



Board of Trustees

Jamie Vericker
Constance Pepple
Ron Zufall
Mike Doran
Andrea Hoheisel

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
July 11, 2023
5:30 p.m. – Call to Order
5:30 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. Online access to Board meeting materials can be found at <https://www.suhsd.net/Board/Board-MeetingS/index.html>.

Agenda

1. CALL PUBLIC SESSION TO ORDER
2. ROLL CALL
3. OPENING BUSINESS
 - 3.1 Pledge of Allegiance
 - 3.2 Mission and Vision Statements
4. 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.

5. APPROVAL OF AGENDA
6. 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.

- 6.1 Administration
 - A. Annual review of the District's Intradistrict Open Enrollment Policy, BP 5116.1
 - B. Approve District Organization Chart/Lines of Responsibility for 2023-24
 - C. Approve resolution authorizing the Superintendent and designees the power to contract and the authority to purchase supplies, materials, apparatus, and equipment
- 6.2 Business Services
 - A. Ratify Commercial Warrants and Payroll Distributions for June 2023
 - B. Approve requests to declare property as surplus (Nutrition Services – Cafeteria Tables. Transportation - Thomas Bus 73, Blue Bird Bus 74 and 75)
 - C. Adopt resolution allowing Temporary Interfund Transfers
 - D. Adopt resolution allowing Interfund Transfers
 - E. Adopt resolution allowing Budget Transfers
- 6.3 Instructional Services
 - A. Approve Field Trip Request
 - B. Approve courses for Shasta Adult School for 2023-24
 - C. Approve funding applications for the 2023-24 Agricultural Incentive Grants for FHS and the District Farm
- 6.4 Human Resources
 - A. Approve Human Resources Action Report
 - B. Approve updates for the Safe Return to Schools CPP and Testing Plan
 - C. Accept the Quarterly Report on the Williams Uniform Complaints for April 1 – June 30, 2023
 - D. Annual review of District's Uniform Complaint Policy and Non-Discrimination Policy
- 7. REPORTS
 - 7.1 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
 - 7.2 Superintendent
 - 7.3 Board Members
- 8. BUSINESS
 - 8.1 Administration
 - A. The Board will discuss the results of the 2022-23 Board Self-Evaluation (*Discussion*)
 - B. Approve updates to the Certificated Management Handbook and the Confidential/Supervisory Handbook (*Action*)
 - C. Approval/ratification of revised employment agreement with Chief Business Official (*Action*)
 - D. Approval/ratification of revised employment agreement with Associate Superintendent of Human Resources (*Action*)
 - E. Approval/ratification of revised employment agreement with Associate Superintendent of Instructional Services (*Action*)
 - F. Approval/ratification of revised employment agreement with Superintendent (*Action*)
 - G. Approve minutes for the June 13, 2023 regular Board meeting (*Action*)
 - H. Approve minutes for the June 20, 2023 special Board meeting (*Action*)

- I. Excuse Trustee Pepple's absence for the June 13, 2023 regular Board meeting (*Action*)
- J. Excuse Trustee Hoheisel's absence for the June 20, 2023 special Board meeting (*Action*)
- 8.2 Business Services
 - A. Approve authorization to contract with KYA Services LLC (KYA Group) through the California Multiple Award Schedule ("CMAS") contract 4-20-78-0089C (*Action*)
 - B. Approve Change Order Number 1 for District Wide, HVAC Upgrades to be ratified for a net increase to the contract with KYA Services, LLC, in the amount of \$36,152.94 (*Action*)
 - C. Approve salary schedules for SSEA, ESP, CSEA, Confidential, Management and Supervisory (*Action*)
- 8.3 Instructional Services
 - A. The Board will conduct the second reading of the supplementary book *Must Know High School Vocabulary* by Jane R. Burstein (*Discussion/Action*)
 - B. Review 2022-23 End-of-Year District Department Chair Reports (*Information*)
 - C. Update on student expulsions and discipline for 2022-2023 (*Information*)
- 8.4 Human Resources
 - A. Approve Declaration of Need for Fully Qualified Educators for the 2023-24 school year (*Action*)
 - B. Approve updated job descriptions for District Receptionist and Library Media Tech (*Action*)
- 9. CLOSED SESSION
 - 9.1 Public Employee Discipline/Dismissal/Release/Complaint (G.C. 54957)
 - 9.2 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.
- 10. ADVANCE PLANNING
 - 10.1 Next Meeting Date: August 8, 2023
 - 10.2 Suggested Future Agenda Items
- 11. ADJOURNMENT

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Board Policy 5116.1 – Intradistrict Open Enrollment

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:

The Board desires to provide enrollment options that meet the diverse needs and interests of District students and parents/guardians, while also maximizing the efficient use of district facilities. Per Education Code 35160.5, 48980, the Board shall annually review Board Policy 5116.1: Intradistrict Open Enrollment.

REFERENCES:

Board Policy 5116.1 & Education Code 35160.5, 48980

Policy 5116.1: Intradistrict Open Enrollment

Status: ADOPTED

Original Adopted Date: 10/11/2016 | **Last Revised Date:** 01/14/2020 | **Last Reviewed Date:** 01/14/2020

The Board of Trustees desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also maximizing the efficient use of district facilities and resources. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of their residence within the district. (Education Code 35160.5)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

The Superintendent or designee shall grant priority for the enrollment of a student in a district school outside of the student's attendance area, if the student:

1. Is enrolled in a district school designated by the California Department of Education (CDE) as "persistently dangerous" (20 USC 7912; 5 CCR 11992)
2. Is a victim of a violent crime while on school grounds (20 USC 7912)
3. Is a victim of an act of bullying committed by another district student, as determined through an investigation following the parent/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Education Code 234.1 (Education Code 46600)

If the district school requested by the student is at maximum capacity, the Superintendent or designee shall accept an intradistrict transfer request for another district school. (Education Code 46600)

4. Is currently enrolled in a district school identified by CDE for comprehensive support and improvement, with priority given to the lowest academically achieving students from low-income families as determined pursuant to 20 USC 6313(a)(3) (20 USC 6311)
5. Is experiencing special circumstances that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)
 - a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official or a social worker, or a properly licensed or registered professional, including, but not necessarily limited to, a psychiatrist, psychologist, marriage and family therapist, clinical social worker, or professional clinical counselor
 - b. A court order, including a temporary restraining order and injunction
6. Is a sibling of another student already attending that school
7. Has a parent/guardian whose primary place of employment is that school

Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law and Board policy, applications for intradistrict open enrollment shall be submitted between the first day of school and January 1st of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for the enrollment priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine which students shall be admitted whenever a district school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance. However, existing entrance criteria may be used for enrolling students in specialized schools or programs, provided that the criteria are uniformly applied to all applicants. In addition, academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

Transportation

In general, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

However, upon parent/guardian request, the district shall provide transportation assistance to any student who is eligible for free or reduced-price meals and whose enrollment in a district school outside the student's attendance area is a result of being a victim of bullying. (Education Code 46600)

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: District Organizational Chart/Lines of Responsibility

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION:

- ☒ Action
- ☐ Discussion
- ☐ Information

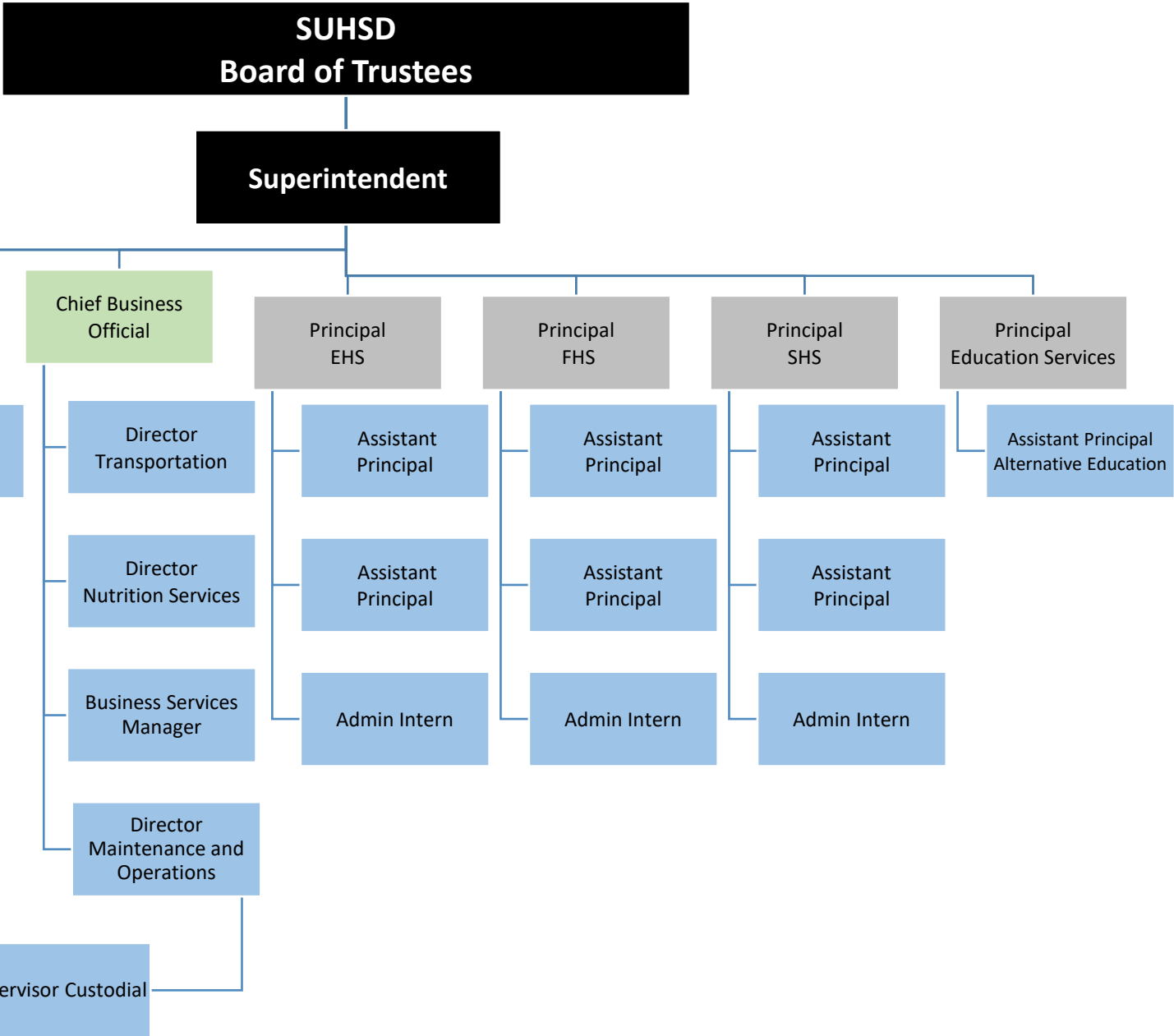
BACKGROUND:

Board Policy requires the Superintendent to maintain a District organization chart approved by the Board. The chart has been updated and will be presented to the Board for approval.

REFERENCES:

Board Policy 2110

Organizational Chart
Board Approved:



SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Resolution – Power to Contract and Authority to Purchase

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:

Education Code Section 17604 provides that the Board may delegate to its Superintendent and his designees the power to contract, provided such contracts are ratified by the Governing Board. Education Code Section 17605 provides that the Board may delegate to employees of the District the authority to purchase supplies, materials, apparatus, and equipment involving an expenditure not to exceed an amount as specified in Section 20111 of the Public Contract Code subject to review by the Board every sixty days.

Administration recommends approval of the resolution authorizing the Superintendent, the Chief Business Official, Associate Superintendent of Instructional Services and Associate Superintendent of Human Resources to enter into contracts as provided for in the Education Code on behalf of the District, and each have the authority to purchase supplies, materials, apparatus, and equipment involving an expenditure not to exceed an amount as specified in the Public Contract Code. This resolution is presented annually for approval.

REFERENCES:

Education Code 17604, 17605; Public Contract Code 20111

**SHASTA UNION HIGH SCHOOL DISTRICT
RESOLUTION #
FOR AUTHORIZING SIGNATURES**

WHEREAS, Education Code Section 17604 provides that the Shasta Union High School District Governing Board may delegate to its Superintendent and his designees the power to contract, provided such contracts are ratified by the Governing Board, and

WHEREAS, Education Code Section 17605 provides that the Governing Board may delegate to employees of the District the authority to purchase supplies, materials, apparatus, and equipment involving an expenditure not to exceed an amount as specified in Section 20111 of the Public Contract Code subject to review by the Board every sixty days, and

NOW, THEREFORE, BE IT RESOLVED that the Superintendent, the Chief Business Official, Associate Superintendent of Instructional Services and Associate Superintendent of Human Resources may enter into contracts as provided for in the Education Code on behalf of the District, and each have the authority to purchase supplies, materials, apparatus, and equipment involving an expenditure not to exceed an amount as specified in the Public Contract Code.

PASSED AND ADOPTED BY the Governing Board of the Shasta Union High School District on this 11th day of July 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Jim Cloney, Secretary of the Governing Board of the Shasta Union High School District, Shasta County, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Board at a meeting thereof held at its regular place of meeting on the date shown above and by the vote above stated, which resolution is on file in the office of said Board.

Signed _____
Secretary of the Governing Board

In accordance with the provisions of Education Code, the following individuals are authorized to sign for the District as noted:

Signature

Title

Superintendent

Chief Business Official

Associate Superintendent of Human Resources

Associate Superintendent of Instructional Services

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 6/01/23 - 6/30/23

Subfund Totals - Accounts Payable

01	General Fund	1,573,416.04
02	Farm Fund	0.00
07	Shasta Charter Academy	125,731.10
08	University Preparatory	229,677.96
11	Adult Education Fund	1,907.67
12	Child Development Fund	0.00
13	Cafeteria/Food Service Fund	133,820.65
14	Deferred Maintenance Fund	7,991.52
15	Pupil Transportation Eqmt Fund	0.00
16	Foundation Private Purpose Fund	500.00
21	Capital Building Bond Fund	1,400.00
25	Capital Facilities Fund	0.00
35	County School Facilities	0.00
56	Debt Service Fund	0.00
76	Warrant Passthrough	0.00
95	Student Body Fund	0.00

Total	\$2,074,444.94
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Total Accounts Payable	2,074,444.94
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Total Payroll	5,102,190.46
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GRAND TOTAL	\$7,176,635.40
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SHASTA UNION HIGH SCHOOL DISTRICT

Date _____

Signed: _____

Date _____

Signed: _____

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Surplus Equipment

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:

The Transportation Department is requesting two BlueBird CNG buses and one Thomas CNG bus be considered surplus. The Transportation Department is not equipped to repair the CNG any longer. Based on the recommendation of the Transportation Director, the district would like to surplus the buses and put them in a public auction.

The Nutrition Services Department is requesting we dispose of nine old cafeteria tables. These tables are no longer needed and have become a safety issue.



Request to Declare Property as Surplus

Location of Property:

Site: Transportation

Date: 6/21/2023

Department: _____

Room No. _____

Requestor: Trystan Thomas

It is requested that the following equipment be declared surplus:

Asset #	Qty.	Item Description	Model	Serial #	Year Purchased	Present Value	Condition*
73	1	Thomas CNG School Bus	HDX		2017	NA	Excellent
74	1	Blue Bird CNG School Bus	ARE		2003	NA	Good
75	1	Blue Bird CNG School Bus	ARE		2003	NA	Good

***Condition Key:**
Excellent – in working order**Good** – needs minor repairs**Fair** – needs repairs; repairs are estimated not to exceed 30% of replacement cost.**Poor** – no longer serviceable; repairs would exceed 50% of replacement cost.**Unusable** – to be discarded as junk

Reason(s) for declaring surplus:

Recommend that these buses be surplus and sold to an organization that they could be used by as we not replacing our CNG compressor so these buses are now no longer a benefit to ur opeartation and need to make room for the 7 new buses that we have purchased.

Note: Incomplete or improperly completed forms will be returned to initiating department for completion prior to processing.

Originator is responsible for placing work order with Maintenance and storing on site until sold/reissued or discarded.

Please contact 16514 or 16540 for further information or questions.

 Site Administrative Approval Signature

Disposition
☐ Make available for reassignment

Assign to: _____

☒ Surplus

☐ Junk

 Chief Business Official

 Date



Request to Declare Property as Surplus

Location of Property:

Site: PHS
 Department: Food Service
 Room No.

Date: 6/28/2023

Requestor: Fred Schafer

It is requested that the following equipment be declared surplus:

Asset #	Qty.	Item Description	Model	Serial #	Year Purchased	Present Value	Condition*
09775	1	Old Cafeteria Table			1988	0	Unusable
09782	1	Old Cafeteria Table			1988	0	Unusable
09773	1	Old Cafeteria Table			1988	0	Unusable
09781	1	Old Cafeteria Table			1988	0	Unusable
09779	1	Old Cafeteria Table			1988	0	Unusable
09784	1	Old Cafeteria Table			1988	0	Unusable
09778	1	Old Cafeteria Table			1988	0	Unusable
09783 and 09785	1	Old Cafeteria Table			1988	0	Unusable

*Condition Key:
Excellent – in working order
Good – needs minor repairs
Fair – needs repairs; repairs are estimated not to exceed 30% of replacement cost.
Poor – no longer serviceable; repairs would exceed 50% of replacement cost.
Unusable – to be discarded as junk

Reason(s) for declaring surplus: Very old cafeteria tables, no longer needed.

*Note: Incomplete or improperly completed forms will be returned to initiating department for completion prior to processing.
 Originator is responsible for placing work order with Maintenance and storing on site until sold/reissued or discarded.
 Please contact 16514 or 16540 for further information or questions.*

Fred Sshafer
 Site Administrative Approval Signature

Disposition

☐ Make available for reassignment Assign to: _____
☐ Surplus
☐ Junk

 Chief Business Official

 Date

Distribution: Original - Business Office
 Copies: M&O, Originating Site

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: 2023-24 Temporary Interfund Transfer of Funds

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:

Education Code 42603 allows governing boards to direct moneys held in a fund or account to be temporarily transferred to another fund or account of the district. There are a few limitations:

- The funds shall be repaid in the same year, or the following year if the borrowing takes place within 120 days of the fiscal year end
- No more than 75% of money held in any fund during the current fiscal year may be transferred
 - Borrowing fund must earn enough income during the current fiscal year to repay the amount transferred

Many districts routinely adopt this kind of resolution in order to ensure that temporary cash borrowing is available throughout the fiscal year.

Any temporary borrowing will be reported to the Board along with an estimated payback timeline.

REFERENCES:

Education Code Section 42603

Shasta Union High School District

RESOLUTION # _____

**RESOLUTION TO ESTABLISH TEMPORARY INTERFUND TRANSFERS OF
SPECIAL OR RESTRICTED FUND MONEYS**

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code 42603; and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Shasta Union High School District, in accordance with the provisions of Education Code section 42603 adopts the following authorization for fiscal year 2023-2024 to temporarily transfer funds between the following funds provided that all transfers are approved by the Superintendent or his designee:

PASSED AND ADOPTED by the Governing Board on July 11, 2023, by the following:

AYES:

NOES:

ABSENT:

ABSTAINED:

Superintendent and Secretary
To the Board

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: 2023-24 Interfund Transfer of Funds

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:

The financial relationship between the District and the District-sponsored charter schools requires the monthly transfer of funds among the entities. Examples include the pass-through of In-Lieu property taxes and the special education funds from the local SELPA received in the General Fund on behalf of the charter schools. Additionally, inter-fund transfers are required among the District's funds as a result of internal audits or recording end-of-the-year transactions. Other non-routine inter-fund transfers will continue to be brought to the Board for approval.

Any temporary borrowing will be reported to the Board along with an estimated payback timeline.

REFERENCES:

Education Code Section 42600

SHASTA UNION HIGH SCHOOL DISTRICT

RESOLUTION # _____

AUTHORIZATION FOR 2023/2024 INTERFUND TRANSFERS

WHEREAS, the Shasta Union High School District will need to transfer money between Funds;

WHEREAS, the Shasta Union High School District has the need to transfer revenues and expenditures between funds;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Shasta Union High School District authorizes the Chief Business Official or Superintendent to make such transfers as may be needed to facilitate accounting activities as allowed in Education Code 42600.

PASSED AND ADOPTED THIS by the Board of Trustees of the Shasta Union High School District, Shasta County, State of California, this 11th day of July 2023 following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Superintendent and
Secretary to the Board

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: 2023-24 Budget Transfers Between Object Codes

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:

Education Code 42600 requires budget transfers between major object codes categories be approved by the Board.

The District's Escape financial system does not allow an account to be spent beyond the established budget. The financial system allows program managers to transfer their budgets to meet revised spending plans. Also, new grants and other revenue and expenditure information are received that requires establishing or revising budgets on a timely basis.

To wait for a board meeting to approve budget transfers to pay vendors or otherwise conduct business is cumbersome and results in late payments to vendors and hinders program budget management.

The attached Resolution allows the Chief Business Official to process budget revisions in a timely manner and to report those revisions to the Board for ratification throughout the fiscal year.

REFERENCES:

Education Code Section 42600

SHASTA UNION HIGH SCHOOL DISTRICT

Resolution No. _____

**Authorization to Transfer Budgeted Funds between Object Codes
by the Chief Business Official**

WHEREAS, the Shasta Union High School District has adopted its 2023-24 final budget, and,

WHEREAS, more accurate information becomes known throughout the school year, and,

WHEREAS, revisions are necessary in the district budget to more accurately present budgetary plans, and,

WHEREAS, Education Code 42600 requires budget transfers between major object categories be approved by the Board of Trustees, and,

WHEREAS, the Board of Trustees recognize the importance of accurate and timely budget reporting.

NOW, THEREFORE, BE IT RESOLVED that the Shasta Union High School District Board of Trustees authorizes the Chief Business Official to prepare all budget revisions for all revenues, expenditures, and reserves as deemed necessary in the course of responsible fiscal management.

BE IT FURTHER RESOLVED that all such revisions will be ratified by the Board of Trustees.

PASSED AND ADOPTED this 11th day of July 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Superintendent and
Secretary to the Board

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Field Trip Requests

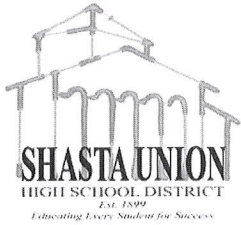
PREPARER: Leo Perez
Associate Superintendent of Instructional Services

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:

Field Trips

Date of trip	School/ Group	Mode of travel	School Days Missed	Destination	Number of Students/Chaperones
Oct 31-Nov 5, 2023	FHS FFA	Car/Air	4	Indianapolis, IN	15/3



Field Trip Request

Requested by: Allison Gross School: Foothill
Name of Club, Group or Department: FHS Agriculture/FFA Today's Date: 5/31/2023

FIELD TRIP

Departure Date: October 31, 2023 Time: TBD # of Students: 15 # of Chaperones: 3
Return Date: November 5, 2023 Time: TBD # of Substitutes Required: 3 Date(s): 10/31, 11/1-11/3
Destination: Indianapolis Convention Center & Area Staff Member(s): _____ Parent(s): _____
City/State: Indianapolis, Ind Allison Gross _____
Outside of California, Oregon, Nevada or Arizona? Derek Barnes _____
☐ N ☒ Y* (If Yes, must have Board Approval) Valley Urriceqlui _____
Purpose: National FFA Convention

Attach Itinerary

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

TRANSPORTATION

A separate Transportation Request form must be submitted to the Transportation Department. *12 business days prior for local trips; 20 business days for out of area trips*
Mode of Transportation: Flight/Rental Car
Date Submitted: NA

FUNDING

	Budget Code or ASB Account	Amount
Substitute	<u>PERKINS</u>	_____
Transportation	<u>PERKINS/ FFA(ASB)</u>	_____
Meals	<u>PERKINS</u>	_____
Lodging	<u>PERKINS/ FFA(ASB)</u>	_____
Other Expenses	<u>PERKINS/FFA(ASB)</u>	_____

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: 5/31/23

APPROVALS

Principal: [Signature] Date: 6/5/23

Associate Superintendent
Instructional Services: [Signature] Date: 6/5/23

Superintendent: [Signature] Date: 6/6/23

*Trips outside of California, Oregon, Nevada and Arizona

Board Approval Date: _____

Itinerary

DEPARTURE

Date: OCTOBER 31, 2023 Time: EARLY FLIGHT

Departing From FHS TO SACRAMENTO (SMF)

Stops: TBD FLIGHT

Destination: INDIANAPOLIS(IND)

Estimated arrival time: TBD FLIGHT

SCHEDULE OF ACTIVITIES

WEDNESDAY- NATIONAL CONVENTION SESSIONS, FFA MALL, CAREER AND COLLEGE TRADE SHOW

THURSDAY- INDUSTRY TOURS

FRIDAY INDUSTRY TOURS

SATURDAY- AMERICAN DEGREE CEREMONY, CLOSING NATIONAL CONVENTION SESSIONS

FRIDAY- FLY HOME

CHAPERONES

Staff

Parents

DEREK BARNES

VALLEY URRICELQUI

ALLISON GROSS

RETURN

Date: NOVEMBER 5, 2023 Time: TBD-FLIGHT

Departing From INDIANAPOLIS (IND)

Stops: TBD- FLIGHT

Return Location: SACRAMENTO (SMF)

Estimated arrival time: TBD- FLIGHT

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Courses for Shasta Adult School for 2023-24

PREPARER: Leo Perez
Associate Superintendent of Instructional Services

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:
Each year the Adult Education program must request approval for the courses it will be offering. This list has been submitted to the California Department of Education Adult Education Office. As a condition of compliance, the Board of Trustees must take action to approve the list of courses for 2023-24.



Course Approval System Navigation

[Home \(/StateProgram/Courses\)](#)

[Select Courses \(/StateProgram/Courses/SelectFiscalYear?src=Select\)](#)


[Review Course List \(/StateProgram/Courses/SelectFiscalYearForReview\)](#)










[Request Approval \(/StateProgram/Courses/ApprovalMenu\)](#)

[Approval Letters \(/StateProgram/Courses/ApprovalLetters\)](#)









Select, Delete, or Add Courses for Fiscal Year 2023–24

You have selected 28 courses.

Course Name	Course Number	Year Course Outline Developed	Edit
Basic English July 11, 2023	2102	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&recId=4&parentId=1)

Course Name	Course Number	Year Course Outline Developed	Edit
Basic Mathematics	2402	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=4&parentId=1)
Course Name	Course Number	Year Course Outline Developed	Edit
Algebra 1	2403	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
Algebra II	2404	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
Art History	2803	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
Biology	2603	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
Computer Literacy	2450	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
Earth Science	2618	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
Economics	2701	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
English 10	2131	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)

Course Name	Course Number	Year Course Outline Developed	Edit
English 11	2132	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
English 12	2133	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
English 9	2130	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
General Mathematics	2400	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
Geometry	2413	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
Government	9972	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
Health	2535	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
Mathematics Elective	2498	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
Music Appreciation	2307	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)
Physical Education	2500	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&reclId=5&parentId=1)

Course Name	Course Number	Year Course Outline Developed	Edit
Physical Science	2610	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&recId=5&parentId=1)
Pre-Algebra	2424	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&recId=5&parentId=1)
Test Preparation	9969	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&recId=5&parentId=1)
United States History	2709	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&recId=5&parentId=1)
World History: Survey	2711	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&recId=5&parentId=1)
Course Name	Course Number	Year Course Outline Developed	Edit
Current Events	2707	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&recId=22&parentId=1)
Food and Nutrition	4361	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&recId=22&parentId=1)
Work Readiness	9977	2015	 Edit (/StateProgram/Courses/SelectAcademicCourses?fy=202324&recId=22&parentId=1)

 [Select More Courses \(/StateProgram/Courses/SelectProgramArea?fy=202324\)](/StateProgram/Courses/SelectProgramArea?fy=202324)

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: 2023-24 Agricultural CTE Incentive Grants for Foothill High School and the District Farm

PREPARER: Leo Perez
Associate Superintendent of Instructional Services

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:
Each year the District applies for funding of the state Agricultural Vocational Education Incentive Grants. This year the grant amount requests are \$24,830.00 for Foothill High School and \$15,250.00 for the Shasta District Farm. The funds will be used for instructional materials, conferences, field trips, equipment, and FFA officer training in the Agricultural programs.

California Department of Education
**AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE
GRANT**

2023–24 APPLICATION FOR FUNDING

(Due Date: To be received in Regional Supervisor's Office by August 1, 2023)

PROJECT DURATION: JULY 1, 2023 TO JUNE 30, 2024

School Site: Foothill High School

District: Shasta Union High School District

Certification:

I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

Electronic Signature of Authorized Agent



Electronic Signature of Agriculture Teacher
Responsible for Program


Electronic Signature of Principal

Agriculture Teacher Summer Contact Cell Number: 530-524-2051

Local Education Agency (LEA) Board Approval Date: _____

Printed Name of Agriculture Teachers:

Derek Barnes

Allison Gross

Valley Urrielqui-Ramsour

PART A – Base Level Funding

In order to qualify for the Agriculture Education Incentive Grant an LEA must meet all the following criteria or provide a Variance approved by the Regional Supervisor for each criterion not met. All evidence must be included with the original application submitted to the Regional Supervisor.

NOTE: Stand-alone middle school programs will only be required to complete PART A. However, they may elect to complete the additional parts if they qualify for additional funding.

Please check each criterion currently being met:

- ☒ 1. Properly Credentialed Teachers
 - Log onto CTC and provide printout of credentials or provide a copy of current credentials.
- ☒ 2. Professional Development
 - Provide printout from teacher journal in AET verifying professional development activities.
- ☒ 3. Course Sequence
 - Provide documents/evidence of at least one three-year course sequence.
- ☒ 4. Grading of Future Farmers of America (FFA) and Supervised Agricultural Experience Participation (SAE)
 - Provide copy of course syllabus identifying grading of FFA and SAE.
- ☒ 5. Alternative Credits
 - Submit description of at least one course meeting A-G, Dual Enrollment, Articulation, etc.
- ☒ 6. Future Farmers of America Constitution and By-Laws
 - Provide a copy of the current Chapter Constitution and Bylaws with the election of officers highlighted.
- ☒ 7. Future Farmers of America Meetings
 - Use meeting manager in AET or provide minutes for a minimum of six-chapter meetings.
- ☒ 8. Agriculture Advisory Committee
 - Provide meeting minutes for two Agriculture Advisory Committee meetings.

Checking all the required criteria as being met qualifies the LEA for Part A funding. Verification of meeting each criteria must be provided to the Regional Supervisor.

Qualified Program (\$4,500 to each site)	<u>\$ 4,500</u>
Number of Agriculture Teachers teaching at least one approved agriculture course?	<u>3</u>
Teacher based funding (Number of teachers x \$500)	<u>\$ 1500</u>
Number of Students as identified on the 2022-23 FFA Membership roster?	<u>383</u>

Student based funding (Number of students x \$10)	\$ <u>3830</u>
Class size funding A (number of teachers meeting level A in all classes – 30 in classroom/25 in shop classes)	<u>0</u>
Class size A funding (Number of teachers meeting level A class size x \$1,000)	\$ <u>0</u>
Class size funding B (number of teachers meeting level B in all classes – 28 in classroom/22 in shop classes)	<u>0</u>
Class size B funding (Number of teachers meeting level B class size x \$2,000)	\$ <u>0</u>
TOTAL PART A FUNDING	\$ <u>9830</u>

PART B – Additional Funding

LEA's may qualify for additional funding based on their ability to meet specific classroom, leadership, and experiential learning (SAE) criteria. It is not necessary for a program to meet all criteria in each category to be eligible to receive additional funding. Verification of meeting criteria will be taken from entries in the Agricultural Experience Tracker (AET). The AET report will be developed based on data as of June 30. Funding in each section will be based on the number of points accumulated in that section. This report will be used to complete Part B and will be included as part of the application.

Based on the 2022-23 Agricultural Education Incentive Grant Report, and points accumulated, the LEA may qualify for base level funding through the classroom section, leadership section, and experiential learning (SAE) section.

An LEA shall qualify for Part B funding in each section if they meet the predetermined base level. Bonus funding is earned if a program exceeds the predetermined base level by twenty percent (20%). LEA's meeting the base level shall receive \$2,250 plus \$250 per qualified teacher. LEA's meeting the bonus level shall receive an additional \$2,250 plus an additional \$250 per qualified teacher.

Note: An LEA may qualify for Level A, Level B, or no funding in each section but shall not qualify for both funding levels in a section. Example: The LEA qualifies for Level A funding in the Classroom Section, Level B in the Leadership Section and no funding in the SAE section.

Classroom Section

Level A Funding Points – 355-535	Level B Funding Points – 536+
	490.9
Points Earned as Identified in the AET Report	<u> </u>
Level A Funding (number of teachers x \$250) + \$2,250	\$ <u>3000</u>
Level B Funding (number of teachers x \$500) + \$4,500	\$ <u> </u>
TOTAL CLASSROOM SECTION FUNDING	\$ <u>3000</u>

Leadership Section

Level A Funding Points – 285-445

Level B Funding Points – 446+

Points Earned as Identified in the AET Report

453.3

Level A Funding (number of teachers x \$250) + \$2,250

\$

Level B Funding (number of teachers x \$500) + \$4,500

\$ 6000

TOTAL LEADERSHIP SECTION FUNDING

\$ 6000

Experiential Learning (SAE) Section

Level A Funding Points – 595-935

Level B Funding Points – 936+

Points Earned as Identified in the AET Report

1,295.2

Level A Funding (number of teachers x \$250) + \$2,250

\$

Level B Funding (number of teachers x \$500) + \$4,500

\$ 6000

TOTAL EXPERIENTIAL LEARNING (SAE) SECTION FUNDING

\$ 6000

TOTAL PART B FUNDING

\$ 15000

PART C – Program Funding

LEA's may qualify for additional funding based on their ability to meet specific program criteria. To qualify for Program Funding, a program must show evidence of meeting all criteria identified. Evidence must be submitted at the time the original application is submitted to the Region Supervisor.

To qualify for PART C – Program Funding, a site must show evidence of meeting the following. If any item is not met, the program is not eligible to apply for PART C funding.

☐ Each teacher (50% of their teaching load in agriculture) must have participated in eight approved professional development activities.

☐ Agenda and Minutes for three Agriculture Education Advisory Committee meetings.

☒ Each teacher (50% of their teaching load in agriculture) must have an extended contract and/or a project supervision period. The project supervision period must be in addition to the provided prep period.

If a program has met the three required criteria they are eligible for funding and must complete the following Sections.

Section A – Earn one point for each criteria met.

Held an FFA Officer team retreat or other planning activity prior to the start of school and continued to hold meetings during the year to plan FFA activities.

In addition to the Agricultural Education Advisory Committee the program has an Agriculture Boosters Club and/or an FFA Alumni Chapter.

Program hosted a Student Teacher.

Total Points Section A (3 points possible)

0

Section B – Earn points based on AET “California Ag CTE Incentive Grant Application Report

Points Earned as Identified in the AET Report for D-Program

Total Points Part C (Section A + Section B)

0

Level A Funding Points – 120-139

Level B Funding Points – 140+

Level A Funding (\$5,000)

\$ _____

Level B Funding (\$7,500)

\$ _____

TOTAL PART C FUNDING

\$ 0

PART A Base Level Funding

\$ 9830

PART B Additional Funding

\$ 15000

PART C Program Funding

\$ 0

GRAND TOTAL FUNDING

\$ 24830

California Department of Education
**AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE
GRANT**

2023–24 APPLICATION FOR FUNDING

(Due Date: To be received in Regional Supervisor's Office by August 1, 2023)

PROJECT DURATION: JULY 1, 2023 TO JUNE 30, 2024

School Site: Shasta District Farm

District: Shasta Union High School

Certification:

I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

Electronic Signature of Authorized Agent



Electronic Signature of Agriculture Teacher
Responsible for Program

Electronic Signature of Principal

Agriculture Teacher Summer Contact Cell Number: 530-410-3873

Local Education Agency (LEA) Board Approval Date: 7/11/23

Printed Name of Agriculture Teachers:

Amanda Gilbert

Tim Arnett

PART A – Base Level Funding

In order to qualify for the Agriculture Education Incentive Grant an LEA must meet all the following criteria or provide a Variance approved by the Regional Supervisor for each criterion not met. All evidence must be included with the original application submitted to the Regional Supervisor.

NOTE: Stand-alone middle school programs will only be required to complete PART A. However, they may elect to complete the additional parts if they qualify for additional funding.

Please check each criterion currently being met:

- ☒ 1. Properly Credentialed Teachers
 - Log onto CTC and provide printout of credentials or provide a copy of current credentials.
- ☒ 2. Professional Development
 - Provide printout from teacher journal in AET verifying professional development activities.
- ☒ 3. Course Sequence
 - Provide documents/evidence of at least one three-year course sequence.
- ☒ 4. Grading of Future Farmers of America (FFA) and Supervised Agricultural Experience Participation (SAE)
 - Provide copy of course syllabus identifying grading of FFA and SAE.
- ☒ 5. Alternative Credits
 - Submit description of at least one course meeting A-G, Dual Enrollment, Articulation, etc.
- ☒ 6. Future Farmers of America Constitution and By-Laws
 - Provide a copy of the current Chapter Constitution and Bylaws with the election of officers highlighted.
- ☒ 7. Future Farmers of America Meetings
 - Use meeting manager in AET or provide minutes for a minimum of six-chapter meetings.
- ☒ 8. Agriculture Advisory Committee
 - Provide meeting minutes for two Agriculture Advisory Committee meetings.

Checking all the required criteria as being met qualifies the LEA for Part A funding. Verification of meeting each criteria must be provided to the Regional Supervisor.

Qualified Program (\$4,500 to each site)	<u>\$ 4,500</u>
Number of Agriculture Teachers teaching at least one approved agriculture course?	<u>2</u>
Teacher based funding (Number of teachers x \$500)	<u>\$ 1000</u>
Number of Students as identified on the 2022-23 FFA Membership roster?	<u>150</u>

Student based funding (Number of students x \$10)	\$ 1500
Class size funding A (number of teachers meeting level A in all classes – 30 in classroom/25 in shop classes)	0
Class size A funding (Number of teachers meeting level A class size x \$1,000)	\$ 0
Class size funding B (number of teachers meeting level B in all classes – 28 in classroom/22 in shop classes)	0
Class size B funding (Number of teachers meeting level B class size x \$2,000)	\$ 0
TOTAL PART A FUNDING	\$ 7000

PART B – Additional Funding

LEA's may qualify for additional funding based on their ability to meet specific classroom, leadership, and experiential learning (SAE) criteria. It is not necessary for a program to meet all criteria in each category to be eligible to receive additional funding. Verification of meeting criteria will be taken from entries in the Agricultural Experience Tracker (AET). The AET report will be developed based on data as of June 30. Funding in each section will be based on the number of points accumulated in that section. This report will be used to complete Part B and will be included as part of the application.

Based on the 2022-23 Agricultural Education Incentive Grant Report, and points accumulated, the LEA may qualify for base level funding through the classroom section, leadership section, and experiential learning (SAE) section.

An LEA shall qualify for Part B funding in each section if they meet the predetermined base level. Bonus funding is earned if a program exceeds the predetermined base level by twenty percent (20%). LEA's meeting the base level shall receive \$2,250 plus \$250 per qualified teacher. LEA's meeting the bonus level shall receive an additional \$2,250 plus an additional \$250 per qualified teacher.

Note: An LEA may qualify for Level A, Level B, or no funding in each section but shall not qualify for both funding levels in a section. Example: The LEA qualifies for Level A funding in the Classroom Section, Level B in the Leadership Section and no funding in the SAE section.

Classroom Section

Level A Funding Points – 355-535	Level B Funding Points – 536+
Points Earned as Identified in the AET Report	503
Level A Funding (number of teachers x \$250) + \$2,250	\$ 2750
Level B Funding (number of teachers x \$500) + \$4,500	\$
TOTAL CLASSROOM SECTION FUNDING	\$ 2750

Leadership Section

Level A Funding Points – 285-445

Level B Funding Points – 446+

Points Earned as Identified in the AET Report

314

Level A Funding (number of teachers x \$250) + \$2,250

\$ 2750

Level B Funding (number of teachers x \$500) + \$4,500

\$

TOTAL LEADERSHIP SECTION FUNDING

\$ 2750

Experiential Learning (SAE) Section

Level A Funding Points – 595-935

Level B Funding Points – 936+

Points Earned as Identified in the AET Report

667

Level A Funding (number of teachers x \$250) + \$2,250

\$ 2750

Level B Funding (number of teachers x \$500) + \$4,500

\$

TOTAL EXPERIENTIAL LEARNING (SAE) SECTION FUNDING

\$ 2750

TOTAL PART B FUNDING

\$ 8250

PART C – Program Funding

LEA's may qualify for additional funding based on their ability to meet specific program criteria. To qualify for Program Funding, a program must show evidence of meeting all criteria identified. Evidence must be submitted at the time the original application is submitted to the Region Supervisor.

To qualify for PART C – Program Funding, a site must show evidence of meeting the following. If any item is not met, the program is not eligible to apply for PART C funding.

☒ Each teacher (50% of their teaching load in agriculture) must have participated in eight approved professional development activities.

☐ Agenda and Minutes for three Agriculture Education Advisory Committee meetings.

☐ Each teacher (50% of their teaching load in agriculture) must have an extended contract and/or a project supervision period. The project supervision period must be in addition to the provided prep period.

If a program has met the three required criteria they are eligible for funding and must complete the following Sections.

Section A – Earn one point for each criteria met.

Held an FFA Officer team retreat or other planning activity prior to the start of school and continued to hold meetings during the year to plan FFA activities. _____

California Department of Education
**AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE
 GRANT**

**2023–24 APPLICATION FOR FUNDING
 Budget and Expenditure Report**

(Due Date: Budget is due in Regional Supervisor's Office by August 1, 2023 – Complete columns A and B)

(Due Date: Expenditure Report is due in Regional Supervisor's Office by October 15, 2024 Complete columns C and D)

School Site: Shasta District Farm District: Shasta Union High School

***Each line item in object codes 5000 and 6000 must be matched.**

Budget Classification	Item	A Budget	B Budget Match	C Actual Expenditures	D Actual Match
4000 – Books and Supplies					
1.	Class Shop Supplies	4950	4950		
	Total 4000	4950	4950	0	0
5000 – Services and Operating Expenses, Travel, Conferences, Rentals, etc.					
1.	Conferences	2000	2000		
2.					
3.					
4.					
5.					
6.					
7.					
	Total 5000	2000	2000	0	0
6000 – Capital Outlay					
1.	Farm Supplies	1300	1300		
2.					
3.					
4.					
5.					
	Total 6000	1300	1300	0	0
	Grand Total	8250	8250	0	0

Which funding sources are used to match Incentive Grant Funds? Check all that apply.

☐ CTEIG ☐ Strong Workforce ☐ Perkins ☐ General Fund

☒ Other (please list) _____



 Electronic Signature of Person Preparing
 Report



 Electronic Signature of Agriculture Teacher
 Responsible for Program

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/Days Increase/Decrease</u>		
Cynthia Marroquin Cuin	Bus Driver, Transportation 7.5 hours/10 months	August 14, 2023
Richard Stratton	Mechanic III, Transportation 8 hours/12 months	July 1, 2023
Taylor Woods	Title I-Paraprofessional, SHS 6.5 hours/10 months	August 14, 2023
<u>New Hires</u>		
Keahni Cheeseman	Computer Support Tech, IT 8 hours/12 months	May 31, 2023
<u>Probationary release/Termination</u>		
Lucien Saxton	Utility/Auditorium Tech, DO 8 hours/12 months	June 2, 2023
<u>Position change/Promotion</u>		
Mike Brown	Custodial Operations Supervisor, DO 8 hours/12 months	June 12, 2023
Whitney Lowry	Program Assistant-Wellness, SHS 2 hours/10 months	August 14, 2023
<u>Resigned/Retired</u>		
Charlene Evans	Lead Custodian, EHS 8 hours/12 months	August 28, 2023
Cody Goddard	Library Media Tech, FHS 8 hours/238 days	June 30, 2023
Roberto Gomar-Sanchez	Custodian, SLC 8 hours/12 months	June 12, 2023

Certificated

New Hires

Ady, Rob	5/5 FHS Science	August 14, 2023
Ajamian, Jesse	5/5 SHS Music	August 14, 2023
Anderson, Alex	3/5 FHS Ag & 2/5 Farm Horticulture	August 14, 2023
Atwell, Daniel	5/5 FHS English	August 14, 2023
Baker, Daniel	5/5 FHS Music	August 14, 2023
Curato, Rachel	5/5 FHS English	August 14, 2023
Hernandez, Yamach	5/5 EHS Math	August 14, 2023
Hingst-Elo, Allison	2/5 SHS CTE Medical Careers	August 14, 2023
Jones, Jessica	5/5 PHS RSP	August 14, 2023
Kirch, Chad	5/5 FHS Science	August 14, 2023
Knight, Katy	5/5 EHS English	August 14, 2023
MacFarland, Morgan	3/5 FHS English	August 14, 2023
McGrath, Susan	5/5 FHS Math	August 14, 2023
Nguyen, Hien	5/5 FHS Math	August 14, 2023
O'Hara, JP	5/5 EHS English	August 14, 2023
Parsons, Stephanie	5/5 EHS RSP	August 14, 2023
Putnam, Natalie	5/5 EHS PE	August 14, 2023
Salyer, Brad	5/5 FHS Math	August 14, 2023
Spillane, Monica	4/5 SHS Spanish & 1/5 FHS Spanish	August 14, 2023

Returning Temps 2023-24

Coleman, Nicole	1.0 FTE District Nurse	July 25, 2023
Ammon, Thomas	5/5 SHS Social Science	August 14, 2023
Brovan, Foster	5/5 FHS Social Science	August 14, 2023
Dillon, Chase	5/5 EHS Social Science	August 14, 2023
Dipple, Courtney	2/5 SHS CTE Dental	August 14, 2023
Doelker, Adam	5/5 FHS Social Science	August 14, 2023
Dubois, Tabitha	5/5 FHS English	August 14, 2023
Kammersgard, Kory	5/5 FHS SDC	August 14, 2023
Karpinski, Dreux	5/5 SHS English	August 14, 2023
Raschein, Eddie	2/5 FHS EMT, 2/5 Med Careers & 1/5 Fire	August 14, 2023
Rauch, Katherine	1.0 FTE Mental Health Clinician	August 14, 2023
Russell, Jessica	5/5 EHS Social Science	August 14, 2023
Saelee, Feyorn "Chloe"	2/5 EHS CTE ECE	August 14, 2023
Wilson, Schuyler	5/5 PHS ERMHS	August 14, 2023

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Safe Return to Schools Plan
(COVID-19 Safety Plan)

PREPARER: Jason Rubin
Associate Superintendent of Human Resources

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:
The Safe Return to School Plan is the District's COVID-19 Safety Plan. It is updated periodically when guidance from CDPH, CDC, Cal OSHA or local public health changes in regards to COVID-19 policies or protocols. Administration recommends approval.

Safe Return to Schools CPP

An Addendum to the Injury and Illness Prevention Program
(IIPP)

*In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7.
General Industry Safety Orders Section 3205, COVID-19 Prevention*

Shasta Union High School District

Effective July 1, 2023

COVID-19 Prevention Program

An Addendum to the Injury and Illness Prevention Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

Preface

The District utilizes Injury and Illness Prevention Program (IIPP) policies for correcting unsafe or unhealthy conditions, work practices and procedures in a timely manner based on the severity of the hazard. This includes, but is not limited to, implementing controls, policies and/or procedures in response to the evaluations conducted for workplace safety matters.

It is the goal of the District's Injury and Illness Prevention Program (IIPP) to prevent or reduce injuries, illnesses and loss of productivity in the workplace. In order to accomplish that goal, it is imperative that all employees support the District safety policy and comply with all federal, state and local laws, and ordinances pertaining to fire hazards, hazardous materials, accident prevention and working conditions. This plan is required by Cal-OSHA (California Occupational Safety Health Act) because of legislation (SB 198) effective July 1, 1991.

Referenced on page 2 of the Injury and Illness Prevention program, Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

1. Follow safe procedures and take an active part in protecting themselves, fellow workers and district property by reporting potential unsafe conditions to their supervisor or safety coordinator.
2. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
3. Wear safety protective devices as necessary or when instructed to do so.
4. Report injuries immediately and seek immediate medical attention when required.
5. Learn to lift and handle materials properly.
6. Cooperate and take part in the District Safety Program, workshops, training and safety meetings, etc., as appropriate.

Employees are to make every effort to correct hazards immediately within their control. Other hazards are to be reported immediately to the employee's supervisor (page 3 of the Injury and Illness Prevention Program). Employees may also use the Employee Hazard Reporting Form on page 8 of IIPP binder to report hazards.

COVID-19 Prevention Program

An Addendum to the Injury and Illness Prevention Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

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COVID-19 Prevention Program

An Addendum to the Injury and Illness Prevention Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

(a) Scope.

(1) This section shall apply until February 3, 2025, except for the recordkeeping subsections 3205(j), which shall apply until February 3, 2026.

(2) This section applies to all employees and all places of employment, with the following exceptions:

(A) Work locations with one employee who does not have contact with other persons.

(B) Employees working from home.

(C) Employees with occupational exposure as defined by section 5199, when covered by section [5199, Aerosol Transmissible Diseases](#).

(D) Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

(3) Nothing in this section or sections 3205.1 through 3205.3 is intended to limit more protective or stringent state of local health department orders or guidance.

(b) **Definitions.** The following definitions apply to this section and to sections 3205.1 through 3205.3.

(1) "Close contact" means the following, unless otherwise defined by regulation or order of the California Department of Public Health (CDPH), in which case the CDPH definition shall apply:

(A) In indoor spaces of 400,000 or fewer cubic feet per floor, a close contact is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.

(B) In indoor spaces of greater than 400,000 cubic feet per floor, a close contact is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period, as defined by this section, regardless of the use of face coverings.

(C) Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.

EXCEPTION: Employees have not had a close contact if they wore a respirator required by the employer and used in compliance with section 5144 whenever they would otherwise have had a close contact under subsections 3205(b)(1)(A) or (b)(1)(B).

(2) "COVID-19" (Coronavirus Disease 2019) means the disease caused by SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2).

(3) "COVID-19 case" means a person who:

(A) Has a positive "COVID-19 test"; or

(B) Has a positive COVID-19 diagnosis from a licensed health care provider; or

(C) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or

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- (D) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
- (4) “COVID-19 hazard” means potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, or sneezing, or from procedures performed on persons which may aerosolize saliva or respiratory tract fluids.
- (5) “COVID-19 symptoms” means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
- (6) “COVID-19 test” means a test for SARS-CoV-2 that is:
- (A) Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the United States Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and
 - (B) Administered in accordance with authorized instructions;
 - (C) To meet the return to work criteria set forth in subsection 3205(c)(5), a COVID-19 test may be both self-administered and self-read only if another means of independent verification of the results can be provided (e.g., a time-stamped photograph of the results).
- (7) “Exposed group” means all employees at a work location, working area, or a common area at work, within employer-provided transportation covered by section 3205.3, or residing within housing covered by section 3205.2, where an employee COVID-19 case was present at any time during the infectious period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply:
- (A) For the purpose of determining the exposed group, a place where persons momentarily pass through, without congregating, is not a work location, working area, or a common area at work.
 - (B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.
 - (C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the infectious period, and the COVID-19 case was wearing a face covering during the entire visit, other people at the work location, working area, or common area are not part of the exposed group.

NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 6304.1.

- (8) “Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers that

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completely covers the nose and mouth and is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they shall have two layers of fabric or be folded to make two layers. A face covering is a solid piece of material without slits, visible holes, or punctures, and must fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

- (9) "Infectious period" means the following time period, unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:
 - (A) For COVID-19 cases who develop COVID-19 symptoms, from two days before the date of symptom onset until:
 - (1) Ten days have passed after symptoms first appeared, or through day five if testing negative on day five or later; and
 - (2) Twenty-four hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
 - (B) For COVID-19 cases who never develop COVID-19 symptoms, from two days before the positive specimen collection date through 10 days (or through day five if testing negative on day five or later) after the date on which the specimen for their first positive test for COVID-19 was collected.
- (10) "Respirator" means a respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matter, such as an N95 filtering facepiece respirator.
- (11) "Returned case" means a COVID-19 case who was excluded from work but returned pursuant to subsection 3205(c)(5)(A) and did not develop any COVID-19 symptoms after returning. A person shall only be considered a returned case for 30 days after the initial onset of COVID-19 symptoms or, if the person never developed COVID-19 symptoms, for 30 days after the first positive test. If a period of other than 30 days is required by a CDPH regulation or order, that period shall apply.
- (12) "Worksite," for the limited purposes of this section and section 3205.1, means the building, store, facility, agricultural field, or other location where a COVID-19 case was present during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

(c) Application of section 3203

COVID-19 is a workplace hazard and shall be addressed under section 3203, which requires employers to establish, implement, and maintain an effective Injury and Illness Prevention Program. The District's COVID-19 procedures shall be maintained in a separate document.

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In accordance with the District's Injury and Illness Prevention Program (IIPP), all employees are responsible for using safe work practices, following all directives, policies, procedures, and assisting in maintaining a safe work environment.

(1) Consideration of all persons as potentially infectious

When determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 hazards, the District will consider all persons to be potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.

(2) Review applicable orders and guidance

When determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 hazards, the District will review applicable orders and guidance related to COVID-19 from the State of California and the local health department with jurisdiction over the workplace and shall treat COVID-19 as an airborne infectious disease. COVID-19 prevention controls include remote work, physical distancing, reducing the density of people indoors, moving indoor tasks outdoors, implementing separate shifts and/or break times, restricting access to the work area, and other prevention measures, in addition to the requirements of this section.

District Administration and staff continually meet and consult with state and local agencies and other industry professionals to maintain up-to-date information.

(3) Staff training

Employees shall receive training regarding COVID-19 in accordance with subsection 3203(a)(7), which states:

(7) The District will provide training and instruction:

(A) When the program is first established;

Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

The District provides training and instruction to employees that includes the following:

(A) The District's COVID-19 policies and procedures to protect employees from COVID-19 hazards.

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- (B) The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- (C) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
- (D) The employer's policies for providing respirators, and the right of employees to request a respirator for voluntary use as stated in this section, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or sections 3205.1 through 3205.4, the District shall provide effective training and instruction to employees regarding:
 - 1. How to properly wear the respirator provided.
 - 2. How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with a seal.
- (E) The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- (F) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings primarily protect people around the user.
- (G) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- (H) Information on the employer's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- (I) The conditions under which face coverings must be worn at the workplace and that employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Training materials contain the required components of COVID-19 training and awareness.

- Public School Works Training Courses on PSW online
 - M-850 Covid-19: How to Protect Yourself and Others
 - CVT Resources and guidance on reducing stress
- Updates to be shared via various methods of staff communication

(4) Procedure to investigate

The District's procedure to investigate COVID-19 illness at the workplace, as required by subsection 3203(a)(5), shall include the following:

- (A) The District will determine the day and time a COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date

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the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

- (B)** The District will identify and respond to persons with COVID-19 symptoms at the workplace. Employees shall be encouraged to report COVID-19 symptoms and to stay home when ill.

The District asks staff to report, without fear of reprisal, to their Supervisor or Manager any of the following:

1. **COVID-19 symptoms:** If any employee is experiencing any of the identified symptoms of COVID-19
2. **Possible close contacts:** If any employee has been exposed or possibly exposed to an individual who is positive for or has been diagnosed with COVID-19.
3. **Possible COVID-19 hazards at the workplace:** If any employee becomes aware of a possible hazard in the workplace that could increase the likelihood of exposure to COVID-19.

Methods of Reporting:

Immediately report:	To Whom:	How:
COVID-19 symptoms	Supervisor/Manager or Human Resources	Call 10515 or 241-3261
Possible COVID-19 exposures	Supervisor/Manager or Human Resources	Call 10515 or 241-3261
Possible COVID-19 hazards at the workplace	Supervisor/Manager or your Site Safety Team	In person discussion, call, or email your Supervisor/Manager

COVID-19 Questions - Contact Information

Human Resources	Julie Coffey or Cindy Chao	Employee leaves, illness, contact tracing (staff)	241-3261	jcoffey@suhsd.net cchao@suhsd.net
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Health Services	Lindsey Bonney Dabney Lynessa Springer Nicole Coleman	Health concerns, mask exemptions, contact tracing (students), symptom screening	241-3261 Ext:10518 Ext: 16519 Ext: 10515	lspringer@suhsd.net lbdabney@suhsd.net ncoleman@suhsd.net
Human Resources	Jason Rubin	Safety procedures, policies, checklists, response testing	241-3261	jrubin@suhsd.net
Maintenance & Operations	Steve Denney	Cleaning/sanitizing, Custodial products, plexiglass, etc.	241-3261	sdenney@suhsd.net

Staff are to communicate with their Supervisors for Covid-19 supplies. Site Administrators or designees will submit orders. Requests for Covid-19 supplies submitted via other methods will not be processed.

COVID-19 Case Management Contact Information

Human Resources	Julie Coffey Cindy Chao	241-3261	jcoffey@suhsd.net cchao@suhsd.net
Health Services	Lindsey Bonney Dabney Lynessa Springer Nicole Coleman	241-3261 Ext:10518 Ext: 10515	lbdabney@suhsd.net lspringer@suhsd.net ncoleman@suhsd.net

Covid-19 Case Management information is confidential.

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Covid-19 case management information is confidential. Only those needing to be involved in contact tracing and possible quarantine procedures will be communicated with directly about details.

(5) Responding to a COVID-19 case in the workplace

The District's methods and/or procedures for responding to a COVID-19 case at the workplace include the following:

- (A) The District will immediately exclude from the workplace all COVID-19 cases and employees excluded under section 3205.1. The District shall demonstrate it has met the applicable requirements below:

 - 1. COVID-19 cases who do not develop COVID-19 symptoms shall not return to work during the infectious period;
 - 2. COVID-19 cases who develop COVID-19 symptoms shall not return to work during the shorter of the following: the infectious period; or through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
 - 3. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
 - 4. The requirements in subsections 3205(c)(5)(A)1 and (c)(5)(A)2 apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.
- (B) The District will review current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission. The District will develop, implement, and maintain effective policies to prevent transmission of COVID-19 by persons who had close contacts.
- (C) If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted.
- (D) If no violations of local or state health official orders for isolation, quarantine, or exclusion would result, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, the District shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not feasible, the use of respirators in the workplace.
- (E) Upon excluding an employee from the workplace based on COVID-19 or a close contact, the District shall give the employee information regarding COVID-19- related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, if applicable, workers'

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compensation law, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.

(d) Testing of close contacts

The District shall make COVID-19 tests available at no cost, during paid time, to all employees of the district who had a close contact in the workplace, with the exception of returned cases as defined in subsection 3205(b)(11), and provide them with the information on benefits described in subsection 3205(c)(5)(E).

(e) Notice of COVID-19 cases

- (1) The District shall notify employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact. Notice shall be provided as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of subsection 3205(c)(5)(A) are met.
- (2) When Labor Code section 6409.6 or any successor law is in effect, the District shall provide notice of a COVID-19 case, in a form readily understandable to employees. Notice shall be given to all employees, employers, and independent contractors at the worksite in accordance with the applicable law.
- (3) When Labor Code section 6409.6 or any successor law is in effect, the District shall provide notice in accordance with the applicable law to the authorized representative, if any, of the COVID-19 case and of any employee who had a close contact. The District shall also provide notice in accordance with the applicable law to the authorized representative, if any, of all employees on the premises at the same worksite as the COVID-19 case within the infectious period.

(f) Face coverings

- (1) The District shall provide face coverings and ensure they are worn by employees when required by a CDPH regulation or order. When a CDPH regulation or order requires face coverings indoors, that includes spaces within vehicles. Face coverings shall be clean, undamaged, and worn over the nose and mouth.
- (2) When employees are required to wear face coverings under this section or sections 3205.1 through 3205.3, the following exceptions apply:
 - (A) When an employee is alone in a room or vehicle.
 - (B) While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
 - (C) While employees are wearing respirators required by the employer and used in compliance with section 5144.

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- (D) Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
- (E) During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
- (3) If an employee is not wearing a face covering pursuant to the exceptions in subsections 3205(f)(2)(D) and (f)(2)(E) the District shall assess COVID-19 hazards and take action as necessary based on subsection 3205(c) and on section 3203.
- (4) The District shall not prevent any employee from wearing a face covering, including a respirator, when not required by this section, unless it would create a safety hazard.

(g) Respirators

Upon request, the District shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to all employees who are working indoors or in vehicles with more than one person. Whenever the District makes respirators for voluntary use available, the District shall encourage their use and shall ensure that employees are provided with a respirator of the correct size and that employees are trained how to properly wear the respirator provided; how to perform a user seal check according to the manufacturer's instructions each time a respirator is worn; and the fact that facial hair interferes with a seal.

(h) Ventilation

- (1) For indoor workplaces, the District shall review CDPH and the Division guidance regarding ventilation, including "Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments." The District shall develop, implement, and maintain effective methods to prevent transmission of COVID-19 including one or more of the following actions to improve ventilation:
 - (A) Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
 - (B) In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
 - (C) Use High Efficiency Particulate Air (HEPA) filtration units in accordance with

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manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

- (2) Employers subject to section 5142 or 5143 shall review and comply with those sections, as applicable.

NOTE: Section 5142 requires heating, ventilating, and air conditioning (HVAC) systems to be operated continuously during working hours, with limited exceptions.

- (3) In vehicles, the District shall maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

- (4) A place of employment subject to section 3205.1 after February 3, 2023 shall continue to comply with the ventilation requirements of subsection 3205.1(f) even after the outbreak has passed and section 3205.1 is no longer applicable.

(i) Aerosolizing procedures

For employees in work settings that are exempt from section 5199 in accordance with the conditions in subsections 5199(a)(2)(A) or (a)(2)(B), who are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids, the District shall evaluate the need for respiratory protection to prevent COVID-19 transmission under section 5144 and shall comply with that section.

NOTE: Examples of work covered by subsection 3205(i) include, but are not limited to, certain dental procedures and outpatient medical specialties not covered by section 5199.

(j) Reporting and recordkeeping

- (1) The District shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of the positive COVID-19 test and/or COVID-19 diagnosis. These records shall be retained for two years beyond the period in which the record is necessary to meet the requirements of this section or sections 3205.1 through 3205.3.
- (2) The District shall retain the notices required by subsection 3205(e) in accordance with Labor Code section 6409.6 or any successor law.
- (3) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee medical records required by this section or by sections 3205.1 through 3205.3, shall be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases shall be provided to the local health department with jurisdiction over the workplace, CDPH, the Division, and NIOSH immediately upon request, and when required by law.

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(k) Orders

Pursuant to title 8, section 332.3, the Division may require an employer to take additional actions to protect employees against COVID-19 hazards through the issuance of an Order to Take Special Action.

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3, 144.6, and 6409.6, Labor Code.

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§ 3205.1. COVID-19 Outbreaks.

(a) Scope.

This section applies until February 3, 2025.

- (1) This section applies to a workplace covered by section 3205 if three or more employee COVID-19 cases within an exposed group, as defined by subsection 3205(b)(7), visited the worksite during their infectious period at any time during a 14-day period, unless a California Department of Public Health (CDPH) regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period, in which case this section applies when the number of cases at the worksite constitutes an outbreak under CDPH's definition.
- (2) This section shall apply until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

(b) COVID-19 testing.

- (1) Immediately upon being covered by this section, the District shall make COVID-19 testing available at no cost to its employees within the exposed group, regardless of vaccination status, during employees' paid time, except for returned cases and employees who were not present at the workplace during the relevant 14-day period(s) under subsection 3205.1(a).
- (2) The District shall then make testing available on a weekly basis to all employees in the exposed group who remain at the workplace.
- (3) Employees who had close contacts shall have a negative COVID-19 test taken within three to five days after the close contact or shall be excluded and follow the return to work requirements of subsection 3205(c)(5) starting from the date of the last known close contact.

(c) Face coverings

Employees in the exposed group, regardless of vaccination status, shall wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205(f)(2) applies.

(d) Respirators

The District shall notify employees of their right to request and receive a respirator for voluntary use under subsection 3205(g).

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(e) COVID-19 Investigation, review and hazard correction

The District shall perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19 when this section initially applies and periodically thereafter. The investigation, review, and changes shall be documented and shall include:

- (1) Investigation of new or unabated COVID-19 hazards including the District's leave policies and practices and whether employees are discouraged from remaining home when sick; the District's COVID-19 testing policies; insufficient supply of outdoor air to indoor workplaces; insufficient air filtration; and insufficient physical distancing.
- (2) The review shall be updated every 30 days that this section continues to apply, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- (3) Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include: moving indoor tasks outdoors or having them performed remotely; increasing the outdoor air supply when work is done indoors; improving air filtration; increasing physical distancing to the extent feasible; requiring respiratory protection in compliance with section 5144; and other applicable controls.

(f) Ventilation

In buildings or structures with mechanical ventilation, the District shall filter recirculated air with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. The employer shall use High Efficiency Particulate Air (HEPA) air filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

(g) Major outbreaks

If 20 or more employee COVID-19 cases in an exposed group, as defined by subsection 3205(b)(7), visited the worksite during their infectious period within a 30-day period, the District shall do the following while section 3205.1 applies:

- (1) The COVID-19 testing described in subsection 3205.1(b) shall be required of all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department with jurisdiction over the workplace. Employees in the exposed group shall be tested or shall be excluded and follow the return to work requirements of subsection 3205(c)(5).
- (2) The District shall report the outbreak to the Division. This subsection does not limit the District's obligation to report employee deaths, serious injuries, or serious

COVID-19 Prevention Program

An Addendum to the Injury and Illness Prevention Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

illnesses when required by subsection 342(a).

- (3) The District shall provide respirators for voluntary use in compliance with subsection 5144(c)(2) to employees in the exposed group, shall encourage their use, and shall train employees provided respirators for voluntary use, as set forth in subsection 3205(g).
- (4) Any employees in the exposed group who are not wearing respirators required by the employer and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where the District can demonstrate that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

Note: Authority cited: Section 142.3, Labor Code. Reference: Sections 142.3 and 144.6, Labor Code.

COVID-19 Prevention Program

An Addendum to the Injury and Illness Prevention Program: *In accordance with TITLE 8, DIVISION 1, CHAPTER 4, Subchapter 7. General Industry Safety Orders Section 3205, COVID-19 Prevention*

Appendix A: Links to guidance

covid19.ca.gov- California current safety measures

[CDPH Isolation and Quarantine Guidance](#)

Employers

- Cal/OSHA Emergency Temporary Standard COVID-19 Prevention Program [resources](#)
- [Safety in the workplace](#) (covid19.ca.gov)

K-12 Education

- [Safe Schools for All Hub](#)
- [CDPH K-12 Schools guidance](#)

Face Coverings

- [Guidance for the Use of Face Coverings](#) (CDPH)
- [CDPH Get the most out of masking](#)
- [Face coverings, masks, and respirators](#) (covid19.ca.gov) – Information & Overview
- [Face coverings, masks & respirators](#) (DIR)- Handout
- [Voluntary use of N95 masks](#) (DIR)- Cal/OSHA

Mega Events

- [Mega Events: 1,000 + people](#) (CDPH)

Shasta Union High School District

COVID-19 Testing Plan

Per SB 1479, the Shasta Union High School District, will follow the best practices from the Safe Schools for All hub and will use the framework that is consistent with guidance from the CDPH. The testing plan is posted on the district internet website.

Per the California Department of Public Health (CDPH) [COVID-19 Public Health Guidance for K–12 Schools to Support Safe In-Person Learning, 2022–2023 School Year](#), testing remains a key mitigation layer to detect and curb transmission of COVID-19. Schools are encouraged to ensure access to COVID-19 testing for students and staff, particularly for vulnerable communities. Schools should review support and resources offered by the [California COVID-19 Testing Task Force](#), as well as those available through healthcare insurers, local, and federal sources.

Recommended Actions:

1. CDPH recommends that antigen tests be considered the primary option for detecting COVID-19 in schools, compared to PCR tests. For more information, see the [Testing Framework for K–12 Schools](#).
 2. Due to the increased travel and social interactions that often occurs during school-breaks, it is recommended that students and staff get tested for COVID-19 prior to returning to school following major breaks (e.g., summer, winter, spring).
 3. If [symptoms](#) are concerning for COVID-19, it is strongly recommended that students wear a mask and get tested immediately. Students should also follow [CDPH recommendations](#) for retesting and/or isolating if results are positive.
- The Shasta Union High School District will make available and/or use rapid antigen tests for detecting COVID-19 in schools at no cost.
 - Free at-home COVID-19 test kits are also available for SUHSD students and staff upon request.
 - To obtain a test kit, call your student's school. Please DO NOT enter the office if you are symptomatic. A test will be brought out to you.

Additional testing recommendations are referenced in the Guidance for K-12 Schools and the Testing Framework for K-12 Schools (see links above).

Excerpt from [SB 1479](#), effective January 1, 2023

SECTION 1. Article 9 (commencing with Section 32096) is added to Chapter 1 of Part 19 of Division 1 of Title 10 of the Education Code, to read:

Article 9. COVID-19 Testing in Schools

32096. (a) For purposes of this section, the following definitions apply:

- (1) "Framework" means the document issued on May 27, 2022, titled "Preliminary Testing Framework for K-12 Schools for the 2022-2023 School Year" by the State Department of Public Health, as it is updated based on current scientific knowledge and anticipated trends.
- (2) "Local educational agency" means a school district, county office of education, or charter school serving pupils in kindergarten or any of grades 1 to 12, inclusive.
- (3) "Local health department" means either a city or county health department.

(e) (1) Each local educational agency, after consulting with its local health department regarding any local guidance or best practices from the Safe Schools for All Hub, shall create a COVID-19 testing plan, or adopt the framework, that is consistent with guidance from the State Department of Public Health. Each local educational agency shall publish the testing plan on its internet website.

(2) (A) Each local educational agency may designate one staff member to report information on its COVID-19 testing program to the State Department of Public Health.

(B) For purposes of this paragraph, publishing a testing plan on its internet website, as required pursuant to paragraph (1), shall satisfy the reporting provision described in subparagraph (A).

(3) All COVID-19 testing data shall be in a format that facilitates a simple process by which parents and local educational agencies may report data to the State Department of Public Health, or to a local health department, consistent with the framework.

(4) Testing plans shall not be required to include the provision of onsite testing or programs.

(5) Nothing in this section requires the State Department of Public Health to review or approve testing plans that are consistent with the framework before the testing plan is published or implemented.

(f) The State Department of Public Health shall determine which COVID-19 tests are appropriate for use for the testing programs described in this section.

32096.1. This article shall remain in effect only until January 1, 2026, and as of that date is repealed.

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Quarterly Report - Williams Uniform Complaints

PREPARER: Jason Rubin
Associate Superintendent of Human Resources

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:
No Williams Uniform Complaints have been filed between April 1, 2023 and June 30, 2023.

Academic School Year 2022-2023
Quarterly Report on Williams Uniform Complaints
[Education Code § 35186]

District: Shasta Union High School District

Form Completed By: Cindy Chao Title: Administrative Assistant, HR

Quarterly Report Submission Date: ☐ October 2022 ☐ April 2023
(Please check one) ☐ January 2023 ☒ July 2023

Date for information to be reported publicly at governing board meeting: 07/11/2023

Please check the box that applies:

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

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

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignments			
Facilities Conditions			
TOTALS	0	0	0

Jim Cloney

Print Name of District Superintendent

Signature of District Superintendent

07/11/2023
Date

Submit by the 15th of the month to: Barbara Erlei at berlei@shastacoe.org

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Annual review of the District's Uniform Complaint Policy and Non-Discrimination Policy

PREPARER: Jason Rubin
Associate Superintendent of Human Resources

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:
This is an annual recommendation to the Board for ensuring compliance on all aspects and procedures related to the Uniform Complaint Procedure and Non-Discrimination Policy. The District is in compliance with both the Uniform Complaint Policy and Non-Discrimination Policy.

REFERENCES:
Select the links below to access the policies.
[Board Policy 1312.3: Uniform Complaint Procedures](#)
[Administrative Regulation 1312.3: Uniform Complaint Procedures](#)
[Exhibit 1312.3: Uniform Complaint Procedures](#)
[Board Policy 4030: Nondiscrimination In Employment](#)
[Administrative Regulation 4030: Nondiscrimination In Employment](#)
[Board Policy 5145.3: Nondiscrimination/Harassment](#)
[Administrative Regulation 5145.3: Nondiscrimination/Harassment](#)

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Board Self-Evaluation for 2022-23

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION:

- ☐ Action
- ☒ Discussion
- ☐ Information

BACKGROUND:

The Board reviewed the evaluation tool at the April 19, 2023 special Board Meeting. The Board has individually taken the evaluation online and will discuss the overall results.

REFERENCES:

The evaluation has been sent to the Board under separate cover. Copies can be made available to the public by contacting the District Office at 241-3261.

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Certificated Management and Confidential/Supervisory Handbooks

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:

The below updates are being recommended for approval in the Certificated Management and Confidential/Supervisory Handbooks. These language updates are consistent with the other labor groups.

- Additional holidays
 - Juneteenth
 - Increase spring recess holiday from one to two days
- Update language to implement an annual payout on unused accrued vacation in excess of 30 days.
- Update language to reflect the practice regarding HDHP insurance benefits and HSA payments consistent with labor groups in the District
- Update language to reflect the correct work year for the Director of Special Education
- Update language to move retiree stipend notification deadline for Certificated Management from January 1st to February 1st to be consistent with labor groups in the District

Certificated Management Handbook Updates

1.5 Period of Employment

1.5.1 Work Year

All management employees shall be on duty for such hours that meet the needs of students, staff, parents and fulfill their job responsibilities. The typical work year shall be 219 days for Principals, 214 days for Assistant Principals and 229 **219** days for Director of Special Education. Beginning July 1, 2011 Assistant Principal work year shall be 210 days. Contracted Management employees will work the specified days described in their contracts.

9.2 Vacations

9.2.1 Days of Earned Vacation

All management employees on contract shall be entitled to vacation per their individual contract. Effective July 1, 2001, all other management employees do not accrue vacation. Any vacation accrued prior to this date by this group can be utilized. Vacation days are to be approved in advance by the Superintendent. **If the employee does not utilize the full accrued vacation, the amount not taken shall accumulate for use in the next year or be paid for in cash at the option of the District. At the end of each fiscal year, employees who have unused vacation accrued in excess of 30-days will be paid-out in cash down to the 30-day accrued vacation level.**

9.2.2 Separation

All management employees are expected to make every effort to use all accrued vacation prior to the date of separation. Unused vacation, ~~up to a maximum of 40 days,~~ will be paid in a lump sum at the time of separation.

9.3 Holidays

9.3.1 The following shall be the holiday schedule:

Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11 (<i>Board may designate closest Monday or Friday</i>)
Admissions Day	A day in lieu of Admissions Day will be mutually designated each year, typically, the Wednesday before Thanksgiving.
Thanksgiving	Last Thursday and Friday of November
Winter Holiday	December 25 and week day preceding
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Lincoln's Day	Second Monday in February
Washington's Day	Third Monday in February
Spring Holiday	Two days of School Spring Recess will be designated each year
Memorial Day	Last Monday in May
Juneteenth	June 19

9.5 Insurance

9.5.4 Medical Insurance

The District will provide medical coverage through the health and welfare provider contracted with the District for management employees and their eligible dependents. See the medical benefit contribution above.

If enrolled in the HDHP-2 plan option, the District will contribute the difference between the employee cost and the District cap to a District sponsored Health Savings account on the employee's behalf.

9.7 Retirement Stipend

A retirement stipend shall be placed on the management salary schedule. To be eligible for the retirement stipend, an employee shall submit a letter of retirement on or before **January February** 1 of any school year, to be effective at the end of that school year. **Employees shall be employed for two years with the District to be eligible.**

Classified Confidential Supervisory Handbook Updates

9.2 Insurance

9.2.1 Confidential, supervisory and classified management employees receive the same health, dental, vision, life and retiree/disabilitant insurance benefits as certificated management employees and should refer to the Certificated Management Handbook for information concerning those benefits. The District Human Resources Department may be contacted if additional information is required.

9.2.1.1 If enrolled in the HDHP-2 plan option, the District will contribute the difference between the employee cost and the District cap to a District sponsored Health Savings account on the employee's behalf.

9.5.5 For 12-month employees, accrued vacation may be taken at any time during the school year, upon approval of the site administrator. If the employee does not utilize the full accrued vacation, the amount not taken shall accumulate for use in the next year or be paid for in cash at the option of the District. ~~In no event shall vacation accumulation exceed the amount earned during a period of two fiscal years.~~ **At the end of each fiscal year, employees who have unused vacation accrued in excess of 30-days will be paid-out in cash down to the 30-day accrued vacation level.** For 11-month employees, vacation will be scheduled during the 12th month, or during the winter and spring recess periods.

9.8 Holidays

The following shall be the holiday schedule:

Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11 (<i>Board may designate closest Monday or Friday</i>)
Admissions Day	A day in lieu of Admissions Day will be mutually designated each year, typically, the Wednesday before Thanksgiving.
Thanksgiving	Last Thursday and Friday of November
Winter Holiday	December 25 and week day preceding and week day following
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Lincoln's Day	Second Monday in February
Washington's Day	Third Monday in February
Spring Holiday	Two days of School Spring Recess will be designated each year.
Memorial Day	Last Monday in May
Juneteenth	June 19

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Approval/ratification of revised employment agreements for Chief Business Official, Associate Superintendent of Human Resources, Associate Superintendent of Instructional Services and Superintendent

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:
The above-referenced positions are employed on a three-year, ongoing contract. These contracts were approved and extended for an additional year (through June 30, 2026) by the Board at the May 9, 2023 Board meeting. The District is asking the Board to approve a revision to the contracts to reflect the salary increase per the agreed upon negotiations.

REFERENCE:
Government Code 53262. Contracts were provided to the Board under separate cover and can be obtained by contacting the District Office at (530) 241-3261.

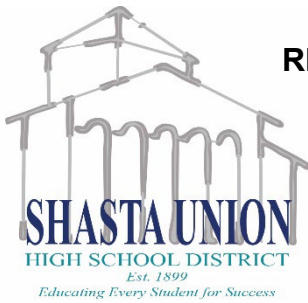
SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Minutes from June 13, 2023 regular Board Meeting and June 20, 2023 special 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**

**June 13, 2023
UNADOPTED MINUTES**

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

ROLL CALL: Trustees Jamie Vericker, Ron Zufall, 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 Doran recited the mission and vision statements.

- RES. 23-087** That the Board approve the agenda, as presented. (Motion Hoheisel, second Doran, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-088** That the Board approve the consent agenda, as presented. (Motion Zufall, second Hoheisel, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-089** That the Board approve the 2025-2026 calendars for school, ESP, CSEA and Pioneer Continuation High School. (Motion Zufall, second Hoheisel, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-090** That the Board approve the resolution revising the observance of Lincoln Day to February 17, 2026 for the 2025-2026 school year. (Motion Zufall, second Hoheisel, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-091** That the Board approve the minutes for the May 9, 2023 regular Board meeting. (Motion Zufall, second Hoheisel, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-092** That the Board ratify commercial warrants in the amount of \$2,826,157.23 and payroll distributions in the amount of \$3,776,026.12 for the period of 5/01/2023 – 5/31/2023. (Motion Zufall, second Hoheisel, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-093** That the Board approve the field trips, as follows: SHS Girls' Basketball travel to Spokane, WA June 18-22, 2023 and FHS Music travel to Nashville and Memphis, TN June 9-13, 2024. (Motion Zufall, second Hoheisel, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-094** That the Board approve the Shasta County Special Education Local Plan Area (SELPA) Local Education Agency (LEA) Assurances. (Motion Zufall, second Hoheisel, carried 4-0. Student Board Member Richards: Aye)

- RES. 23-095 That the Board approve the 2023-24 Application for Carl D. Perkins Vocational and Technical Education Act Funding. (Motion Zufall, second Hoheisel, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-096 That the Board approve the Human Resources Action Report, as follows: *Classified – (Hours/Days Increase/Decrease)*: Cindy Chao, 8 hours/238 days Admin Assistant-HR (DO), effective July 1, 2023 and Misty Hair, 8 hours/12 months Transportation Secretary (Transpo), effective July 1, 2023. *(New Hires)*: Travis Schlager, 8 hours/10 months Bus Driver/Utility Worker (Transpo), effective May 24, 2023. *(Position Change/Promotion)*: Denise Atterberry, 8 hours/10 months Transportation Secretary (Transpo), effective May 15, 2023; Kelly Freeman, 8 hours/238 days School Support Secretary (SHS), effective June 1, 2023; and Whitney Lowry, 6 hours/10 months Career Ed Tech (SHS), effective May 1, 2023. *(Resigned/Retired)*: Barbara Allpress, 8 hours/238 days School Support Secretary (SHS), effective August 31, 2023; Denise Atterberry, 7.5 hours/10 months Bus Driver (Transpo), effective May 14, 2023; Deborah Engel, 6.5 hours/10 months Title I-Paraprofessional (EHS), effective June 8, 2023; Jacob Hernandez, 8 hours/12 months Custodian (SHS), effective June 9, 2023; Jackson Reindel, 6.5 hours/10 months Paraprofessional-SDCI (EHS), effective June 8, 2023; and Andrew Sharp, 8 hours/12 months Custodian (SHS), effective May 26, 2023. *Certificated – (New Hires)*: Gary Connolly, SUHSD Summer School Principal, June 13 – July 7, 2023; Cecile Lamar, Director of Special Education (DO), effective July 1, 2023; Shaundra Pelkey, 1.0 FTE School Psychologist (SHS), effective July 1, 2023; and Abigail Thompson, 1.0 FTE School Counselor (SCA), effective July 1, 2023. *(Position Changes/Promotions)*: Rebecca Berg, Assistant Principal Categorical Programs, effective July 1, 2023 and Jonathan Eaton, Assistant Principal Alternative Education, effective July 1, 2023. *(Ca/STRS Reduced Workload)*: Ramona Burks, 0.80 FTE Spanish (EHS), effective August 14, 2023; Thomas Edwards, 0.60 FTE Math (FHS), effective August 14, 2023; and Tars Petrie, 0.60 FTE Science (SHS), effective August 14, 2023. *(Non-Reelection Temporary Teachers)*: Emp ID 4021, 0.20 FTE CTE Med Careers (FHS), effective June 30, 2023. *(Resigned)*: Ernesto Aguirre, 5/5 Music (FHS), effective June 30, 2022; Katelyn Quon, 5/5 English (FHS), effective June 30, 2022; and Dawn Coppolo-Horwath, 5/5 English (FHS), effective June 30, 2022. *(Unpaid LOA Request)*: Andy Kane, 5/5 English (SHS), effective Jan 2024 – June 2024. *Paid Walk on Coaches 2023-2024 – (EHS)*: Lacy Asdourian, Head Varsity Volleyball, Fall Season; Ray Atkins, Head JV Boys Basketball, Winter Season; Justin Kelly, Assistant Frosh Football Coach, Fall Season; Megan Renihan, Head Cheer Coach, Fall Season; Esther Strickler, Head Frosh Girls Basketball, Winter Season; Ky Strickler, Assistant Varsity Girls Basketball, Winter Season; Blake Trent, Head Frosh Boys Basketball, Winter Season; James Williams, Head JV Girls Basketball, Winter Season; and Erica Zettel, Head JV Volleyball Coach, Fall Season. *(FHS)*: Bill Elliott, Head Varsity Boys Basketball, Winter Season; Michael Giacomelli, Head Frosh Boys Basketball, Winter Season; Michael Gray, Assistant Varsity Girls Basketball, Winter Season; Chris Hall, Head Frosh Football, Fall Season; Casey Kingsbury, Head Varsity Softball, Spring Season; Thurman Knowles, Assistant Varsity Boys Basketball, Winter Season; Tom Lowe, Head Frosh Volleyball, Fall Season; Maryanna Phan, Head JV Girls Basketball, Winter Season; Jason Sanchez, Head JV Football, Fall Season; and Justin Ward, Head Varsity Boys Soccer, Winter Season. *(SHS)*: Campos Natalie, Head JV Girls Basketball, Winter Season; Amanda Crowley, Head Frosh Volleyball, Fall Season; Adam Dahl, Head JV Boys Basketball, Winter Season; Alicia Dahl, Head Varsity Girls Basketball, Winter Season; Alex Gaxiola, Assistant Varsity Girls Soccer, Winter Season; Nick Gibbons, Head Frosh Football, Fall Season; Daniel Gilbert, Assistant JV Football, Fall Season; Tanner Guinn, Head Frosh Boys Basketball, Winter Season; Steven Hofferber, Head Varsity Girls Soccer, Winter Season; Christine Johnson, Varsity Assistant Girls Basketball, Winter Season; Sami Kader, Head JV Girls Soccer, Winter Season; Doug O'Brien, Varsity Assistant Boys Basketball, Winter Season; Michael Sanchez, Head Frosh Girls Basketball, Winter Season; Darren Stevens, Assistant Varsity Wrestling, Winter Season; Don Trotter, Head JV Football, Fall Season; and Kenny Watson, Assistant Frosh Football, Fall Season.

- RES. 23-097 That the Board approve the Governance Calendar and Board Action Calendar for the 2023-24 school year. (Motion Zufall, second Doran, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-098 That the Board appoint Riley Combs as a Student Board Member for a one-year term effective July 1, 2023. (Motion Zufall, second Hoheisel, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-099 That the Board conduct the second reading and approve Administrative Regulation 5113 Absences and Excuses, as provided by CSBA. (Motion Hoheisel, second Vericker, carried 3-1. Student Board Member Richards: Aye)
- RES. 23-100 That the Board approve the proposed negotiations and compensation between the District and the Shasta Secondary Education Association (SSEA) and the Educational Support Professionals Association (ESP) for 2023-24. (Motion Zufall, second Doran, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-101 That the Board approve the proposed negotiations and compensation between the District and the California School Employees Association (CSEA) for 2023-24, and the related AB 1200 Public Disclosure. (Motion Zufall, second Doran, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-102 That the Board approve the resolution designating certain general funds as committed fund balance. (Motion Zufall, second Hoheisel, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-103 That the Board approve the resolution for use of Education Protection Account (EPA) funds for 2023-24. (Motion Hoheisel, second Zufall, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-104 That the Board approve the Local Control and Accountability Plan (LCAP) Federal Addendum. (Motion Doran, second Zufall, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-105 That the Board approve the LCAP Local Measures as follows: (1) Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities; (2) Implementation of State Academic Standards; (3) Parent Engagement; (4) School Climate; and (5) Access to a Broad Course of Study. (Motion Doran, second Zufall, carried 4-0. Student Board Member Richards: Aye)
- RES. 23-106 That the meeting adjourn. (Motion Hoheisel, second Doran, carried 4-0. Student Board Member Richards: Aye)

PUBLIC COMMENT:

Shaun Vega Sanchez stated that Foothill High School (FHS) did a good job with graduation. He stated that he would like to keep wrestling on the Board's mind and may request the expansion of the wrestling program be placed on the agenda. Mr. Sanchez recommended the Board improve the sound system in the Board Room.

Trustee Doran inquired if a wrestling facility offsite at Movies 8 or Sun Oaks would be beneficial for the wrestling program. Mr. Sanchez stated that he is willing to look at any option.

REPORTS FROM SHASTA UNION HIGH SCHOOL DISTRICT ORGANIZATIONS:

SSEA President Layne McLean introduced FHS English teacher Andrea Cota who will serve as the new SSEA Vice President since former Vice President Dawn Coppolla has moved to the East Bay. Mr. McLean reported that the association has ratified the tentative agreement that is up for approval on tonight's agenda. He stated that SSEA has six members reviewing the Fiscal Crisis and Management Assistance Team (FCMAT) report on business services, and SSEA plans to meet with District over summer break to discuss the report. Mr. McLean reported that FHS held a successful graduation despite the rain and that summer school has started. Ms. Cota stated that she is looking forward to working with the Board.

ESP President Rhonda Minch was not present.

REPORTS FROM SHASTA UNION HIGH SCHOOL DISTRICT ORGANIZATIONS (continued):

CSEA President David Martin reported that the association ratified the tentative agreement that is up for approval on tonight's agenda. He stated that he is looking forward to summer and noted that the District has utilized Sun Oaks for swim practice in the past.

REPORTS FROM PRINCIPALS:

Enterprise High School: Ryan Johnson highlighted positive data trends including 90 students in the English Language Learner program, 100% participation in the English Language Proficiency Assessment (ELPAC), overall score improvement on the ELPAC, overall improvement in Math and English on the California Assessment of Student Performance and Progress (CAASPP) test, lower incidents of physical altercations, sixty cases of restorative justice conducted by twenty-two students and 213 graduates. He thanked those who attended the graduation ceremony.

Trustee Doran inquired about other restorative justice programs and noted that it could lead to a CTE legal pathway. Mr. Johnson stated that each school has their own version of restorative justice.

Shasta High School: Shane Kikut reported that senior activities went well and thanked Trustee Hoheisel for touring Shasta High School (SHS) and those who attended their graduation ceremony. He commended the Career Technical Education (CTE) program on their recent work with NASA. Mr. Kikut reported that CTE teachers Brett Barnes and Brian Grigsby will conduct a presentation on the HoloLens at New York University this summer. He stated that the Redding Police Department and Fire Department will conduct an active shooter readiness exercise on campus on June 29.

Foothill High School: Kevin Greene recognized this year's retirees and stated that this year's graduation will be memorable due to the rain. He thanked Trustee Hoheisel and Mr. Cloney for attending the graduation. Mr. Greene stated that he focused on developing relationships and student engagement this past year. He reported that enrollment is at 1452 and that they had 290 graduates. Mr. Greene commended maintenance for the hard work they will put in over summer break to prepare campus for next school year.

REPORT FROM SUPERINTENDENT:

Jim Cloney stated that he attended eight graduation ceremonies and multiple end of year parties to honor the twenty staff members who are retiring. He reported that maintenance is already preparing campuses for next school year and that summer school started today with approximately 300 students enrolled. Mr. Cloney stated that he anticipates the budget will be signed this week since the legislature must sign it by June 15. He stated that if the COLA is approved in the budget, the Board will be asked to adopt updated salary schedules next month based on an ongoing three-year compensation agreement with SSEA and ESP. Mr. Cloney reported that the District plans to meet with the associations to discuss the FCMAT report and will conduct a presentation to the Board most likely in August in order to allow time to meet with SCOE and to prepare solutions. He stated that June 19 is a new holiday for all employees in observance of Juneteenth. Mr. Cloney commended Trustee Richards on his service as a student Board Member for the 2022-2023 school year and presented him with a plaque. He stated that Trustee Richards provided a great student perspective and wished him well as the next SCOE Student Board Member.

TRUSTEE COMMENTS AND LIAISON REPORTS:

Trustee Richards thanked Mr. Cloney for the recognition and stated that he attended SHS's graduation. He reported that next year's Student Board Member is Riley Combs and stated that she will do a lovely job. Trustee Richards reported that students were busy cramming for finals and now some have begun summer school. He announced that Region 1 California Association of Student Councils is in search of a new advisor and any potential candidates should email him directly.

Trustee Hoheisel stated that she toured SHS and PHS and enjoyed touring the robotics, manufacturing, culinary and woodshop classrooms. She appreciated the choir and band working together at EHS's graduation and Mr. Greene's efforts in overcoming the rain at FHS's graduation. Trustee Hoheisel commended FHS on their yearbook.

TRUSTEE COMMENTS AND LIAISON REPORTS (continued):

Trustee Doran stated that he attended the graduations as the Board liaison for Shasta Charter Academy (SCA) and University Preparatory School (UPrep). He reported that he has met with SCA Director Ben Claassen where he gained a better understanding of their educational program that consists of an organized homeschool setting where a triangular relationship is built between the student, parent and facilitator. Trustee Doran stated that SCA is located near the old Movies 8 building and that he has spoken with Shasta County Board Supervisor Kevin Crye about how the building could be used for the betterment of the District. He stated that a selling point to parents for UPrep is that the school prepares students for college starting in the 6th grade. Trustee Doran reported that after speaking with staff from UPrep and the District, he learned that space is limited at UPrep. He stated that his dream would be to have UPrep serve as a magnet school for math and science within the District in order to allow students more options, specifically CTE programs. Trustee Doran acknowledged the competition of Christian schools and Bethel and stated that a magnet school would be best for the District. He stated that he was not in favor of renewing UPrep's charter.

Trustee Zufall informed Mr. Sanchez that hard copies of the agenda packet can be made available by the District Office. He stated that next year the District will have been established for 125 years and that this could be a good advertisement opportunity in the community to highlight our CTE programs. He inquired if this could be added as an agenda item to a future study session. Trustee Zufall stated that he attended graduation ceremonies for FHS, SHS and Fire Science and that he also attended the SHS scholarship night where \$2.5 million was awarded.

Trustee Vericker stated that he toured the District Farm and was very impressed by the activities, programs and facility upgrades they have implemented from grant money such as welding corrals, sheep shearing, new storefront, and the special education curriculum. He attended the Fire Science graduation where over 300 direct job placements were gained directly out of high school thanks to the program.

DISCUSSION:

Governance Calendar and Board Action Calendar: Jim Cloney stated that the Board annually reviews the Governance Calendar and Board Action Calendar and noted that there are only minor changes.

Student Board Member: Jim Cloney stated that an election was held and Enterprise High School senior Riley Combs was elected by her peers to serve as the Student Board Member for the 2023-2024 school year.

Administrative Regulation (AR) 5113 Absences and Excuses: Jim Cloney stated that AR 5113 Absences and Excuses was tabled at the May meeting because Trustee Hoheisel as the policy liaison had some follow up questions. Mr. Cloney stated that AR 5113 requires Districts to notify parents that students may leave campus for confidential medical appointments without parent notification. The District has this parent notification in the Student Parent Handbook in order to comply with the Education Code. Mr. Cloney stated that the Education Code comes from a Family Code that was put in place in 1986 that allows minors over twelve years old to participate in a confidential medical appointment without parent consent. Trustee Hoheisel inquired if the District could add a practice that would allow for the release of the student but that would also require the District to notify the parents of their absence. Mr. Cloney stated that he shared with the Board an Attorney General's opinion on this topic and based on this, the District would not be allowed to implement a policy or practice that would require us to inform the parents. Trustee Hoheisel inquired if the Board could discuss a policy or philosophy on communication with parents at a future study session. Mr. Cloney stated that Trustee Hoheisel's concerns do not apply specifically to AR 5113 and recommended the Board approve the policy as presented. He encouraged the Board to read the Attorney General's opinion and stated that the Board could then further discuss the topic if needed.

PUBLIC HEARING – Proposed Negotiations and Compensation with SSEA and ESP: At 7:31p.m., Trustee Vericker declared the meeting open to Public Hearing to provide interested parties an opportunity to speak regarding the proposed negotiations and compensation between the District, SSEA, and ESP, which includes unrepresented staff. There were no comments, and the public hearing was declared closed.

DISCUSSION (continued):

PUBLIC HEARING - Proposed Negotiations and Compensation between the District and CSEA: At 7:32p.m., Trustee Vericker declared the meeting open to Public Hearing to provide interested parties an opportunity to speak regarding the proposed negotiations and compensation between the District and CSEA which includes unrepresented staff. There were no comments, and the public hearing was declared closed.

Trustee Vericker thanked all of those involved who on the multi-year compensation agreement.

PUBLIC HEARING - 2023-2024 Budget: At 7:33p.m., Trustee Vericker declared the meeting open to Public Hearing to provide interested parties an opportunity to speak regarding the 2023-2024 proposed budget. There were no comments, and the public hearing was declared closed.

David Flores conducted a presentation on the 2023-2024 budget including changes in the budget and multi-year assumptions. Trustee Doran inquired if David feels this is a conservative approach for what is coming to the California economy. Mr. Flores stated that he did not include certain one-time revenues and some revenues that will most likely no longer be ongoing due to future economic uncertainties. Trustee Zufall commended Mr. Flores and his team for using caution that worked out to the District's benefit since some of the dollars are now no longer available from the state. Mr. Flores stated that the District is using the new three-year average to determine ADA in order to obtain more dollars rather than using the higher ADA of the current or prior year. Trustee Doran stated that the declining enrollment at SHS is from the Carr Fire and noted possible ways to improve enrollment. Trustee Zufall inquired about the STRS and PERS investment return rates. David Flores provided background on STRS and PERS and stated that he does not anticipate the rates going back down.

Committed Fund Balance: David Flores presented the Board and public with a document reflecting some changes in the committed fund balance resolution. He stated that the Board is required to approve the resolution that states the purpose, justification and estimated amount of how the District will commit certain dollars from the General Fund.

PUBLIC HEARING – EPA Funds: At 8:05p.m., Trustee Vericker declared the meeting open to Public Hearing to provide interested parties an opportunity to speak regarding the EPA Funds. There were no comments, and the public hearing was declared closed.

David Flores stated that this is an annual item that requires the Board to approve the EPA funds. The District is required to spend these dollars with specific provisions.

Supplementary Book Adoption: Leo Perez stated that the book *Must Know High School Vocabulary* consists of vocabulary words to prepare students for testing. He stated that Trustee Pepple was provided a copy for review and since she is not here tonight, the book will be brought back for a second reading at next month's Board meeting. Trustee Hoheisel requested a copy of the book.

Local Control and Accountability Plan (LCAP) Federal Addendum: Leo Perez stated that the District is required to approve the LCAP Federal Addendum in order to receive Every Student Succeeds Act (ESSA) funds that includes funds from Title, 1, 2 and 4. Mr. Perez stated that Title 1 funds service academically disadvantaged students, Title 2 funds are utilized for educator development and Title 4 funds are utilized to enhance the educational experience.

LCAP Local Measures: Leo Perez stated that the District is required to report to the Board on whether we have met or not met the following LCAP Local Measures: (1) Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities; (2) Implementation of State Academic Standards; (3) Parent Engagement; (4) School Climate; and (5) Access to a Broad Course of Study. The 2023-24 Local Performance Indicator Self-Reflection Report has been provided to the Board under separate cover and is available on the District website for review. Mr. Perez stated that the District has met all five and that he will submit the results to the state.

DISCUSSION (continued):

PUBLIC HEARING Proposed LCAP: At 8:11 p.m., Trustee Vericker declared the meeting open to Public Hearing to allow interested parties an opportunity to speak on the 2023-2024 LCAP. There were no public comments and the hearing was closed. He stated that the LCAP is posted on the website and that comments or questions can be submitted to the office of the Superintendent.

Leo Perez conducted a presentation on the 2023-2024 LCAP that included projected revenue, budgeted expenditures, educational partner engagement, goals, actions and metrics. He reported that the District presented the LCAP Infographic to the Parent Advisory Committee and discussed the LCAP with site council, DELAC, Student Advisory Committee and Native American liaisons. In addition, the District also conducted various surveys. Mr. Perez stated that next year the District will present a new three-year plan since this is the final installment of a three-year plan. Discussion continued on A-G rates, foreign language requirements, CTE completer data, Chromebooks and Wi-Fi on busses. Mr. Perez clarified that the CTE completer data was miscalculated last year and has been updated to show the number of students who qualify as a CTE completer. Trustee Hoheisel inquired about Chromebooks costs and reliability and inquired about the expenses for ELL. Mr. Perez stated that Chromebooks have ongoing costs and the District invested in them during the pandemic. Mr. Cloney stated that students who access Wi-Fi on the busses go through the firewall. Mr. Perez stated that the ELD Coordinator at EHS is the best person for the job and therefore funds are specifically allocated based on that persons pay. He stated the District would have to pay them out of different funds if they were placed elsewhere.

Trustee Zufall inquired what alternative education options are available for students with excessive discipline. Mr. Cloney provided background on how the County no longer offered a community day school and how the District switched from a community day school to a continuation school. Mr. Cloney explained that students are able to go on independent study as necessary when enrolled in a continuation school.

Mr. Cloney stated that any written comments received from the public on the LCAP document will receive a written response. Any changes made to the LCAP based on feedback from the Shasta County Office of Education will be brought back for Board approval. The 2023-24 LCAP will be brought before the Board for approval at the June 20, 2023 special Board meeting.

ADVANCE PLANNING:

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

Suggested Future Agenda Items: Trustee Doran requested the Board discuss off campus facilities for wrestling and UPrep as a magnet school for math and science.

ADJOURNMENT:

The meeting adjourned at 8:55 p.m.

Ron Zufall, Clerk
Board of Trustees

Jim Cloney, Executive Secretary
Board of Trustees

Bd. Min. 6-13-23 //



**SHASTA UNION HIGH SCHOOL DISTRICT
SPECIAL MEETING OF THE GOVERNING BOARD
Large Conference Room
2200 Eureka Way
Redding, CA 96001**

**June 20, 2023
UNADOPTED MINUTES**

A special meeting of the Governing Board of the Shasta Union High School District was called to order at 12:16 p.m. by Trustee Vericker in the Shasta Union High School District Large Conference Room.

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

Trustee Vericker led the pledge of allegiance and recited the mission and vision statements.

RES. 23-107 That the Board approve the agenda, as presented. (Motion Doran, second Zufall, carried 4-0)

RES. 23-108 That the Board approve the 2023-24 Local Control and Accountability Plan. (Motion Doran, second Zufall, carried 4-0)

RES. 23-109 That the Board adopt the budget for the 2023-2024 school year. (Motion Zufall, second Pepple, carried 4-0)

RES. 23-110 That the Board approve the personal services agreement with the County of Shasta, through its Probation Department, for Juvenile Prevention Officer services at Foothill High School. (Motion Pepple, second Zufall, carried 4-0)

RES. 23-111 That the meeting adjourn. (Motion Pepple, second Doran, carried 4-0)

PUBLIC COMMENT:

There were no comments.

DISCUSSION:

Local Control and Accountability Plan (LCAP): Jim Cloney reported that he did not receive any questions or comments from the public and that no changes were made since the LCAP was presented at the June 13, 2023 regular Board meeting. He stated that Leo Perez will submit the LCAP to the Shasta County Office of Education (SCOE) for review and that the District will bring the LCAP back for Board approval if SCOE has any feedback.

2023-2024 Budget: David Flores stated that there hasn't been any changes to the budget since it was presented at the June 13, 2023 Board meeting and recommended the Board approve it. Jim Cloney stated that the legislature approved an 8.22% COLA and that they are going to cut much less from the one-time funds than originally planned. He reported that the state will most likely pass trailer bills that will modify the budget after it is approved.

Juvenile Prevention Officer (JPO) Contract: Jim Cloney stated that the District started using the Shasta County Probation instead of the Shasta County Sheriff for Site Resource Officer services three years ago due to staffing issues and cost. He stated that he will address a \$10,000 administrative fee before renewing the 2024-2025 contract. Mr. Cloney reported that they the District has had a positive working relationship with the Probation Department and recommended approval of the contract.

ADJOURNMENT:

The Board adjourned to closed session at 12:26 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 12:45 p.m. The Board had no action to report out from closed session. The meeting adjourned at 12:45 p.m.

Ron Zufall, Clerk
Board of Trustees

Jim Cloney, Executive Secretary
Board of Trustees

Bd. Min. 6-20-23 //

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Trustee Absence at the June 13, 2023 regular Board meeting and June 20, 2023 special Board meeting

PREPARER: Jim Cloney, Superintendent

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:
Board Bylaws and Ed. Code allow the Board to approve Trustee absences at Board meetings for reasons that are deemed acceptable.

REFERENCES:
Board Bylaw 9250/Ed. Code 35120c

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Contract with KYA Services LLC (KYA Group) through the California Multiple Award Schedule ("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 Group for the replacement of the flooring at Foothill High Schools Administration Building, room 205, and 11 using the 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 1-2-22-23917 for the Foothill High School Administration Building Flooring in the amount of \$105,324.46. This work would be schedule for the summer of 2023 to be completed before the start of school in August of 2023.

**BEFORE THE BOARD OF TRUSTEES OF THE
SHASTA UNION HIGH SCHOOL DISTRICT
RESOLUTION NO. _____**

**RESOLUTION AUTHORIZING CONTRACTS TO PURCHASE FROM CMAS 4-20-78-
0089C AGREEMENT**

WHEREAS, the Shasta Union High School District (“District”) needs General Construction Services at Shasta High School (“General Construction”);

WHEREAS, the District wishes to procure the Services by entering into a separate agreement:

Proposal 1-2-23917 CMAS# KYA 4-20-78-0089C (“CMAS”) contract with KYA Services LLC. (“KYA Group”) which includes purchasing and installation of flooring.

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 # 4-20-78-0089C (“CMAS”) which includes the Equipment, Materials and General Construction Services;

WHEREAS, the Board finds and declares that it would be in the District’s best interests to purchase the General Construction Services which includes flooring installation from the 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 General Construction Services from the 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 flooring, wall systems, and upgrades, 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



PREPARED FOR

David Flores

Shasta Union High School District

530-241-3261

dflores@suhsd.net

06/20/2023

SUHSD - FHS - Admin Building -
Flooring

Project Number 1-2-23917

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: 1-2-23917

To: Shasta Union High School District
2200 Eureka Way #b
Redding
California
96001

Date: June 20, 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 High School District

RA: Megan Leyds

RA Phone: (949)245-8557

RA Email: Megan.Leyds@theKYAgroup.com

Site: Foothill High (Shasta Union High)

Address: 9733 Deschutes Rd.,
96073

Site Qualifications and General Scope of Work

DIR # 1000003379

Scope of Work

Rooms- A1,A2,A3,A4,A12,A19,A21,A22,A23,A24,A26,A27,A28,A29,A30,A31,A32,A33,A35,A26, 205, 11

Remove and replace loose furniture

Demo existing flooring

Prep floors to receive new luxury vinyl tile and planks

Apply Metroflor DejaNew LVT/LVP

Apply Johnsonite 6" base

Replace carpet on riser system

Priced per CMAS

Client will need to provide and AHERA report prior to contracts being executed

KYA Pays prevailing wages

Priced for work to be performed Monday-Friday, 6:00am-5:00pm

Moisture tests results are for information only

Exclusions;

Abatement, containment or disposal of toxic materials

Moving or relocating any electronic equipment

Moving or relocating any fixed furniture

Certification of moisture test

Moisture mitigation

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
SUHSD - FHS - Admin Building - Flooring				
<u>LVT25- LVT</u>	7,000.00	SF	\$4.03	\$28,210.00 T
<u>WSADH- Wet Set Adhesive</u>	30.00	EA	\$203.93	\$6,117.90 T
<u>CB60- 6" Cove Base</u>	1,800.00	LF	\$2.37	\$4,266.00 T
<u>CVADH- Cove Base Adhesive</u>	150.00	EA	\$10.89	\$1,633.50 T
<u>REPEFC- Repose Eliteflex Cushion</u>	40.00	SY	\$45.34	\$1,813.60 T
<u>PRADH- Pressure Sensitive Adhesive</u>	2.00	EA	\$111.24	\$222.48 T
<u>SLUNDER- Self Leveling Underlayment</u>	100.00	EA	\$81.26	\$8,126.00 T
<u>SUNDRIES- Sundries</u>	2.00	EA	\$654.48	\$1,308.96 T
<u>Specialty Equipment Service</u>	4.00	EA	\$1,973.13	\$7,892.52
<u>Dumpsters</u>	1.00	EA	\$788.17	\$788.17
<u>Moisture Test</u>	20.00	EA	\$169.90	\$3,398.00
<u>Furniture R&R</u>	30.00	HRS	\$127.42	\$3,822.60
<u>Removal of Existing Surface</u>	6,800.00	SF	\$1.12	\$7,616.00
<u>Standard Floor Preparation</u>	30.00	HRS	\$118.77	\$3,563.10
<u>Application of LVT</u>	6,800.00	SF	\$2.40	\$16,320.00
<u>6" Rubber Base</u>	1,760.00	LF	\$2.12	\$3,731.20
<u>Freight</u>	1.00	EA	\$1,518.95	\$1,518.95
<u>Bonding</u>	1.00	EA	\$1,227.34	\$1,227.34
<u>Sales Tax</u>	1.00	EA	\$3,748.14	\$3,748.14
	Total Price			\$105,324.46



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.



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



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: <u>David Flores</u>	Signature: <u>Megan Leyds</u>
By: (Print) <u>David Flores</u>	By: (Print) <u>Megan Leyds</u>
Title: <u>CEO</u>	Title: <u>Regional Advisor</u>
Date: <u>6/20/23</u>	Date: <u>June 20, 2023</u>

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: KYA Group change order B for the District Wide, HVAC Upgrades

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:
KYA Group has submitted the following change order for the District Wide HVAC Project in the amount of \$36,152.94.

KYA Group		
District Wide, HVAC Project		
#	Description	Amount
B	Cap and seal all roof top duct mate joints with sheet metal and duct mastic and sealant	\$36,152.94
Total		\$36,152.94



PREPARED FOR

David Flores

Shasta Unified High School District

530-241-3261

dflores@suhsd.net

10/05/2022

Shasta UHSD-District Wide-HVAC
Upgrades

Project Number 1-2-22840

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: 1-2-22840

To: Shasta Unified High School District
2200 Eureka Way #b
Redding
California
96001

Date: October 5, 2022

Terms: Net 30

CMAS: 4-20-78-0089C

Base Contract: February 10, 2025

Contract Terms: Feb 26, 2020 - Feb 10, 2025

c/o: Shasta Unified High School District

RA: Megan Leyds

RA Phone: (949)245-8557

RA Email: Megan.Leyds@theKYAgroup.com

Site: Shasta High

Address: 2500 Eureka Way,
96001

Site Qualifications and General Scope of Work

DIR # 1000003379

Priced per KYA CMAS Contract #4-20-78-0089C

Pricing Valid for 30 Days

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

Initials

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Complete and Initial all pages*

Proposal Number 1-2-22840



SCOPE OF WORK - PRICING

Shasta UHSD-District Wide-HVAC Upgrades	Quantity	U/M	Price	Value
<u>ELM4AC003 - Elementsaire 4-Ton QTEC Comfort System</u>	64.00	EA	\$30,563.12	\$1,956,039.68
<u>158 - Specialty Equipment Service</u>	64.00	EA	\$1,973.13	\$126,280.32
<u>141 - Plumber/HVAC/Electrician</u>	512.00	HRS	\$152.79	\$78,228.48
<u>142 - General Laborer Journeyman</u>	512.00	HRS	\$128.25	\$65,664.00
<u>143 - General Laborer Material Handler Level 1</u>	509.00	HRS	\$88.79	\$45,194.11
<u>149 - Safety Coordination Manager</u>	158.00	HRS	\$157.85	\$24,940.30
<u>150 - Construction Project Supervisor</u>	158.00	HRS	\$157.85	\$24,940.30
<u>Bonding Fee</u>	1.00	EA	\$31,801.63	\$31,801.63
Total Price				\$2,353,088.82



CHANGE ORDER - PRICING

Shasta UHSD-District Wide-HVAC Upgrades

Change Order B	Quantity	U/M	Price	Value
Change order #02 Cap and seal all roof top duct mate joints with sheet metal and Duct mastic and sealant	1.00	EA	\$36,152.94	\$36,152.94
Total of Change Order B				\$36,152.94
Total Price				\$2,389,241.76

Initials

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Complete and Initial all pages*

Proposal Number 1-2-22840



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

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Proposal Number 1-2-22840



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 4 inches 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

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Complete and Initial all pages*

Proposal Number 1-2-22840



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 agreement 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:

Megan Leyds

By: (Print)

David Flores

By: (Print)

Megan Leyds

Title:

CBO

Title:

Regional Advisor

Date:

June 07, 2023

Date:

October 05, 2022

Initials

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

Proposal Number 1-2-22840

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Salary Schedules - Certificated Shasta Secondary Education Association (SSEA), Classified Education Support Professionals (ESP), Classified School Employee Association, Shasta High Chapter #181 (together CSEA), Supervisory, Management, and Confidential

PREPARER: David Flores, Chief Business Official

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:

It is requested the Board approve the revisions to the SSEA, ESP, CSEA, Supervisory, Management, and Confidential salary schedules. The schedules have been updated based on the negotiated salary agreements approved by the board at the May 25, 2022 special board meeting. Based upon the agreed formula for calculating the percentage salary increase using the 2023-24 statutory cost-of-living adjustment (COLA) of 8.22%, the percentage increase (75%) to the salary schedules is 6.17%. All relevant salary schedules have been adjusted to reflect the 6.17% increase effective July 1, 2023.

Additionally, the following changes have also been made to Appendix A – Other Assignments:

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

The following changes have also been made to Appendix A – Student Activities Compensated Extra Duty:

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

REFERENCES:

AB 1200

SCHEDULE A - CERTIFICATED 184 DAYS

	Column A	Column I	Column IA	Column II	Column III	III With Masters	Column IV	IV With Masters	Column V	V With Masters	V With Doctorate
1	51,221	55,799	57,079	58,359	59,638	60,920	60,918	62,200	64,014	65,296	67,070
2		57,079	58,359	59,638	60,918	62,200	63,621	64,903	66,826	68,108	69,882
3		58,359	59,638	60,918	63,227	64,509	66,417	67,699	69,628	70,910	72,684
4		59,638	60,918	62,839	66,039	67,321	69,230	70,512	72,435	73,717	75,491
5		62,441	64,042	65,641	68,839	70,121	72,039	73,321	75,235	76,517	78,291
6			65,445	68,450	71,646	72,928	74,843	76,125	78,041	79,323	81,097
7			66,846	71,252	74,449	75,731	77,646	78,928	80,846	82,128	83,902
8				74,059	77,256	78,538	80,450	81,732	83,653	84,935	86,709
9				76,861	80,061	81,343	83,259	84,541	86,449	87,731	89,505
10				79,666	82,866	84,148	86,051	87,333	89,258	90,540	92,314
11				82,470	85,670	86,952	88,862	90,144	92,064	93,346	95,120
12									94,875	96,157	97,931
14									96,275	97,557	99,331
16									97,673	98,955	100,729
18									99,078	100,360	102,134
20									100,482	101,764	103,538
22									101,886	103,168	104,942
24									103,289	104,571	106,345
26									104,691	105,973	107,747
28									106,093	107,375	109,149
30									107,533	108,815	110,589
32									108,971	110,253	112,027
34									111,847	113,129	114,903

COLUMN IA DESIGNATED SUBJECT CRED +15

COLUMN II BA + 30 OR DS CRED + 30

COLUMN III BA + 45 OR MA

COLUMN IV BA + 60 OR MA + 15

COLUMN V BA + 75 OR MA + 30

Maximum credit for experience- 11 years

ADMINISTRATIVE INTERNS ART 9.6.7 (1/2 DEC, 1/2 JUN)
RETIREMENT STIPEND (Flat Rate)\$5,772
\$7,500

~ 3.00% EFFECTIVE 7/1/20

~ 5.92% EFFECTIVE 7/1/22

~ 2.08% EFFECTIVE 7/1/22

~ 6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

SCHEDULE A - CERTIFICATED 189 DAYS

	Column A	Column I	Column IA	Column II	Column III	III With Masters	Column IV	IV With Masters	Column V	V With Masters	V With Doctorate
1	52,613	57,315	58,630	59,945	61,259	62,541	62,573	63,855	65,753	67,035	68,809
2		58,630	59,945	61,259	62,573	63,855	65,350	66,632	68,642	69,924	71,698
3		59,945	61,259	62,573	64,945	66,227	68,222	69,504	71,520	72,802	74,576
4		61,259	62,573	64,547	67,834	69,116	71,111	72,393	74,404	75,686	77,460
5		64,138	65,782	67,425	70,710	71,992	73,997	75,279	77,280	78,562	80,336
6			67,224	70,310	73,593	74,875	76,876	78,158	80,161	81,443	83,217
7			68,663	73,188	76,472	77,754	79,756	81,038	83,043	84,325	86,099
8				76,072	79,356	80,638	82,636	83,918	85,926	87,208	88,982
9				78,950	82,236	83,518	85,521	86,803	88,799	90,081	91,855
10				81,831	85,118	86,400	88,390	89,672	91,684	92,966	94,740
11				84,711	87,998	89,280	91,277	92,559	94,566	95,848	97,622
12									97,453	98,735	100,509
14									98,891	100,173	101,947
16									100,327	101,609	103,383
18									101,771	103,053	104,827
20									103,212	104,494	106,268
22									104,655	105,937	107,711
24									106,096	107,378	109,152
26									107,536	108,818	110,592
28									108,976	110,258	112,032
30									110,455	111,737	113,511
32									111,932	113,214	114,988
34									114,886	116,168	117,942

ADMINISTRATIVE INTERNS ART 9.6.7 (1/2 DEC, 1/2 JUN)
RETIREMENT STIPEND (Flat Rate)

\$5,772
\$7,500

~ 3.00% EFFECTIVE 7/1/20
~ 5.92% EFFECTIVE 7/1/22
~ 2.08% EFFECTIVE 7/1/22
~ 6.17% EFFECTIVE 7/1/23

COLUMN IA DESIGNATED SUBJECT CRED +15
COLUMN II BA + 30 OR DS CRED + 30
COLUMN III BA + 45 OR MA
COLUMN IV BA + 60 OR MA + 15
COLUMN V BA + 75 OR MA + 30
Maximum credit for experience- 11 years

PENDING BOARD APPROVAL ON 7/11/2023

SCHEDULE A - CERTIFICATED 194 DAYS

	Column A	Column I	Column IA	Column II	Column III	III With Masters	Column IV	IV With Masters	Column V	V With Masters	V With Doctorate
1	54,005	58,831	60,181	61,530	62,880	64,162	64,229	65,511	67,493	68,775	70,549
2		60,181	61,530	62,880	64,229	65,511	67,079	68,361	70,458	71,740	73,514
3		61,530	62,880	64,229	66,663	67,945	70,027	71,309	73,412	74,694	76,468
4		62,880	64,229	66,255	69,628	70,910	72,992	74,274	76,372	77,654	79,428
5		65,835	67,522	69,209	72,580	73,862	75,954	77,236	79,324	80,606	82,380
6			69,002	72,170	75,540	76,822	78,910	80,192	82,282	83,564	85,338
7			70,479	75,124	78,495	79,777	81,866	83,148	85,240	86,522	88,296
8				78,084	81,455	82,737	84,822	86,104	88,200	89,482	91,256
9				81,038	84,412	85,694	87,784	89,066	91,148	92,430	94,204
10				83,996	87,370	88,652	90,728	92,010	94,109	95,391	97,165
11				86,952	90,326	91,608	93,692	94,974	97,067	98,349	100,123
12									100,031	101,313	103,087
14									101,507	102,789	104,563
16									102,981	104,263	106,037
18									104,463	105,745	107,519
20									105,943	107,225	108,999
22									107,423	108,705	110,479
24									108,903	110,185	111,959
26									110,381	111,663	113,437
28									111,859	113,141	114,915
30									113,377	114,659	116,433
32									114,894	116,176	117,950
34									117,925	119,207	120,981

COLUMN IA DESIGNATED SUBJECT CRED +15

COLUMN II BA + 30 OR DS CRED + 30

COLUMN III BA + 45 OR MA

COLUMN IV BA + 60 OR MA + 15

COLUMN V BA + 75 OR MA + 30

Maximum credit for experience- 11 years

ADMINISTRATIVE INTERNS ART 9.6.7 (1/2 DEC, 1/2 JUN)

\$5,772

RETIREMENT STIPEND (Flat Rate)

\$7,500

Nurse & Speech Pathologist moved to Schedule D, Athletic Director changed to Certificated on 7/1/22

~ 3.00% EFFECTIVE 7/1/20

~ 5.92% EFFECTIVE 7/1/22

~ 2.08% EFFECTIVE 7/1/22

~ 6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

SCHEDULE A - CERTIFICATED 199 DAYS

	Column A	Column I	Column IA	Column II	Column III	III With Masters	Column IV	IV With Masters	Column V	V With Masters	V With Doctorate
1	55,397	60,347	61,732	63,116	64,500	65,782	65,884	67,166	69,232	70,514	72,288
2		61,732	63,116	64,500	65,884	67,166	68,807	70,089	72,274	73,556	75,330
3		63,116	64,500	65,884	68,381	69,663	71,832	73,114	75,304	76,586	78,360
4		64,500	65,884	67,962	71,423	72,705	74,874	76,156	78,340	79,622	81,396
5		67,532	69,263	70,992	74,451	75,733	77,912	79,194	81,368	82,650	84,424
6			70,781	74,030	77,487	78,769	80,944	82,226	84,403	85,685	87,459
7			72,296	77,061	80,518	81,800	83,976	85,258	87,437	88,719	90,493
8				80,097	83,554	84,836	87,008	88,290	90,473	91,755	93,529
9				83,127	86,587	87,869	90,046	91,328	93,497	94,779	96,553
10				86,161	89,622	90,904	93,066	94,348	96,535	97,817	99,591
11				89,193	92,654	93,936	96,106	97,388	99,569	100,851	102,625
12									102,609	103,891	105,665
14									104,123	105,405	107,179
16									105,635	106,917	108,691
18									107,156	108,438	110,212
20									108,673	109,955	111,729
22									110,192	111,474	113,248
24									111,709	112,991	114,765
26									113,226	114,508	116,282
28									114,742	116,024	117,798
30									116,299	117,581	119,355
32									117,855	119,137	120,911
34									120,964	122,246	124,020

COLUMN IA DESIGNATED SUBJECT CRED +15

COLUMN II BA + 30 OR DS CRED + 30

COLUMN III BA + 45 OR MA

COLUMN IV BA + 60 OR MA + 15

COLUMN V BA + 75 OR MA + 30

Maximum credit for experience- 11 years

ADMINISTRATIVE INTERNS ART 9.6.7 (1/2 DEC, 1/2 JUN)
RETIREMENT STIPEND (Flat Rate)\$5,772
\$7,500~ 3.00% EFFECTIVE 7/1/20
~ 5.92% EFFECTIVE 7/1/22
~ 2.08% EFFECTIVE 7/1/22
~ 6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

SALARY SCHEDULE B COUNSELORS 199 ASSIGNMENT

	Column A	Column III	III With Masters	Column IV	IV With Masters	Column V	V With Masters	V With Doctorate
1	56,115	62,349	63,631	65,816	67,098	69,261	70,543	72,317
2		65,385	66,667	68,850	70,132	72,301	73,583	75,357
3		68,417	69,699	71,882	73,164	75,335	76,617	78,391
4		71,466	72,748	74,924	76,206	78,376	79,658	81,432
5		74,500	75,782	77,958	79,240	81,412	82,694	84,468
6		77,534	78,816	80,997	82,279	84,448	85,730	87,504
7		80,571	81,853	84,033	85,315	87,489	88,771	90,545
8		83,609	84,891	87,069	88,351	90,525	91,807	93,581
9		86,647	87,929	90,101	91,383	93,564	94,846	96,620
10		89,684	90,966	93,140	94,422	96,600	97,882	99,656
11		92,720	94,002	96,182	97,464	99,630	100,912	102,686
12						102,670	103,952	105,726
14						104,190	105,472	107,246
16						105,709	106,991	108,765
18						107,227	108,509	110,283
20						108,745	110,027	111,801
22						110,263	111,545	113,319
24						111,781	113,063	114,837
26						113,301	114,583	116,357
28						114,820	116,102	117,876
30						116,381	117,663	119,437
32						117,942	119,224	120,998
34						121,067	122,349	124,123

ADMINISTRATIVE INTERNS ART 9.6.7 (1/2 DEC, 1/2 JUN)
RETIREMENT STIPEND (Flat Rate)

\$5,772
\$7,500

~ 3.00% EFFECTIVE 7/1/20
~ 5.92% EFFECTIVE 7/1/22
~ 2.08% EFFECTIVE 7/1/22
~ 6.17% EFFECTIVE 7/1/23

SHASTA UNION HIGH SCHOOL DISTRICT

7/1/23

SALARY SCHEDULE B COUNSELORS 210 ASSIGNMENT

	Column A	Column III	III With Masters	Column IV	IV With Masters	Column V	V With Masters	V With Doctorate
1	59,216	65,796	67,078	69,454	70,736	73,090	74,372	76,146
2		68,999	70,281	72,656	73,938	76,297	77,579	79,353
3		72,199	73,481	75,856	77,138	79,499	80,781	82,555
4		75,416	76,698	79,065	80,347	82,708	83,990	85,764
5		78,618	79,900	82,267	83,549	85,912	87,194	88,968
6		81,819	83,101	85,474	86,756	89,116	90,398	92,172
7		85,025	86,307	88,678	89,960	92,325	93,607	95,381
8		88,231	89,513	91,882	93,164	95,529	96,811	98,585
9		91,436	92,718	95,081	96,363	98,736	100,018	101,792
10		94,642	95,924	98,289	99,571	101,940	103,222	104,996
11		97,845	99,127	101,498	102,780	105,138	106,420	108,194
12						108,345	109,627	111,401
14						109,949	111,231	113,005
16						111,553	112,835	114,609
18						113,154	114,436	116,210
20						114,756	116,038	117,812
22						116,358	117,640	119,414
24						117,960	119,242	121,016
26						119,563	120,845	122,619
28						121,167	122,449	124,223
30						122,814	124,096	125,870
32						124,461	125,743	127,517
34						127,760	129,042	130,816

ADMINISTRATIVE INTERNS ART 9.6.7 (1/2 DEC, 1/2 JUN)
RETIREMENT STIPEND (Flat Rate)

\$5,772
\$7,500

~ 3.00% EFFECTIVE 7/1/20
~ 5.92% EFFECTIVE 7/1/22
~ 2.08% EFFECTIVE 7/1/22
~ 6.17% EFFECTIVE 7/1/23

SALARY SCHEDULE C-COUNSELOR - 204 DAY ASSIGNMENT

	Column III	III With Masters	Column IV	IV With Masters	Column V	V With Masters	V With Doctorate
1	63,921	65,203	67,466	68,748	71,012	72,294	74,068
2	67,035	68,317	70,577	71,859	74,127	75,409	77,183
3	70,144	71,426	73,689	74,971	77,237	78,519	80,293
4	73,259	74,541	76,802	78,084	80,350	81,632	83,406
5	76,367	77,649	79,913	81,195	83,463	84,745	86,519
6	79,487	80,769	83,028	84,310	86,571	87,853	89,627
7	82,597	83,879	86,143	87,425	89,686	90,968	92,742
8	85,710	86,992	89,253	90,535	92,790	94,072	95,846
9	88,822	90,104	92,362	93,644	95,907	97,189	98,963
10	91,935	93,217	95,472	96,754	99,020	100,302	102,076
11	95,048	96,330	98,589	99,871	102,133	103,415	105,189
12					105,243	106,525	108,299
14					106,798	108,080	109,854
16					108,352	109,634	111,408
18					109,910	111,192	112,966
20					111,468	112,750	114,524
22					113,026	114,308	116,082
24					114,584	115,866	117,640
26					116,140	117,422	119,196
28					117,696	118,978	120,752
30					119,293	120,575	122,349
32					120,891	122,173	123,947
34					124,088	125,370	127,144

ADMINISTRATIVE INTERNS ART 9.6.7 (1/2 DEC, 1/2 JUN) \$5,772
 RETIREMENT STIPEND (Flat Rate) \$7,500

~ 3.00% EFFECTIVE 7/1/20
 ~ 5.92% EFFECTIVE 7/1/22
 ~ 2.08% EFFECTIVE 7/1/22
 ~ 6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

SALARY SCHEDULE D - PSYCHOLOGIST - 199 DAY ASSIGNMENT

	Intern	Column V	V With Masters	V With Doctorate
1	70,319	78,116	79,398	81,172
2	73,740	81,541	82,823	84,597
3		84,962	86,244	88,018
4		88,390	89,672	91,446
5		91,815	93,097	94,871
6		95,236	96,518	98,292
7		98,663	99,945	101,719
8		102,084	103,366	105,140
9		105,508	106,790	108,564
10		108,935	110,217	111,991
11		112,358	113,640	115,414
12		115,784	117,066	118,840
14		117,498	118,780	120,554
16		119,211	120,493	122,267
18		120,917	122,199	123,973
20		122,623	123,905	125,679
22		124,339	125,621	127,395
24		126,055	127,337	129,111
26		127,767	129,049	130,823
28		129,480	130,762	132,536
30		131,237	132,519	134,293
32		132,994	134,276	136,050
34		136,505	137,787	139,561

ADMINISTRATIVE INTERNS ART 9.6.7 (1/2 DEC, 1/2 JUN)
 RETIREMENT STIPEND (Flat Rate)

\$5,772
 \$7,500

~ 3.00% EFFECTIVE 7/1/20
 ~ 5.92% EFFECTIVE 7/1/22
 ~ 2.08% EFFECTIVE 7/1/22
 ~ 6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

SALARY SCHEDULE D - NURSES, SPEECH - 194 DAY ASSIGNMENT

	Intern	Column V	V With Masters	V With Doctorate
1	76,153	76,153	77,435	79,209
2	79,492	79,492	80,774	82,548
3		82,827	84,109	85,883
4		86,169	87,451	89,225
5		89,508	90,790	92,564
6		92,843	94,125	95,899
7		96,184	97,466	99,240
8		99,519	100,801	102,575
9		102,857	104,139	105,913
10		106,198	107,480	109,254
11		109,535	110,817	112,591
12		112,875	114,157	115,931
14		114,545	115,827	117,601
16		116,216	117,498	119,272
18		117,879	119,161	120,935
20		119,542	120,824	122,598
22		121,215	122,497	124,271
24		122,888	124,170	125,944
26		124,557	125,839	127,613
28		126,226	127,508	129,282
30		127,939	129,221	130,995
32		129,653	130,935	132,709
34		133,075	134,357	136,131

ADMINISTRATIVE INTERNS ART 9.6.7 (1/2 DEC, 1/2 JUN)
 RETIREMENT STIPEND (Flat Rate)

\$5,772
 \$7,500

~ 3.00% EFFECTIVE 7/1/20
 ~ 5.92% EFFECTIVE 7/1/22
 ~ 2.08% EFFECTIVE 7/1/22
 ~ 6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

SALARY SCHEDULE E-CERTIFICATED 220 DAYS

	Column I	Column II	Column III	III With Masters	Column IV	IV With Masters	Column V	V With Masters	V With Doctorate
1	61,310	65,147	68,970	70,252	72,797	74,079	76,627	77,909	79,683
2	64,668	68,500	72,321	73,603	76,151	77,433	79,983	81,265	83,039
3	68,023	71,860	75,678	76,960	79,510	80,792	83,342	84,624	86,398
4	71,383	75,215	79,032	80,314	82,868	84,150	86,702	87,984	89,758
5	74,736	78,575	82,396	83,678	86,221	87,503	90,053	91,335	93,109
6		81,932	85,753	87,035	89,583	90,865	93,417	94,699	96,473
7		85,290	89,113	90,395	92,967	94,249	96,773	98,055	99,829
8		88,650	92,471	93,753	96,305	97,587	100,132	101,414	103,188
9		92,009	95,830	97,112	99,664	100,946	103,490	104,772	106,546
10		95,361	99,186	100,468	103,018	104,300	106,847	108,129	109,903
11		98,723	102,544	103,826	106,377	107,659	110,207	111,489	113,263
12							113,565	114,847	116,621
14							115,243	116,525	118,299
16							116,922	118,204	119,978
18							118,604	119,886	121,660
20							120,286	121,568	123,342
22							121,963	123,245	125,019
24							123,640	124,922	126,696
26							125,320	126,602	128,376
28							127,000	128,282	130,056
30							128,726	130,008	131,782
32							130,452	131,734	133,508
34							133,896	135,178	136,952

ADMINISTRATIVE INTERNS ART 9.6.7 (1/2 DEC, 1/2 JUN) \$5,772
 RETIREMENT STIPEND (Flat Rate) \$7,500

~ 3.00% EFFECTIVE 7/1/20
 ~ 5.92% EFFECTIVE 7/1/22
 ~ 2.08% EFFECTIVE 7/1/22
 ~ 6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

SCHEDULE H - CERTIFICATED 204 DAYS

	Column I	Column II	Column III	III With Masters	Column IV	IV With Masters	Column V	V With Masters	V With Doctorate
1	61,864	61,865	61,865	63,147	61,865	63,147	70,972	72,254	74,028
2	61,865	61,865	61,865	63,147	70,536	71,818	74,090	75,372	77,146
3	61,865	61,865	70,099	71,381	73,636	74,918	77,196	78,478	80,252
4	61,865	69,670	73,217	74,499	76,755	78,037	80,309	81,591	83,365
5	69,228	72,776	76,320	77,602	79,869	81,151	83,413	84,695	86,469
6		75,890	79,434	80,716	82,978	84,260	86,523	87,805	89,579
7		78,997	82,541	83,823	86,086	87,368	89,634	90,916	92,690
8		82,109	85,654	86,936	89,194	90,476	92,746	94,028	95,802
9		85,215	88,763	90,045	92,309	93,591	95,846	97,128	98,902
10		88,326	91,873	93,155	95,405	96,687	98,960	100,242	102,016
11		91,434	94,982	96,264	98,521	99,803	102,071	103,353	105,127
12							105,187	106,469	108,243
14							106,738	108,020	109,794
16							108,288	109,570	111,344
18							109,846	111,128	112,902
20							111,404	112,686	114,460
22							112,960	114,242	116,016
24							114,516	115,798	117,572
26							116,070	117,352	119,126
28							117,625	118,907	120,681
30							119,220	120,502	122,276
32							120,816	122,098	123,872
34							124,004	125,286	127,060

ADMINISTRATIVE INTERNS ART 9.6.7 (1/2 DEC, 1/2 JUN) \$5,772
 RETIREMENT STIPEND (Flat Rate) \$7,500

~ 3.00% EFFECTIVE 7/1/20
 ~ 5.92% EFFECTIVE 7/1/22
 ~ 2.08% EFFECTIVE 7/1/22
 ~ 6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

**SHASTA UNION HIGH SCHOOL DISTRICT
STUDENT ACTIVITIES - COMPENSATED EXTRA DUTY**

Schedule A Column 1/Step 1 \$55,799

7/1/2023

ACTIVITY	% OF COLUMN 1/STEP 1	PAY RATE	MONTH PAID
***DIR OF STUDENT ACTIVITIES (1)	10.50%	5,859	1/2 DEC & 1/2 JUN
***PUBLICATIONS			
YEARBOOK (1)	5.00%	2,790	JUNE
PUBLICATIONS (1) per Comp Site	3.00%	1,674	JUNE
SOCIAL MEDIA COORDINATOR	3.00%	1,674	JUNE
***INTRAMURAL COORD	4.50%	2,511	JUNE
***LINK CREW (1)	4.50%	2,511	JUNE
***MUSIC ACTIVITIES (1)	10.50%	5,859	JUNE
***MAJOR/MINOR PRODUCTIONS			
DIR OF MAJOR PRODUCTIONS	6.00%	3,348	1/2 DEC & 1/2 JUN
DIR OF MINOR PRODUCTIONS	3.00%	1,674	1/2 DEC & 1/2 JUN
***Each site may have a total of 9 production stipends - no more than 3 may be major			

DISTRICT LONGEVITY*			
YEARS		YEARS	
1-5	0.0%	18	3.4%
6	1.0%	19	3.6%
7	1.2%	20	3.8%
8	1.4%	21	4.0%
9	1.6%	22	4.5%
10	1.8%	23	5.0%
11	2.0%	24	5.5%
12	2.2%	25	6.0%
13	2.4%	26	6.5%
14	2.6%	27	7.0%
15	2.8%	28	7.5%
16	3.0%	29	8.0%
17	3.2%	30	8.5%

***Comp site only unless otherwise noted

~ 3.00% EFFECTIVE 7/1/20
~ 5.92% EFFECTIVE 7/1/22
~ 2.08% EFFECTIVE 7/1/22
~ 6.17% EFFECTIVE 7/1/23
~ WEBMASTER UNFILLED

PENDING BOARD APPROVAL ON 7/11/2023

**SHASTA UNION HIGH SCHOOL DISTRICT
COACHING/ATHLETICS - COMPENSATED EXTRA DUTY
7/1/2023**

Appendix B

Schedule A Column 1/Step 1 \$55,799

SPORT	% OF COLUMN 1/STEP 1	PAY RATE	MONTH PAID	SPORT	% OF COLUMN 1/STEP 1	PAY RATE	MONTH PAID
FOOTBALL (8)				SOCCER (3/3 B/G)			
HEAD VARSITY (1) *	10.50%	5,859	DEC	BOYS VARSITY (1)	7.00%	3,906	MARCH
ASST VARSITY A (2) *	8.50%	4,743	DEC	BOYS VARSITY ASST (1)	3.00%	1,674	MARCH
ASST VARSITY B (1)	3.00%	1,674	DEC	BOYS FROSH/SOPH (1)	5.16%	2,879	MARCH
HEAD FROSH/SOPH (1)	8.50%	4,743	DEC	GIRLS VARSITY (1)	7.00%	3,906	MARCH
ASST FROSH/SOPH (1)	7.50%	4,185	DEC	GIRLS VARSITY ASST (1)	3.00%	1,674	MARCH
HEAD FROSH (1)	7.50%	4,185	DEC	GIRLS FROSH/SOPH (1)	5.16%	2,879	MARCH
ASST FROSH (1)	6.00%	3,348	DEC	BASEBALL (3)			
				Varsity (1)	8.50%	4,743	JUNE
WRESTLING (2)				ASST VARSITY (1)	3.00%	1,674	JUNE
HEAD *	8.50%	4,743	MARCH	FROSH/SOPH (1)	7.00%	3,906	JUNE
ASST *	7.00%	3,906	MARCH	SOFTBALL (3)			
				Varsity (1)	8.50%	4,743	JUNE
SWIMMING (2)				ASST VARSITY (1)	3.00%	1,674	JUNE
HEAD	9.50%	5,301	DEC	FROSH/SOPH (1)	7.00%	3,906	JUNE
ASST	8.00%	4,464	DEC				
				TRACK (5)			
VOLLEYBALL (4)				HEAD * (1)	10.00%	5,580	JUNE
Varsity *	8.00%	4,464	DEC	ASST VARSITY * (1)	7.00%	3,906	JUNE
ASST VARSITY (1)	3.00%	1,674	DEC	ASST * (3)	7.00%	3,906	
FROSH/SOPH	6.50%	3,627	DEC	GOLF (1/1 B/G)			
FROSH	6.00%	3,348	DEC	BOYS *	6.15%	3,432	JUNE
				GIRLS *	6.15%	3,432	DEC
CROSS COUNTRY (2)							
HEAD *	7.00%	3,906	DEC	TENNIS (1/1 B/G)			
ASST *	6.50%	3,627	DEC	SPRING	6.15%	3,432	JUNE
				FALL	6.15%	3,432	DEC
BASKETBALL (4/4 B/G)							
Varsity * (1)	10.32%	5,758	MARCH	CHEERLEADING ADVISOR (1/1/1 F/W/S)	7.00%	3,906	
ASST VARSITY (1)	3.00%	1,674	MARCH	(1) Fall/(1) Winter/(1) Stunt			
FROSH/SOPH (1)	8.50%	4,743	MARCH	SKI/SNOWBOARD (2)			
FROSH (1)	7.50%	4,185	MARCH	HEAD *	7.00%	3,906	MARCH
				ASST VARSITY * (1) WHEN >20 ATHLETES	3.00%	1,674	MARCH
				***DIR OF ATHLETICS (1)	3.00%	1,674	JUNE

DISTRICT LONGEVITY*				*Additional pay for CIF Sanctioned State playoffs for current season coach only. Does not apply to walk-ons, with the exception of ESP staff. Not subject to longevity or on-going salary increases. Will be paid the month following regular coaching stipend.
YEARS		YEARS		
1-5	0.0%	18	3.4%	
6	1.0%	19	3.6%	
7	1.2%	20	3.8%	
8	1.4%	21	4.0%	
9	1.6%	22	4.5%	
10	1.8%	23	5.0%	
11	2.0%	24	5.5%	
12	2.2%	25	6.0%	
13	2.4%	26	6.5%	
14	2.6%	27	7.0%	
15	2.8%	28	7.5%	
16	3.0%	29	8.0%	
17	3.2%	30	8.5%	

Head Varsity Coach	\$ 250 / week
Assistant Varsity Coach	\$ 150 / week

*District Coaching Longevity: Coaches of sports hired into the District may be given up to six (6) years of coaching credit with directly related coaching experience.

District Longevity does not apply to Walk-On Coaches with the exception of ESP and CSEA staff.

***Comp site only unless otherwise noted

~ 3.00% EFFECTIVE 7/1/20
~ 5.92% EFFECTIVE 7/1/22
~ 2.08% EFFECTIVE 7/1/22
~ 6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

**SHASTA UNION HIGH SCHOOL DISTRICT
OTHER ASSIGNMENTS**

Schedule A Column 1/Step 1 \$55,799

7/1/2023

The following do not receive longevity bonus:			
HARLAN CARTER	FLAT RATE	2,500	MARCH
CHOREOGRAPHER/ACCOMPANIST	FLAT RATE	3,000	1/2 DEC 1/2 JUNE
SUPPORT TEACHER	FLAT RATE	500	JUNE
CULINARY ARTS	FLAT RATE	750	JUNE
FFA ADVISOR	FLAT RATE	2,000	JUNE
DEPT CHAIR			
1 - 15 PERIODS	2.75%	1,534	JUNE
16 - 35 PERIODS	4.82%	2,690	JUNE
36 - 49 PERIODS	6.88%	3,839	JUNE
50 + PERIODS	8.50%	4,743	JUNE
SPECIAL ED SITE DEPT. CHAIR	10.00%	5,580	JUNE
ENGLISH LANGUAGE MONITOR	FLAT RATE		
0 - 20 EL STUDENTS		1,250	JUNE
21 - 40 EL STUDENTS		2,500	JUNE
41 + EL STUDENTS		3,250	JUNE
SITE TESTING COORDINATOR	FLAT RATE		
0 - 10 AP SECTIONS		1,337	JUNE
11 - 20 AP SECTIONS		2,343	JUNE
21 + AP SECTIONS		3,344	JUNE
504 COORDINATOR	FLAT RATE		
0 - 15 504'S		4,070	JUNE
16 - 30 504'S		4,884	JUNE
31 - 45 504'S		5,698	JUNE
DISTRICT CHAIR*	6.00%	3,348	JUNE
*Five major areas: English, Social Studies, Math, Science, and Counseling, 10% in June			

~HARLAN CARTER CHANGE TO FLAT RATE 7/1/15

~ 3.00% EFFECTIVE 7/1/20
~ 5.92% EFFECTIVE 7/1/22
~ 2.08% EFFECTIVE 7/1/22
~ 6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

SHASTA UNION HIGH SCHOOL DISTRICT
7/1/2023

Schedule of Hourly Pay

Class 1	\$	37.61
Class 2	\$	40.34
Class 3	\$	43.29
Class 4	\$	46.38
Class 5	\$	53.29

- 1) Class 1 of the salary schedule shall be the hourly rate for the following extra-duty assignments:
 - a. Driver Training Teacher
 - b. Participation in Mentor Teacher Training Program
 - c. Approved participation in training programs designated for pay
 - d. Summer curricular labs
 - e. Approved individual curricular projects
- 2) Class 5 shall be the hourly rate for those unit members who serve as trainers of other unit members.
- 3) Counselors who have worked in the tenth grade counseling programs prior to July 1, 1987, will be Y-rated at the top of the salary schedule.
- 4) Teaching during prep periods will be paid at Class 2. (Per contract 11.14)
- 5) **This schedule includes short term Independent Study, Summer School, Home & Hospital, Adult Education and Remedial Academic Program Teachers*

~ 3.00% EFFECTIVE 7/1/20

~ 5.92% EFFECTIVE 7/1/22

~ 2.08% EFFECTIVE 7/1/22

~ 6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

SHASTA UNION HIGH SCHOOL DISTRICT
CONFIDENTIAL EMPLOYEES SALARY SCHEDULE
EFFECTIVE 7/1/23

							LONGEVITY INCREASES				
							5.00%	5.00%	5.00%	5.00%	7.50%
							1.05	1.05	1.05	1.05	1.075
RANGE	POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	6YRS	10 YRS	15 YRS	20 YRS	25 YRS
1	ADM ASST (IS, HR, BS)	\$28.17	\$29.58	\$31.05	\$32.62	\$34.24	\$35.95	\$37.75	\$39.64	\$41.62	\$44.74
2	EXEC ASST - SUPT.	\$33.37	\$35.04	\$36.79	\$38.64	\$40.57	\$42.59	\$44.72	\$46.96	\$49.31	\$53.01
*POSITIONS CURRENTLY UNFILLED/INACTIVE											
3	*HR ANALYST*	\$22.36	\$23.49	\$24.66	\$25.88	\$27.18	\$28.54	\$29.97	\$31.46	\$33.04	\$35.52
4	*FACIL & OP ANALYST	\$28.17	\$29.58	\$31.05	\$32.62	\$34.24	\$35.95	\$37.75	\$39.64	\$41.62	\$44.74
5	*FINANCIAL ASST*	\$25.86	\$27.15	\$28.50	\$29.93	\$31.42	\$32.99	\$34.64	\$36.37	\$38.19	\$41.06
6	*BUDGET ANALYST*	\$35.10	\$36.85	\$38.69	\$40.62	\$42.67	\$44.80	\$47.04	\$49.39	\$51.86	\$55.75

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.

A.A. STIPEND \$356
B.A./B.S. STIPEND \$650

**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.

~3.00% EFFECTIVE 7/1/20
~5.92% EFFECTIVE 7/1/22
~2.08% EFFECTIVE 7/1/22
~6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

SHASTA UNION HIGH SCHOOL DISTRICT

CSEA - CLASSIFIED SALARY SCHEDULE JULY 1, 2023

		Schedule A	
	RANGE	STEP 1	STEP 5
FOOD SERVICES			
FOOD NUTRITION SPECIALIST	19	18.11	22.03
CATERING COORDINATOR	20	19.01	23.10
FOOD/NUTRITION SITE SUPERVISOR	20	19.01	23.10
~PIZZA PRODUCTION LEADER	20	19.01	23.10
VENDING PRODUCTION LEADER	20	19.01	23.10
FOOD AND BEVERAGE MANAGER	21	19.97	24.26
MAINTENANCE & OPERATIONS			
CUSTODIAN	20	19.01	23.10
LEAD CUSTODIAN	21	19.97	24.26
ATHLETIC FIELD TECHNICIAN	21	19.97	24.26
UTILITY/AUDITORIUM TECHNICIAN	21	19.97	24.26
MAINTENANCE WORKER I	21	19.97	24.26
MAINTENANCE WORKER II	22	20.95	25.50
LEAD MAINTENANCE WORKER	23	22.03	26.77
TRANSPORTATION SERVICES			
BUS DRIVER	23	22.03	26.77
BUS DRIVER / UTILITY WORKER	23	22.03	26.77
~MECHANIC I	23	22.03	26.77
~MECHANIC II	24	23.10	28.13
~MECHANIC III	27	26.77	32.54
~MECHANIC IV	30	31.03	37.75

AA Degree \$ 389
BA Degree \$ 712

NOTE:

1. BUS DRIVERS ASSIGNED TO THE FRENCH GULCH, OAK RUN & VIOLA "OUT-OF-TOWN" ROUTES, OF WHOM HOUSE THE BUS AT THEIR PLACE OF RESIDENCE, SHALL RECEIVE 10% SHIFT DIFFERENTIAL DURING THE SCHOOL YEAR, BUT SHALL NOT RECEIVE MILEAGE REIMBURSEMENT.
2. 1. BUS DRIVERS WHO ARE ALSO EMPLOYED IN A CLASSIFICATION OTHER THAN BUS DRIVER SHALL NOT BE ELIGIBLE FOR ADDITIONAL BUS TRIPS WHICH CONFLICT WITH THE HOURS AND RESPONSIBILITIES IN THE NON-DRIVING POSITIONS.

~3.00% EFFECTIVE 7/1/18
~2.00% EFFECTIVE 7/1/19
~2.00% EFFECTIVE 7/1/20
~2.00% EFFECTIVE 7/1/22, Board Approved on 10/21/22
~2.00% EFFECTIVE 7/1/22, Board Approved on 11/14/22

PENDING BOARD APPROVAL ON 7/11/2023

**SHASTA UNION HIGH SCHOOL DISTRICT
CSEA SALARY SCHEDULE
EFFECTIVE JULY 1, 2023**

Schedule A

						Longevity Steps 6-30					
RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 10	STEP 15	STEP 20	STEP 25	STEP 30
						5%	5%	5%	7.5%	7.5%	7.5%
18	17.20	18.11	19.01	19.97	20.95	22.00	23.08	24.25	26.05	28.02	30.12
19	18.11	19.01	19.97	20.95	22.03	23.10	24.27	25.48	27.39	29.44	31.65
20	19.01	19.97	20.95	22.03	23.10	24.27	25.47	26.73	28.75	30.90	33.22
21	19.97	20.95	22.03	23.10	24.26	25.47	26.72	28.08	30.17	32.44	34.86
22	20.95	22.03	23.10	24.26	25.50	26.76	28.12	29.52	31.72	34.12	36.68
23	22.03	23.10	24.26	25.50	26.77	28.12	29.52	31.01	33.34	35.83	38.53
24	23.10	24.26	25.50	26.77	28.13	29.56	31.02	32.57	35.01	37.64	40.46
25	24.26	25.50	26.77	28.13	29.56	31.02	32.57	34.20	36.76	39.51	42.48
26	25.50	26.77	28.13	29.56	31.01	32.57	34.19	35.92	38.60	41.49	44.59
27	26.77	28.13	29.56	31.01	32.54	34.17	35.87	37.67	40.51	43.53	46.80
28	28.13	29.56	31.01	32.54	34.20	35.93	37.71	39.59	42.57	45.77	49.20
29	29.56	31.01	32.54	34.20	35.94	37.73	39.62	41.61	44.73	48.08	51.68
30	31.03	32.57	34.17	35.92	37.75	39.62	41.61	43.70	46.97	50.49	54.27

AA Degree \$ 389

BA Degree \$ 712

~3.00% EFFECTIVE 7/1/18

~2.00% EFFECTIVE 7/1/19

~2.00% EFFECTIVE 7/1/20

~2.00% EFFECTIVE 7/1/22, Board Approved on 10/21/22

~2.00% EFFECTIVE 7/1/22, Board Approved on 11/14/22

~6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

**SHASTA UNION HIGH SCHOOL DISTRICT
ESP/SSEA SALARY CLASSIFICATIONS**

7/1/23

Appendix A

RANGE	CLASSIFICATION	STEP 1	STEP 5
19	PROJECT SECRETARY	17.62	21.41
20	ACCOUNT CLERK I	18.06	21.96
22	INSTRUCTIONAL PARA SPECIAL ED (RSP/SDC) TITLE I INDIAN ED	18.99	23.08
23	DISTRICT RECEPTIONIST	19.46	23.66
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	19.95	24.25
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	20.44	24.85
26	SPECIAL EDUCATION DATA ASST ACCOUNT CLERK II	20.95	25.46
28	REGISTRAR	22.02	26.77
29	ALTERNATIVE ED SECRETARY I ACCOUNT CLERK III SCHOOL SECRETARY CONTINUATION SPECIAL EDUCATION SECRETARY	22.57	27.43
30	ALTERNATIVE ED SECRETARY II EDUCATIONAL SIGN LANG INTERPRETER PROGRAM ASSISTANT SPECIALIZED HEALTH CARE ASST TECHNOLOGY SUPPORT ASST I	23.13	28.11
31	PAYROLL TECHNICIAN	23.72	28.83
33	ACCOUNTING TECHNICIAN TECHNOLOGY SUPPORT ASSISTANT II	24.91	30.28
35	COMPUTER SUPPORT TECHNICIAN	26.18	31.82
38	ACCOUNTANT COMPUTER SUPPORT TECHNICIAN II INDIAN ED. PROGRAM SPECIALIST WORKABILITY PROGRAM ASSISTANT	28.18	34.26

AA Stipend \$356 BA Stipend \$650

~5.92% EFFECTIVE 7/1/22

~2.08% EFFECTIVE 7/1/22

~6.17% EFFECTIVE 7/1/23

ESP HOURLY SALARY SCHEDULE 7/1/23

Appendix A

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	LGV 6 5.00%	LGV 10 5.00%	LGV 15 5.00%	LGV 20 5.00%	LGV 25 7.50%	LGV 30 7.50%
19	17.62	18.50	19.42	20.39	21.41	22.49	23.61	24.79	26.03	27.98	30.08
20	18.06	18.97	19.91	20.91	21.96	23.05	24.21	25.42	26.69	28.69	30.84
21	18.51	19.43	20.40	21.42	22.50	23.62	24.80	26.04	27.34	29.39	31.60
22	18.99	19.94	20.94	21.98	23.08	24.24	25.45	26.72	28.06	30.16	32.42
23	19.46	20.43	21.46	22.53	23.66	24.84	26.08	27.38	28.75	30.91	33.23
24	19.95	20.95	22.00	23.10	24.25	25.46	26.74	28.07	29.48	31.69	34.06
25	20.44	21.46	22.54	23.66	24.85	26.09	27.39	28.76	30.20	32.47	34.90
26	20.95	22.00	23.10	24.25	25.46	26.74	28.07	29.48	30.95	33.27	35.77
27	21.48	22.55	23.68	24.86	26.10	27.41	28.78	30.22	31.73	34.11	36.67
28	22.02	23.12	24.28	25.49	26.77	28.10	29.51	30.99	32.53	34.98	37.60
29	22.57	23.69	24.88	26.12	27.43	28.80	30.24	31.75	33.34	35.84	38.53
30	23.13	24.28	25.50	26.77	28.11	29.52	30.99	32.54	34.17	36.73	39.49
31	23.72	24.90	26.15	27.46	28.83	30.27	31.78	33.37	35.04	37.67	40.50
32	24.31	25.52	26.80	28.14	29.55	31.02	32.58	34.20	35.91	38.61	41.50
33	24.91	26.15	27.46	28.83	30.28	31.79	33.38	35.05	36.80	39.56	42.53
34	25.52	26.80	28.14	29.55	31.03	32.58	34.21	35.92	37.71	40.54	43.58
35	26.18	27.49	28.86	30.30	31.82	33.41	35.08	36.84	38.68	41.58	44.70
36	26.83	28.17	29.58	31.06	32.61	34.24	35.96	37.75	39.64	42.62	45.81
37	27.50	28.88	30.32	31.84	33.43	35.10	36.86	38.70	40.64	43.68	46.96
38	28.18	29.59	31.07	32.62	34.26	35.97	37.77	39.66	41.64	44.76	48.12
40	28.18	29.55	31.09	32.58	36.05	37.86	39.75	41.74	43.82	47.11	50.64

AA Stipend \$356
BA Stipend \$650
Retirement Stipend- 10% per contract

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%), 25 YEARS (7.50%) AND 30 YEARS (7.50%) OF SERVICE WITH THE DISTRICT.

~FOR APPENDIX B PLEASE SEE SSEA/CTA COACHING/ATHLETIC COMPENSATED EXTRA DUTY SALARY SCHEDULE

~5.92% EFFECTIVE 7/1/22
~2.08% EFFECTIVE 7/1/22
~6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

SHASTA UNION HIGH SCHOOL DISTRICT
CLASSIFIED MANAGEMENT SALARY SCHEDULE

EFFECTIVE 7/1/23

Classified Mgmt based on 12 months

RANGE	POSITION	Months	Pay	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1	DIR OF TRANSPORTATION	12		104,496	107,668	110,936	114,204	117,572
	DIR OF MAINT & OPERATIONS	12						
			With Masters	105,778	108,950	112,218	115,486	118,854
2	DIR OF NUTRITION SVCS	12		112,648	116,027	119,508	123,093	126,786
			With Masters	113,930	117,309	120,790	124,375	128,068
3	DIR OF INFORMATION TECH	12		120,052	123,079	126,822	130,570	134,425
	DIR OF FINANCE (1)	12						
			With Masters	121,334	124,361	128,104	131,852	135,707
NOTE #1	CHIEF BUSINESS OFFICIAL	12		159,995	0	0	0	0
			With Masters	161,277				

(1) Position not occupied at this time

NOTE# 1

CBO Salary is based on Step 1, Total Pay and is eligible for professional growth stipends..

NOTE# 2

Retirement stipend for eligible employees of 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.

NOTE# 3

Master Degree compensation added to the salary schedule on 1/1/2023, not subject to negotiated increases, retroactive to 7/1/2022.

~5.92% EFFECTIVE 7/1/22

~2.08% EFFECTIVE 7/1/22

~6.17% EFFECTIVE 7/1/23

*** Effective July 1, 1983, during each two-year period, employees who obtain six units of course credit and/or the equivalent of 6 units that have been pre-approved by the Superintendent shall be eligible for a salary increase of five percent (5%). This can only be applied a maximum of 5 times.

Once a management employee earns a professional growth increase, the increase will carry to any other certificated management position to which the employee is promoted or assigned. Employees can earn no more than a total of five professional growth increases added to their base salary.

*** Effective January 1, 2021, for employees hired on or after January 1, 2021, the salary increase shall be three percent (3%) for each 6 units of professional growth, for a maximum of five (5) increases.

PENDING BOARD APPROVAL ON 7/11/2023

SHASTA UNION HIGH SCHOOL DISTRICT

CERTIFICATED MANAGEMENT SALARY SCHEDULE

EFFECTIVE 7/1/23

Certificated Mgmt based on 210, or 219 days

RANGE	POSITION	Days	Pay	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1	ASST. PRINCIPAL	210		110,920	114,187	117,556	121,026	124,596
	ASST. PRINCIPAL-SPECIAL PROJECTS	210	With Masters	112,202	115,469	118,838	122,308	125,878
2	ASST. PRINCIPAL-ALT ED	210		101,234	104,216	107,290	110,457	113,715
			With Masters	102,516	105,498	108,572	111,739	114,997
3	DIR OF CATEGORICAL PROGRAMS	219		115,674	119,081	122,594	126,213	129,936
			With Masters	116,956	120,363	123,876	127,495	131,218
4	ALT ED PRINCIPAL	219		120,471	124,027	127,689	131,463	135,346
	DIRECTOR OF SPECIAL ED.		With Masters	121,753	125,309	128,971	132,745	136,628
5	PRINCIPAL	219		131,998	135,896	139,916	144,051	148,312
	PRINCIPAL/EDUCATION SERVICES		With Masters	133,280	137,178	141,198	145,333	149,594
6	(1) DIR OF SPEC ED	229		126,017	129,194	133,123	137,057	141,104
			With Masters	127,299	130,476	134,405	138,339	142,386
	SUPERINTENDENT	NOTE #1,2,3	CONTRACT					
	ASSOC SUPT OF HUMAN RESOURCES	NOTE #1,2,3	CONTRACT					
	ASSOC SUPT OF INST SVCS	NOTE #1,2,3	CONTRACT					

NOTE# 1

Superintendent and Associate Superintendent salaries are negotiated with the Board of Trustees.

NOTE# 2

\$7,500 Retirement Stipend

NOTE# 3

Master Degree compensation added to the salary schedule on 1/1/2023, not subject to negotiated increases, retroactive to 7/1/2022

~5.92% EFFECTIVE 7/1/22

~2.08% EFFECTIVE 7/1/22

~6.17% EFFECTIVE 7/1/23

*** Effective July 1, 1983, during each two-year period, employees who obtain six units of course credit and/or the equivalent of 6 units that have been pre-approved by the Superintendent shall be eligible for a salary increase of five percent (5%). This can only be applied a maximum of 5 times. Once a management employee earns a professional growth increase, the increase will carry to any other certificated management position to which the employee is promoted or assigned. Employees can earn no more than a total of five professional growth increases added to their base salary.

*** Effective January 1, 2021, for employees hired on or after January 1, 2021, the salary increase shall be three percent (3%) for each 6 units of professional growth, for a maximum of five (5) increases.

PENDING BOARD APPROVAL ON 7/11/2023

SHASTA UNION HIGH SCHOOL DISTRICT

SUPERVISORY SALARY SCHEDULE
EFFECTIVE 7.1.23

							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	\$24.34	\$25.56	\$26.81	\$28.17	\$29.60	\$31.08	\$32.64	\$34.28	\$35.98	\$38.66
2	DISTRICT APP SYSTEM SUPV SNR. TECH SUPP SUPV	\$34.87	\$36.59	\$38.41	\$40.33	\$42.34	\$44.49	\$46.71	\$49.03	\$51.50	\$55.34
3	INFO TECH SUPV	\$47.39	\$49.74	\$52.24	\$54.86	\$57.60	\$60.51	\$63.52	\$66.71	\$70.03	\$75.27
4	CENTRAL KITCH SUPV	\$26.64	\$27.99	\$29.40	\$30.83	\$32.38	\$34.00	\$35.72	\$37.48	\$39.38	\$42.31
5	SUPV OF TRANSP SUPV OF M & O	\$36.77	\$38.58	\$40.53	\$42.53	\$44.67	\$46.91	\$49.26	\$51.72	\$54.31	\$58.38
8	CUSTODIAL OPERATIONS SUPV	\$31.48	\$33.07	\$34.73	\$36.47	\$38.26	\$40.19	\$42.20	\$44.29	\$46.51	\$50.02
9	BUSINESS SERVICES MGR	\$49.66	\$52.14	\$54.74	\$57.48	\$60.36	\$63.37	\$66.55	\$69.87	\$73.36	\$78.50
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	\$33.52	\$35.15	\$36.93	\$38.77	\$40.72	\$42.78	\$44.90	\$47.13	\$49.50	\$53.20
6	ACCOUNTING & BUDGET SUPV	\$39.97	\$42.00	\$44.09	\$46.29	\$48.62	\$51.06	\$53.61	\$56.28	\$59.09	\$63.53
7	*PROJECT COORD.	\$26.64	\$27.99	\$29.40	\$30.83	\$32.38	\$34.00	\$35.72	\$37.48	\$39.38	\$42.31
8	*SCHL MAINT SUPV	\$31.48	\$33.07	\$34.73	\$36.47	\$38.26	\$40.19	\$42.20	\$44.29	\$46.51	\$50.02

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
~6.17% EFFECTIVE 7/1/23

PENDING BOARD APPROVAL ON 7/11/2023

SUPV 7.1.23
6/29/2023 1:00 PM

July 11, 2023

127

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Supplemental Book Adoption

PREPARER: Leo Perez
Associate Superintendent of Instructional Services

RECOMMENDATION: ☒ Action
☒ Discussion
☐ Information

BACKGROUND:

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

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

The Board conducted the first reading of the book at the June 13, 2023 regular Board meeting. Associate Superintendent Leo Perez has read the book and recommends approval.

SHASTA UNION HIGH SCHOOL DISTRICT

Application for Supplementary Text Adoption

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

Title: Must Know High School Vocabulary

Author: Jane R. Burstein

Publisher: McGraw-Hill

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

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

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

Grade level and ability group: 9th

Lexile Level: N/A

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

4 years

Please state the reason(s) the committee is recommending this supplementary text:

This book provides freshmen teachers with a common set of vocabulary terms

and language instruction which can help foster teacher collaboration through

this shared resource. Its vocabulary covers multiple subjects across departments.

What criteria were used to evaluate this book?

Accessibility, chapter organization, relevance of terminology

Does the book contain material that may be considered objectionable, offensive, or controversial?

Yes No x If yes, please explain:

Title: Must Know High School Vocabulary
Author: Jane R. Burstein
Publisher: McGraw-Hill

Recommended for adoption by:

EHS Department Chair

E. Cooper
Print Name

E. Cooper
Signature

FHS Department Chair

Claire Hamar
Print Name

[Signature]
Signature

SHS Department Chair

Print Name

Signature

District Department Chair:

[Signature] Robbin Jack
Print Name

Signature

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

Associate Superintendent, Instruction:

[Signature]

District Superintendent:

[Signature]

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

Board Approval

Date

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: District Department Chair End-of-Year Reports

PREPARER: Leo Perez
Associate Superintendent of Instructional Services

RECOMMENDATION: ☐ Action
☐ Discussion
☒ Information

BACKGROUND:

The District has provided copies of the District Department Chair end-of-year reports. These reports summarize each department's activities and accomplishment of District goals during the 2022-23 school year.

REFERENCES:

Copies of the District Department Chair End-of-Year Reports will be sent to Board Members under separate cover. Copies can be made available to the public by contacting the District Office at (530) 241-3261.

SHASTA UNION HIGH SCHOOL DISTRICT

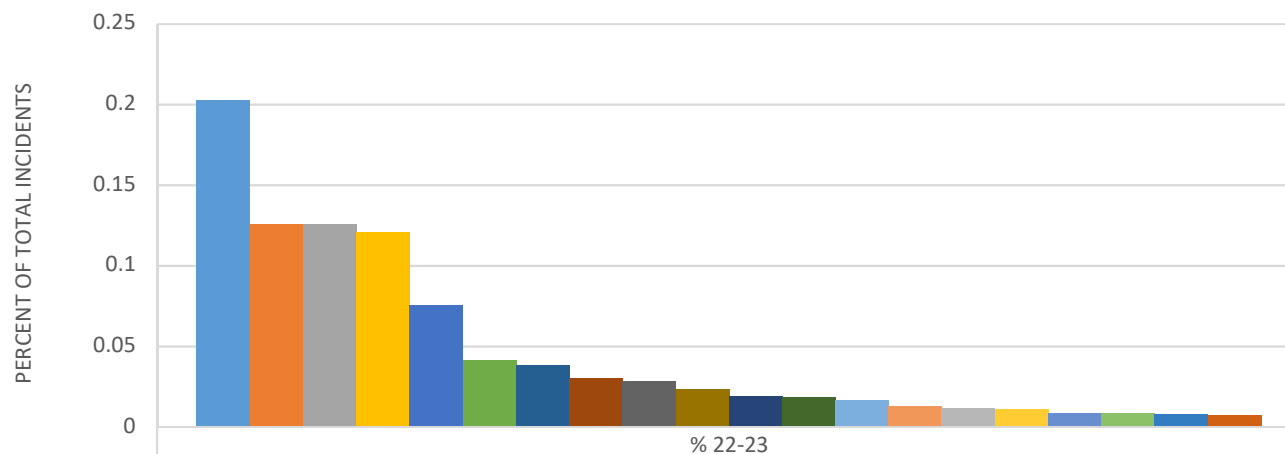
SUBJECT: Discipline Data

PREPARER: Leo Perez
Associate Superintendent of Instructional Services

RECOMMENDATION: ☐ Action
☐ Discussion
☒ Information

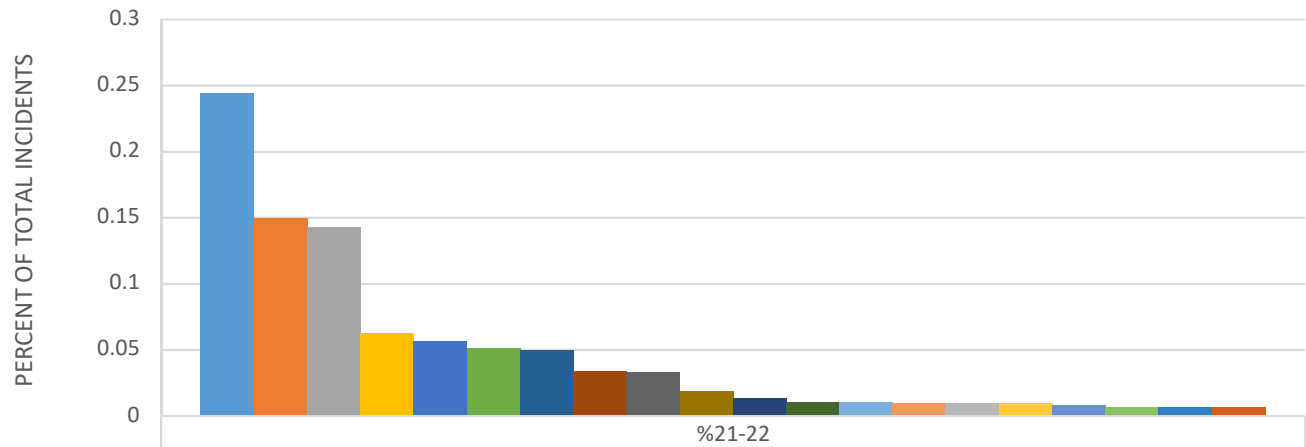
BACKGROUND:
The Associate Superintendent of Instructional Services will report on discipline data for the 2022-23 school year with a 3-year comparison.

SUHSD DISCIPLINE TOP 20 FOR 2022-23 SCHOOL YEAR



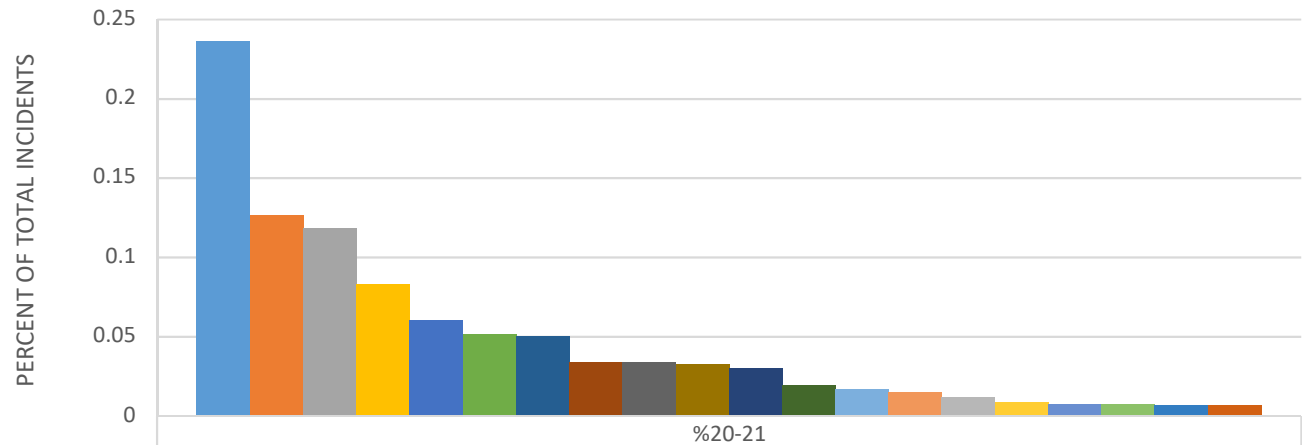
Electronic Device	20.3%
Disruption/Defiance	12.6%
Attend Letter 1	12.5%
Illegal Parking	12.1%
Attend Letter 2	7.6%
Attendance	4.1%
Inapprop Behvr	3.8%
Improper Dress	3.0%
Truant	2.8%
48900(h)Possession/Use Tobacco Products	2.3%
48900(a)(1)Cause/Attempt/Threaten Physical Injury	1.9%
Attend Letter 3	1.8%
Conference	1.6%
Truant During Lunch/Brunch	1.3%
48900(c)Poss/Use/Sale/Frnsh Cntrl Sbstnc/Alcohol/Intxcnt	1.1%
Unsafe Behavior	1.1%
Improper Lang	0.9%
Unathorzd Area	0.8%
Tardy Letter	0.8%
48915(a)(3)Possession Controlled Substance	0.7%

SUHSD DISCIPLINE TOP 20 FOR 2021-22 SCHOOL YEAR



Electronic Device	24.4%
Disruption/Defiance	14.9%
Illegal Parking	14.2%
Inapprop Behvr	6.2%
Improper Dress	5.6%
48900(h)Possession/Use Tobacco Products	5.1%
Attendance	4.9%
Attend Letter 1	3.4%
48900(a)(1)Cause/Attempt/Threaten Physical Injury	3.3%
48900(c)Poss/Use/Sale/Frnsh Cntrl Sbstnc/Alcohol/Intxcnt	1.9%
48900(a)(2)Used Force or Violence	1.3%
Attend Letter 2	1.1%
Unathorzd Area	1.0%
Improper Lang	0.9%
Mask	0.9%
48915(a)(3)Possession Controlled Substance	0.9%
Searched - No Result	0.8%
Truant	0.7%
48900.4 Harrassment or Intimidation	0.7%
48900(k)Disruption/Defiance	0.7%

SUHSD DISCIPLINE TOP 20 FOR 2020-21 SCHOOL YEAR (HYBRID)



Illegal Parking	23.6%
Disruption/Defiance	12.6%
Electronic Device	11.8%
Attend Letter 1	8.3%
48900(h) Possession/Use Tobacco Products	6.0%
Inapprop Behvr	5.2%
Improper Dress	5.0%
48900(c) Poss/Use/Sale/Frnsh Cntrl Sbstnc/Alcohol/Intxcnt	3.4%
Truant	3.4%
Attendance	3.3%
48900(a)(1) Cause/Attempt/Threaten Physical Injury	3.0%
Unathorzd Area	1.9%
48915(a)(3) Possession Controlled Substance	1.7%
Improper Lang	1.5%
Attend Letter 2	1.2%
48900(i) Obscene Acts, Profanity, Vulgarity	0.9%
Searched - No Result	0.7%
Conference	0.7%
48900(a)(2) Used Force or Violence	0.7%
48900.4 Harrassment or Intimidation	0.7%

SUHSD
Discipline Counts by Frequency of Infraction 2020 to 2023: By School Year

Incident 22-23	Number 22-23	% 22-23	Incident 21-22	Number 21-22	%21-22	Incident 20-21	Number 20-21	%20-21
Electronic Device	1558	20.3%	Electronic Device	1421	24.4%	Illegal Parking	522	23.6%
Disruption/Defiance	965	12.6%	Disruption/Defiance	868	14.9%	Disruption/Defiance	279	12.6%
Attend Letter 1	963	12.5%	Illegal Parking	828	14.2%	Electronic Device	261	11.8%
Illegal Parking	928	12.1%	Inapprop Behvr	362	6.2%	Attend Letter 1	183	8.3%
Attend Letter 2	580	7.6%	Improper Dress	327	5.6%	48900(h)Possession/Use Tobacco Products	133	6.0%
Attendance	315	4.1%	48900(h)Possession/Use Tobacco Products	295	5.1%	Inapprop Behvr	114	5.2%
Inapprop Behvr	290	3.8%	Attendance	288	4.9%	Improper Dress	111	5.0%
Improper Dress	231	3.0%	Attend Letter 1	196	3.4%	48900(c)Poss/Use/Sale/Frnsh Cntrl Sbstnc/Alcohol/Intxcnt	75	3.4%
Truant	214	2.8%	48900(a)(1)Cause/Attempt/Threaten Physical Injury	193	3.3%	Truant	75	3.4%
48900(h)Possession/Use Tobacco Products	177	2.3%	48900(c)Poss/Use/Sale/Frnsh Cntrl Sbstnc/Alcohol/Intxcnt	108	1.9%	Attendance	72	3.3%
48900(a)(1)Cause/Attempt/Threaten Physical Injury	148	1.9%	48900(a)(2)Used Force or Violence	78	1.3%	48900(a)(1)Cause/Attempt/Threaten Physical Injury	66	3.0%
Attend Letter 3	138	1.8%	Attend Letter 2	62	1.1%	Unathorzd Area	43	1.9%
Conference	126	1.6%	Unathorzd Area	59	1.0%	48915(a)(3)Possession Controlled Substance	37	1.7%
Truant During Lunch/Brunch	97	1.3%	Improper Lang	55	0.9%	Improper Lang	33	1.5%
48900(c)Poss/Use/Sale/Frnsh Cntrl Sbstnc/Alcohol/Intxcnt	88	1.1%	Mask	53	0.9%	Attend Letter 2	26	1.2%
Unsafe Behavior	81	1.1%	48915(a)(3)Possession Controlled Substance	53	0.9%	48900(i)Obscene Acts, Profanity, Vulgarity	19	0.9%
Improper Lang	66	0.9%	Searched - No Result	46	0.8%	Searched - No Result	16	0.7%
Unathorzd Area	63	0.8%	Truant	39	0.7%	Conference	16	0.7%
Tardy Letter	60	0.8%	48900.4 Harrassment or Intimidation	39	0.7%	48900(a)(2)Used Force or Violence	15	0.7%
48915(a)(3)Possession Controlled Substance	54	0.7%	48900(k)Disruption/Defiance	38	0.7%	48900.4 Harrassment or Intimidation	15	0.7%
48900(k)Disruption/Defiance	52	0.7%	Truant During Lunch/Brunch	36	0.6%	Unsafe Behavior	13	0.6%
Cheating	49	0.6%	48900(i)Obscene Acts, Profanity, Vulgarity	33	0.6%	Reckless Drving	13	0.6%
48900(a)(2)Used Force or Violence	48	0.6%	Unsafe Behavior	27	0.5%	Cheating	10	0.5%
48900.4 Harrassment or Intimidation	44	0.6%	Minor Vandalism	26	0.4%	Bus Misconduct	8	0.4%
Behavior Letter 1	41	0.5%	Attend Letter 3	23	0.4%	48900(j)Pos/Offr/Arrng/Neg Sale Drug Paraphernalia	8	0.4%
Excessive Excused Absence Letter 1	33	0.4%	Cheating	22	0.4%	Minor Vandalism	7	0.3%
48900(i)Obscene Acts, Profanity, Vulgarity	31	0.4%	48900(b)Possess/Sell/Frnsh Firearm or Knife	21	0.4%	48900(b)Possess/Sell/Frnsh Firearm or Knife	7	0.3%
Searched - No Result	27	0.4%	Conference	19	0.3%	48900.2,215.5 Sexual Harrassment	5	0.2%
Theft	23	0.3%	48900(j)Pos/Offr/Arrng/Neg Sale Drug Paraphernalia	17	0.3%	Behavior Letter 1	5	0.2%
Minor Vandalism	20	0.3%	Behavior Letter 1	17	0.3%	Bus Defiance/Disruption	4	0.2%
Reckless Drving	19	0.2%	48900(q)Hazing	16	0.3%	48900(f)Property Damage	3	0.1%
(blank)	17	0.2%	Reckless Drving	15	0.3%	48900(k)Disruption/Defiance	3	0.1%
48900(r)Bullying	16	0.2%	48900.7 Made Terrorist Threats	15	0.3%	Academic Honesty Contract	3	0.1%
Litter	16	0.2%	48900(f)Property Damage	14	0.2%	Habitual Truant	3	0.1%
48900(f)Property Damage	9	0.1%	48900(r)Bullying	13	0.2%	Bus Warning	2	0.1%

SUHSD
Discipline Counts by Frequency of Infraction 2020 to 2023: By School Year

Incident 22-23	Number 22-23	% 22-23	Incident 21-22	Number 21-22	%21-22	Incident 20-21	Number 20-21	%20-21
48900(b)Possess/Sell/Frnsh Firearm or Knife	8	0.1%	48900.3 Committed Act of Hate Violence	11	0.2%	48900(q)Hazing	2	0.1%
Athletic Drug Test Positive	8	0.1%	Bus Misconduct	10	0.2%	Litter	1	0.0%
Trespss/Oth Cam	7	0.1%	48915(a)(1)Caused Physical Injury	8	0.1%	48900(m)Possesion Imitation Firearm	1	0.0%
Academic Honesty Contract	6	0.1%	48900(g)Property Theft	7	0.1%	Truant During Lunch/Brunch	1	0.0%
False Alarm/Statement	6	0.1%	Theft	6	0.1%	Total	2210	100.0%
Habitual Truant	6	0.1%	Bus Disruption	6	0.1%			
48900(t)Aided/Abetted Physical Injury	5	0.1%	Litter	6	0.1%			
48900.7 Made Terrorist Threats	5	0.1%	Academic Honesty Contract	6	0.1%			
Attend Letter 4	5	0.1%	Attend Letter 4	5	0.1%			
Zero Contact Order	5	0.1%	Graffiti	4	0.1%			
48900.2,215.5 Sexual Harrassment	4	0.1%	48915(c)(3)Sale Controlled Substance	4	0.1%			
Excessive Excused Absence Letter 2	4	0.1%	Habitual Truant	3	0.1%			
48900(g)Property Theft	3	0.0%	Athletic Drug Test Positive	3	0.1%			
Loitering	3	0.0%	48915(A)(2)Possession Knife/Dangerous Object	3	0.1%			
Threat/Schl Off	3	0.0%	Zero Contact Order	3	0.1%			
48915(A)(2)Possession Knife/Dangerous Object	2	0.0%	48900(o)Harrassment/Intimidation of a Witness	2	0.0%			
48915(c)(3)Sale Controlled Substance	2	0.0%	48915(c)(4)Sexual Assault	2	0.0%			
Bus Misconduct	2	0.0%	Behavior Letter 2	2	0.0%			
Computer Data	2	0.0%	48900.2,215.5 Sexual Harrassment	1	0.0%			
Forgery	2	0.0%	48900(d)Offr/Arrng/Neg Sale Cntrl Sbstnc/Alcohol/Intxcnt	1	0.0%			
48900(d)Offr/Arrng/Neg Sale Cntrl Sbstnc/Alcohol/Intxcnt	1	0.0%	48915(a)(5)Committed Assault/Battery on School Employee	1	0.0%			
48915(a)(1)Caused Physical Injury	1	0.0%	Loitering	1	0.0%			
48915(a)(5)Committed Assault/Battery on School Employee	1	0.0%	Tardy Letter	1	0.0%			
Battery	1	0.0%	Forgery	1	0.0%			
Behavior Letter 2	1	0.0%	Bus Defiance/Disruption	1	0.0%			
Bus Defiance/Disruption	1	0.0%	Total	5820	100.0%			
Bus Disruption	1	0.0%						
Total	7682	100.0%						

SUHSD
Discipline Counts by type of Infraction 2020 to 2023: By School Year

Incident 22-23	Number 22-23	% 22-23	Incident 21-22	Number 21-22	%21-22	Incident 20-21	Number 20-21	%20-21
(blank)	17	0.2%						
48900(a)(1)Cause/Attempt/Threaten Physical Injury	148	1.9%	48900(a)(1)Cause/Attempt/Threaten Physical Injury	193	3.3%	48900(a)(1)Cause/Attempt/Threaten Physical Injury	66	3.0%
48900(a)(2)Used Force or Violence	48	0.6%	48900(a)(2)Used Force or Violence	78	1.3%	48900(a)(2)Used Force or Violence	15	0.7%
48900(b)Possess/Sell/Frnsh Firearm or Knife	8	0.1%	48900(b)Possess/Sell/Frnsh Firearm or Knife	21	0.4%	48900(b)Possess/Sell/Frnsh Firearm or Knife	7	0.3%
48900(c)Poss/Use/Sale/Frnsh Cntrl Sbstnc/Alcohol/Intxcnt	88	1.1%	48900(c)Poss/Use/Sale/Frnsh Cntrl Sbstnc/Alcohol/Intxcnt	108	1.9%	48900(c)Poss/Use/Sale/Frnsh Cntrl Sbstnc/Alcohol/Intxcnt	75	3.4%
48900(d)Offr/Arrng/Neg Sale Cntrl Sbstnc/Alcohol/Intxcnt	1	0.0%	48900(d)Offr/Arrng/Neg Sale Cntrl Sbstnc/Alcohol/Intxcnt	1	0.0%			
48900(f)Property Damage	9	0.1%	48900(f)Property Damage	14	0.2%	48900(f)Property Damage	3	0.1%
						48900(h)Possession/Use Tobacco Products	133	6.0%
48900(g)Property Theft	3	0.0%	48900(g)Property Theft	7	0.1%			
48900(h)Possession/Use Tobacco Products	177	2.3%	48900(h)Possession/Use Tobacco Products	295	5.1%			
48900(i)Obscene Acts, Profanity, Vulgarly	31	0.4%	48900(i)Obscene Acts, Profanity, Vulgarly	33	0.6%	48900(i)Obscene Acts, Profanity, Vulgarly	19	0.9%
			48900(j)Pos/Offr/Arrng/Neg Sale Drug Paraphernalia	17	0.3%	48900(j)Pos/Offr/Arrng/Neg Sale Drug Paraphernalia	8	0.4%
48900(k)Disruption/Defiance	52	0.7%	48900(k)Disruption/Defiance	38	0.7%	48900(k)Disruption/Defiance	3	0.1%
			48900(o)Harrassment/Intimidation of a Witness	2	0.0%	48900(m)Possesion Imitation Firearm	1	0.0%
			48900(q)Hazing	16	0.3%	48900(q)Hazing	2	0.1%
48900(r)Bullying	16	0.2%	48900(r)Bullying	13	0.2%			
48900(t)Aided/Abetted Physical Injury	5	0.1%						
48900.2,215.5 Sexual Harrassment	4	0.1%	48900.2,215.5 Sexual Harrassment	1	0.0%	48900.2,215.5 Sexual Harrassment	5	0.2%
			48900.3 Committed Act of Hate Violence	11	0.2%			
48900.4 Harrassment or Intimidation	44	0.6%	48900.4 Harrassment or Intimidation	39	0.7%	48900.4 Harrassment or Intimidation	15	0.7%
48900.7 Made Terrorist Threats	5	0.1%	48900.7 Made Terrorist Threats	15	0.3%			
48915(a)(1)Caused Physical Injury	1	0.0%	48915(a)(1)Caused Physical Injury	8	0.1%			
48915(A)(2)Possession Knife/Dangerous Object	2	0.0%	48915(A)(2)Possession Knife/Dangerous Object	3	0.1%			
48915(a)(3)Possession Controlled Substance	54	0.7%	48915(a)(3)Possession Controlled Substance	53	0.9%	48915(a)(3)Possession Controlled Substance	37	1.7%
48915(a)(5)Committed Assault/Battery on School Employee	1	0.0%	48915(a)(5)Committed Assault/Battery on School Employee	1	0.0%			
48915(c)(3)Sale Controlled Substance	2	0.0%	48915(c)(3)Sale Controlled Substance	4	0.1%			
			48915(c)(4)Sexual Assault	2	0.0%			

SUHSD
Discipline Counts by type of Infraction 2020 to 2023: By School Year

Incident 22-23	Number 22-23	% 22-23	Incident 21-22	Number 21-22	%21-22	Incident 20-21	Number 20-21	%20-21
Academic Honesty Contract	6	0.1%	Academic Honesty Contract	6	0.1%	Academic Honesty Contract	3	0.1%
Athletic Drug Test Positive	8	0.1%	Athletic Drug Test Positive	3	0.1%			
Attend Letter 1	963	12.5%	Attend Letter 1	196	3.4%	Attend Letter 1	183	8.3%
Attend Letter 2	580	7.6%	Attend Letter 2	62	1.1%	Attend Letter 2	26	1.2%
Attend Letter 3	138	1.8%	Attend Letter 3	23	0.4%			
Attend Letter 4	5	0.1%	Attend Letter 4	5	0.1%			
Attendance	315	4.1%	Attendance	288	4.9%	Attendance	72	3.3%
Battery	1	0.0%						
Behavior Letter 1	41	0.5%	Behavior Letter 1	17	0.3%	Behavior Letter 1	5	0.2%
Behavior Letter 2	1	0.0%	Behavior Letter 2	2	0.0%			
Bus Defiance/Disruption	1	0.0%	Bus Defiance/Disruption	1	0.0%	Bus Defiance/Disruption	4	0.2%
Bus Disruption	1	0.0%	Bus Disruption	6	0.1%			
Bus Misconduct	2	0.0%	Bus Misconduct	10	0.2%	Bus Misconduct	8	0.4%
						Bus Warning	2	0.1%
Cheating	49	0.6%	Cheating	22	0.4%	Cheating	10	0.5%
Computer Data	2	0.0%						
Conference	126	1.6%	Conference	19	0.3%	Conference	16	0.7%
Disruption/Defiance	965	12.6%	Disruption/Defiance	868	14.9%	Disruption/Defiance	279	12.6%
Electronic Device	1558	20.3%	Electronic Device	1421	24.4%	Electronic Device	261	11.8%
Excessive Excused Absence Letter 1	33	0.4%						
Excessive Excused Absence Letter 2	4	0.1%						
False Alarm/Statement	6	0.1%						
Forgery	2	0.0%	Forgery	1	0.0%			
			Graffiti	4	0.1%			
Habitual Truant	6	0.1%	Habitual Truant	3	0.1%	Habitual Truant	3	0.1%
Illegal Parking	928	12.1%	Illegal Parking	828	14.2%	Illegal Parking	522	23.6%
Improper Dress	231	3.0%	Improper Dress	327	5.6%	Improper Dress	111	5.0%
Improper Lang	66	0.9%	Improper Lang	55	0.9%	Improper Lang	33	1.5%
Inapprop Behvr	290	3.8%	Inapprop Behvr	362	6.2%	Inapprop Behvr	114	5.2%
Litter	16	0.2%	Litter	6	0.1%	Litter	1	0.0%
Loitering	3	0.0%	Loitering	1	0.0%			
Minor Vandalism	20	0.3%	Mask	53	0.9%			
Reckless Drving	19	0.2%	Minor Vandalism	26	0.4%	Minor Vandalism	7	0.3%
Searched - No Result	27	0.4%	Reckless Drving	15	0.3%	Reckless Drving	13	0.6%
			Searched - No Result	46	0.8%	Searched - No Result	16	0.7%
Tardy Letter	60	0.8%	Tardy Letter	1	0.0%			
Theft	23	0.3%	Theft	6	0.1%			
Threat/Schl Off	3	0.0%						
Trespss/Oth Cam	7	0.1%						
Truant	214	2.8%	Truant	39	0.7%	Truant	75	3.4%
Truant During Lunch/Brunch	97	1.3%	Truant During Lunch/Brunch	36	0.6%	Truant During Lunch/Brunch	1	0.0%
Unathorzd Area	63	0.8%	Unathorzd Area	59	1.0%	Unathorzd Area	43	1.9%
Unsafe Behavior	81	1.1%	Unsafe Behavior	27	0.5%	Unsafe Behavior	13	0.6%
Zero Contact Order	5	0.1%	Zero Contact Order	3	0.1%			
Total	7682	100.0%	Total	5820	100.0%	Total	2210	100.0%

2022-2023 Involuntary Transfer Log										
File No.	Exit School	Reason for Transfer	Hearing Date	Transfer Date	Involuntary or Voluntary	Duration	Eligible for Re-Entry	Placement	Grade	Sp.Ed.
22-01	EHS	48900a1	9/15/2022	9/16/2022	Involuntary	Remainder and Following	6/9/2023	PHS Mst.	10	Yes
22-02	FHS	48900a1, 48900a2	10/7/2022	NA	Voluntary	NA	NA	SCA	12	Yes
22-03	SHS	48900b, 48900c	10/24/2022	10/25/2022	Involuntary	Remainder and Following	6/9/2023	PHS	10	No
22-04	SHS	48900a1	10/24/2022	10/25/2022	Involuntary	Remainder and Following	6/9/2023	PHS Mst.	9	No
22-05	EHS	48900c	10/25/2022	NA	NA	Return to School	NA	EHS	10	No
22-06	EHS	48900h	11/9/2022	11/10/2022	Involuntary	Remainder and Following	6/9/2023	PHS	10	No
22-07	SHS	48900.4, 48900a1	11/15/2022	11/16/2022	Involuntary	Remainder and Following	6/9/2023	PHS Mst.	9	No
22-08	SHS	48900.4	11/15/2022	11/16/2022	Involuntary	Remainder and Following	6/9/2023	PHS	10	No
22-09	EHS	48900a1	11/17/2022	11/18/2022	Involuntary	Remainder and Following	6/9/2023	PHS Mst.	9	No
22-10	SHS	48900a1	12/15/2022	12/16/2022	Voluntary	Spring 2023	6/9/2023	SCA	9	No
22-11	FHS	48900k	1/17/2023	NA	NA	NA	NA	FHS	9	No
22-12	FHS	48900k	1/17/2023	NA	NA	NA	NA	FHS	9	No
22-13	EHS	48900.7, 48900k	1/19/2023	1/20/2023	Involuntary	Remainder and Following	12/22/2023	PHS Mst.	9	No
22-14	SHS	48900c	2/2/2023	2/3/2023	Involuntary	Remainder and Following	12/22/2023	PHS Mst.	9	No
22-15	SHS	48900a1	2/2/2023	2/3/2023	Involuntary	Remainder and Following	12/22/2023	PHS Mst.	9	Yes
22-16	SHS	48900c	2/6/2023	2/7/2023	Involuntary	Remainder and Following	12/22/2023	PHS Mst.	9	No
22-17	FHS	48900a1	2/28/2023	NA	NA	Return to School	NA	FHS	10	Yes
22-18	FHS	48900b	3/13/2023	NA	NA	Return to School	NA	FHS	12	No
22-19	EHS	48900h	3/30/2023	3/31/2023	Involuntary	Remainder and Following	12/22/2023	PHS	10	No
22-20	EHS	48900c	4/18/2023	4/19/2023	Involuntary	Remainder and Following	12/22/2023	PHS Mst.	9	No
22-21	SHS	48900a1	4/18/2023	4/19/2023	Involuntary	Remainder and Following	12/22/2023	PMS Ind Study	9	Yes
22-22	EHS	48900d	4/26/2023	4/27/2023	Involuntary	Remainder	6/9/2023	PHS Mst.	9	No
22-23	SHS	48900c	5/4/2023	5/5/2023	Involuntary	Remainder and Following	12/22/2023	PHS Mst.	9	No
22-24	EHS	48900a2	5/4/2023	5/5/2023	Involuntary	Remainder and Following	12/22/2023	PHS Mst.	9	No
22-25	EHS	48900c	5/24/2023	8/16/2023	Involuntary	2023-2024 School Year	6/6/2024	PHS Mst.	9	No
22-26	EHS	48900a2	5/25/2023	8/16/2023	Involuntary	2023-2024 School Year	6/6/2024	PHS Mst.	9	No
22-27	FHS	48900a1	6/1/2023	8/16/2023	Involuntary	Fall 2023 Semester	12/22/2023	PHS	11	No
22-28	FHS	48900a1	6/1/2023	8/16/2023	Intra - Revoked	NA	NA	EHS	9	No
22-29	FHS	48900a1	6/1/2023	8/16/2023	Involuntary	2023-2024 School Year	6/6/2024	PHS	10	No
22-30	EHS	48900.4	6/6/2023	8/16/2023	Involuntary	2023-2024 School Year	6/6/2024	PHS Mst.	9	No
22-31	FHS	48900c and 48900 j	6/6/2023	8/16/2023	Involuntary	2023-2024 School Year	6/6/2024	PHS	10	No
There were 0 expulsions for the school year.										
48900 Ed Codes:										
a(1) Caused, attempted to cause, or threatened to cause physical injury to another person. a(2) Willfully used force or violence upon the person of another, except in self-defense. (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance (h) Possessed or used tobacco, or products containing tobacco or nicotine products (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel .4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils .7 Made terroristic threats against school officials or school property										

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Declaration of Need for Fully Qualified Educators

PREPARER: Jason Rubin
Associate Superintendent of Human Resources

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:

The Declaration of Need is an annual form submitted to the Commission on Teacher Credentialing (CTC) by public school districts. This form must be on file with the Commission if the District is anticipating the employment or re-employment of a teacher in need of an Emergency CLAD (Cross-cultural, Language and Academic Development) Permit or a Limited Assignment Permit for the 2023-24 school year. This is a precautionary step taken by the District each year. At this time, we do not anticipate the need to hire any teachers in need of an Emergency CLAD (Cross-cultural, Language and Academic Development) Permit or a Limited Assignment Permit for the 2023-24 school year. However, should the need arise, this declaration needs to be approved and on file with the CTC. We recommend your approval.



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2023-2024

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Shasta Union High School District District CDS Code: 70136

Name of County: Shasta County CDS Code: 45

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 07/11/2023 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2024.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Jim Cloney</u>		<u>Superintendent</u>
<i>Name</i>	<i>Signature</i>	<i>Title</i>
<u>530-245-2777</u>	<u>530-241-3261</u>	<u>07/11/2023</u>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<u>2200 Eureka Way, Suite B, Redding, CA 96001</u>		
<i>Mailing Address</i>		
<u>jcloney@suhdsd.net</u>		
<i>EMail Address</i>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	14
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	4
Teacher Librarian Services	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	6
Special Education	3
TOTAL	9

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED
English	2
Math	1
Physical Education	1
Science: Biology	1
Social Science	1

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☐ Yes ☒ No

If no, explain. We prefer to use our college or university

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 10

If yes, list each college or university with which you participate in an internship program.

Simpson University, Chico State University, National University, Humboldt State University,
Alliant University

If no, explain why you do not participate in an internship program.

SHASTA UNION HIGH SCHOOL DISTRICT

SUBJECT: Updated Job Descriptions

PREPARER: Jason Rubin
Associate Superintendent of Human Resources

RECOMMENDATION: ☒ Action
☐ Discussion
☐ Information

BACKGROUND:

Approve job description updates for Library Media Tech and District Receptionist. With vacancies due to resignations and position changes, our District has the opportunity to update job descriptions to better meet department needs. Changes are highlighted in yellow.

**SHASTA UNION HIGH SCHOOL DISTRICT
LIBRARY MEDIA TECHNICIAN**

DEFINITION

This position oversees the operation of the Library Media Center; to provide ongoing assistance to students and staff in developing and implementing programs to utilize the Library Media Center. To perform a variety of functions in the acquisition, processing, circulation, maintenance and record keeping on school site library materials, textbooks, technology equipment and books.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a designated site administrator.

Receives support/direction from the appointed District Librarian regarding program, policy and procedures.

May exercise functional and technical supervision over student assistants

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Important responsibilities*

May include, but are not limited to, the following:

- Develop and maintain school site library collection; research, review, select and order new books, periodicals and reference materials according to established guidelines; compile book order information, requisitions, budget requests and other forms.
- Process, distribute or circulate and re-shelve library materials; check orders against invoices, requisitions and purchase orders.
- Maintain in-depth understanding of the Student Information System with the ability to assist and communicate to all users within the District (as well as external districts) information needed to comprehend and utilize the system. Assist students and parents with online accounts. Enters commands and observes system functions to verify correct system operation.
- Knowledge of data reconciliation.
- Work independently with little supervision
- Meet schedules and timelines; overtime may be assigned during peak processing periods
- Support and assist students in proper usage of computer hardware, instructional software and related peripherals.
- Receive, process, distribute or circulate and re-shelve print and non-print materials; including textbooks, Chromebooks; and instructional supplies.
- Assist students and teachers with literacy and library materials, and research.
- Maintain records of daily activity schedule, inventory, overdue materials and send overdue and bill notices to students, track return and payment for lost/damaged materials, collect fines and payments for overdue/lost items. Type book order information, requisitions, budget requests, deposits and other forms.
- Perform inventory on library materials as required; inspect materials for damage; perform minor repairs to damaged books and library materials. Prepare materials for replacement or discardment. Attach fees, as needed. Utilize online ordering such as Amazon, etc.
- Responsible for enforcement of District's Acceptable Use Agreement for computer and internet resources in the library, library facility rules; answer teachers', students', and parents' questions and demonstrate correct use of equipment. Included but not limited to, trouble-shooting student technology issues.
- Perform related duties and responsibilities as required.
- Follows and maintains knowledge of all District policies and procedures.

QUALIFICATIONS

Knowledge of:

Operations of computer hardware, software, and peripherals within a Library/Media center.
Basic principles of computer technology maintenance and preventative maintenance.
Fundamental library practices, terminology, and procedures of hardware and software relating to processing and circulation of books, media, Chromebooks and other library materials.
Modern office methods, practices, procedures and equipment.

Ability to:

Work and communicate effectively with adolescents and adults to provide instructional assistance.
Work productively in unsupervised situations.
Sort and file alphanumerically
Maintain library records including financial records. Generate fee letters and parent mailings. Ordering materials online or via email, fax.
Type and enter data at a speed necessary for successful job performance.
Communicate clearly and concisely, both orally and in writing.
Exercise good judgment and work in an environment with frequent interruptions.

EXPERIENCE AND TRAINING GUIDELINES--*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain this would be:*

Associates degree or equivalent from two-year College or technical school and one to two years related experience preferred

Knowledge of current technology devices and software, including google documents and applications. Two years of increasingly responsible general clerical work experience, preferably in a library setting.

Training:

High School Diploma and one year library work experience preferred OR satisfactory completion of 2 years of college coursework applicable library work environment.

LICENSE AND CERTIFICATES

Valid California Driver's License

PHYSICAL DEMANDS

Hearing and speaking to exchange information
Seeing to view a computer monitor
Climbing ladders and working from heights.
Lifting, carrying, pushing or pulling moderately heavy computer equipment
Dexterity of hands and fingers to operate a computer keyboard
Sitting for extended periods of time
Bending at the waist, kneeling or crouching
Reaching overhead, above the shoulders and horizontally
Persons performing service in this position classification-will exert 10 to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.
May occasionally lift and stack heavy objects not to exceed 25 lbs.

Pending Board approval

Board Approved August 12, 2014

ESC Rated 1/31/2006

Board Approved 4/18/2006

July 11, 2023

SHASTA UNION HIGH SCHOOL DISTRICT

District Receptionist

Range 24

DEFINITION:

Under the direction of an assigned supervisor, prioritize, schedule and perform a variety of secretarial and clerical duties in support of the District Office and school sites; for the purpose of operating a telephone switchboard system; receives and routes telephone calls to appropriate office staff and provides information to callers; greet and direct visitors to appropriate office/staff and provide clerical support as assigned.

ESSENTIAL FUNCTIONS:--Important responsibilities and duties may include, but are not limited to, the following:

- Operates telephone switchboard and responds appropriately to requests for information
- Greets all visitors in a friendly and courteous manner, determines their needs, checks appointments and directs them to the proper person
- Performs a wide variety of clerical tasks; orders office supplies and maintains calendar for conference rooms
- Perform a variety of clerical and typing work related to the office or program to which assigned; maintain confidentiality of information processed or received during the course of performing assigned duties
- Develops, distributes and maintains employee directories
- Coordinate and contact certificated substitute staff. Using the District program; maintain absence reports.
- Processes inter/intra district transfers and maintains appropriate records
- Assist HR and other departments with information and support with routine tasks when time allows and approved by assigned supervisor.
- Perform related duties and responsibilities as required.

REQUIRED QUALIFICATIONS

Ability to:

Perform general clerical duties with speed and accuracy with knowledge of office programs including student records programs for example Aeries, Google, Word and Excel.

Operate a variety of office equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES--Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year of general clerical experience.

Training: Equivalent to completion of the twelfth grade.

LICENSE AND CERTIFICATES:

Must possess a valid California Driver's License

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Sitting and standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Bending at the waist, kneeling or crouching

Reaching overhead, above the shoulders and horizontally to retrieve files

Persons performing service in this position classification will exert 10 to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.

May occasionally lift and stack heavy objects not to exceed 25 lbs.

Pending Board approval

Board Approved 3/8/2016