS
3/1/23**

Appendix A

RANGE	CLASSIFICATION	STEP 1	STEP 5
19	PROJECT SECRETARY	16.59	20.17
20	ACCOUNT CLERK I	17.01	20.68
22	INSTRUCTIONAL PARA SPECIAL ED (RSP/SDC) TITLE I INDIAN ED	17.89	21.74
23	DISTRICT RECEPTIONIST	18.33	22.28
24	AT RISK PARAPROFESSIONAL ATTENDANCE TECHNICIAN SDCI PARAPROFESSIONAL BILINGUAL INSTRUCTIONAL PARA INSTRUCTIONAL PARA - DIGITAL HS LIBRARY MEDIA TECHNICIAN SOA II - SCHOOL OFFICE ASST II TRANSPORTATION SECRETARY PROJECT ASSISTANT	18.79	22.84
25	ADULT ED SECRETARY CAL SAFE PROGRAM FACILITATOR HEALTH CLERK SCHOOL SUPPORT SECRETARY SEVERELY HANDICAP (SH/BEHAVIOR) PARAPROFESSIONALS ASB CLERK CAREER EDUCATION TECHNICIAN MAINT & OPERATIONS SECRETARY	19.25	23.40
26	SPECIAL EDUCATION DATA ASST ACCOUNT CLERK II	19.73	23.99
28	REGISTRAR	20.74	25.21
29	ALTERNATIVE ED SECRETARY I ACCOUNT CLERK III SCHOOL SECRETARY CONTINUATION SPECIAL EDUCATION SECRETARY	21.26	25.84
30	ALTERNATIVE ED SECRETARY II EDUCATIONAL SIGN LANG INTERPRETER PROGRAM ASSISTANT SPECIALIZED HEALTH CARE ASST TECHNOLOGY SUPPORT ASST I	21.79	26.48
31	PAYROLL TECHNICIAN	22.34	27.16
33	ACCOUNTING TECHNICIAN TECHNOLOGY SUPPORT ASSISTANT II	23.46	28.52
35	COMPUTER SUPPORT TECHNICIAN	24.66	29.97
38	ACCOUNTANT COMPUTER SUPPORT TECHNICIAN II INDIAN ED. PROGRAM SPECIALIST WORKABILITY PROGRAM ASSISTANT	26.55	32.27

AA Stipend \$356 **BA Stipend** \$650

~5.92% EFFECTIVE 7/1/22

~2.08% EFFECTIVE 7/1/22

SHASTA UNION HIGH SCHOOL DISTRICT

SUPERVISORY SALARY SCHEDULE
EFFECTIVE 3.1.23

							LONGEVITY INCREASES				
							5.00%	5.00%	5.00%	5.00%	7.50%
RANGE	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	6 YRS	10 YRS	15 YRS	20 YRS	25 YRS
1	ADMIN SECRETARY	\$22.93	\$24.07	\$25.25	\$26.53	\$27.88	\$29.27	\$30.74	\$32.29	\$33.89	\$36.41
2	DISTRICT APP SYSTEM SUPV SNR. TECH SUPP SUPV	\$32.84	\$34.46	\$36.18	\$37.99	\$39.88	\$41.90	\$44.00	\$46.18	\$48.51	\$52.12
3	INFO TECH SUPV	\$44.64	\$46.85	\$49.20	\$51.67	\$54.25	\$56.99	\$59.83	\$62.83	\$65.96	\$70.90
4	CENTRAL KITCH SUPV	\$25.09	\$26.36	\$27.69	\$29.04	\$30.50	\$32.02	\$33.64	\$35.30	\$37.09	\$39.85
5	SUPV OF TRANSP SUPV OF M & O	\$34.63	\$36.34	\$38.17	\$40.06	\$42.07	\$44.18	\$46.40	\$48.71	\$51.15	\$54.99
9	BUSINESS SERVICES MGR	\$46.77	\$49.08	\$50.87	\$52.85	\$54.83	\$57.59	\$60.46	\$63.47	\$66.64	\$71.63
10	MENTAL HEALTH COORDINATOR	\$56.34	\$59.12	\$62.10	\$65.17	\$68.45	\$71.89	\$75.48	\$79.24	\$83.20	\$89.43
*POSITIONS CURRENTLY UNFILLED/INACTIVE											
2	SUPV OF PAYROLL & BENEFITS	\$31.57	\$33.11	\$34.78	\$36.52	\$38.35	\$40.29	\$42.29	\$44.39	\$46.62	\$50.11
6	ACCOUNTING & BUDGET SUPV	\$37.65	\$39.56	\$41.53	\$43.60	\$45.79	\$48.09	\$50.49	\$53.01	\$55.66	\$59.84
7	*PROJECT COORD.	\$25.09	\$26.36	\$27.69	\$29.04	\$30.50	\$32.02	\$33.64	\$35.30	\$37.09	\$39.85
8	*SCHL MAINT SUPV	\$29.65	\$31.15	\$32.71	\$34.35	\$36.04	\$37.85	\$39.75	\$41.72	\$43.81	\$47.11

A.A. STIPEND \$ 356
 B.A./B.S. STIPEND \$ 650
 MASTERS STIPEND \$ 1,282

THERE WILL BE LONGEVITY INCREMENTS AT THE COMPLETION OF 6 YEARS (5.00%), 10 YEARS (5.00%), 15 YEARS (5.00%), 20 YEARS (5.00%) AND 25 YEARS (7.50%) OF SERVICE WITH THE DISTRICT.

**RETIREMENT STIPEND: FOR ELIGIBLE EMPLOYEES 10% OF THE EMPLOYEE'S CURRENT ANNUAL SALARY OR A STIPEND OF \$4,351 WHICHEVER IS GREATER AT THE TIME OF NOTICE. NOTICE MUST BE GIVEN TO THE DISTRICT AT LEAST 6 MONTHS PRIOR TO EFFECTIVE DATE OF RETIREMENT.

~MOVE PAYROLL SUPERVISOR TO UNFILLED/INACTIVE EFFECTIVE 7/12/18
 ~ADDED BUSINESS SERVICES MANAGER POSITION EFFECTIVE 7/12/18

~3.00% EFFECTIVE 7/1/18
 ~1.00% EFFECTIVE 7/1/19
 ~3.00% EFFECTIVE 7/1/20
 ~5.92% EFFECTIVE 7/1/22
 ~2.08% EFFECTIVE 7/1/22

PENDING BOARD APPROVAL

SUPV 3.14.23 Approved
 3/8/2023 10:08 AM