



**Board of Trustees**

Jamie Vericker  
Constance Pepple  
Ron Zufall  
Mike Doran  
Andrea Hoheisel

**Student Board Member**

Riley Combs

**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  
September 12, 2023  
5:30 p.m. – Call to Order  
5:30 p.m. – Closed Session  
6:30 p.m. – Open Session

***Mission:***

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

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

***Vision:***

*Educating Every Student for Success*

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

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

**Agenda**

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

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

4. CLOSED SESSION
  - 4.1 Public Employee Discipline/Dismissal/Release/Complaint (G.C. 54957)
  - 4.2 Preliminary Public Employee Performance Evaluation (G.C. 54957) Title: Superintendent
  - 4.3 Conference with Labor Negotiator (G.C. 54957.6) Agency designated representatives: Jim Cloney – Superintendent, David Flores – Chief Business Official, Jason Rubin – Associate Superintendent/H.R. and Leo Perez - Associate Superintendent/Instructional Services. Employee Organizations: Shasta Secondary Education Association (SSEA), Educational Support Professionals Association (ESP), California School Employees Association (CSEA) and Management/Supervisory/Confidential.
  - 4.4 Conference with Legal Counsel – Anticipated Litigation (G.C. 54956.9) Two Cases.
  - 4.5 Consider recommendation from Administration regarding one student expulsion (File No. 23-01)

5. RECONVENE IN OPEN SESSION – OPENING BUSINESS

- 5.1 Pledge of Allegiance
- 5.2 Mission and Vision Statements

6. OATH OF OFFICE

- 6.1 Administer Oath of Office to Student Board Member Riley Combs

7. PUBLIC COMMENT

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

8. RECOGNITION OF STAFF AND/OR STUDENTS

9. PRESENTATIONS

- 9.1 Introduction of New Certificated and Classified Staff – D.O. Administrators, Principals & Directors
- 9.2 University Preparatory School Annual Update – Superintendent/Principal Rochelle Angley
- 9.3 District Department Chair Updates – Music Gavin Spencer, Agriculture Tim Arnett, English Andrea Cota, Science Kevin Bennett, Social Science John Waters

10. APPROVAL OF AGENDA

11. 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.

11.1 Business Services

- A. Ratify Commercial Warrants and Payroll Distributions for August 2023
- B. Approve a request to declare property as surplus (Transportation – gators and school bus. Nutrition Services – vending machine.)

11.2 Instructional Services

- A. Adopt resolution certifying each pupil has been provided with a standards-aligned textbook or basic instructional materials in all core subjects
- B. Approve field trip request

11.3 Human Resources

- A. Approve Human Resources Action Report

12. EXPULSION

- 12.1 The Board will vote regarding a student expulsion (File No. 23-01) (*Action*)

13. REPORTS

13.1 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

13.2 Principals

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

D. Foothill High School – Kevin Greene

13.3 Superintendent

13.4 Board Members

#### 14. BUSINESS

14.1 Administration

- A. Approve the 2022-2023 State of the District Report (*Discussion/Action*)
- B. The Board will conduct the second reading of Board Policy 5141.6 School Health Services, as provided by CSBA (*Discussion/Action*)
- C. Approve minutes for the August 8, 2023 regular Board meeting (*Action*)
- D. Excuse Trustee Pepple's absence from the August 8, 2023 regular Board meeting (*Action*)

14.2 Business Services

- A. Approve the 2022-23 Unaudited Financial Report (*Action*)
- B. Approve the Annual Developer Fee Report (*Action*)
- C. Approve the 2022-23 and 2023-24 Gann Limit calculation (*Action*)
- D. Approve Change Order Number 1 Foothill High School Administration Building Flooring to be ratified for a net increase to the contract KYA Services, LLC, in the amount of \$5,664.40 (*Action*)
- E. FCMAT study update (*Information*)

14.3 Instructional Services

- A. PUBLIC HEARING: The Board will receive comments from the public regarding adequacy of textbooks and instructional materials for the 2023-24 school year (*Discussion*)
- B. Adopt resolution certifying that the District has adequate textbooks and instructional materials for the 2023-24 school year (*Action*)

14.4 Human Resources

- A. Approve annual certification of Administration to evaluate staff (*Action*)
- B. Approve certificated staff teaching outside of their credential area (*Action*)
- C. Approve updated classified job description for Tech Support Assistant I (*Action*)

#### 15. ADVANCE PLANNING

15.1 Next Meeting Date: October 10, 2023

15.2 Suggested Future Agenda Items

#### 16. ADJOURNMENT

16.1 The Board may reopen Public Comment.

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

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** 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 8/01/23 - 8/31/23**

<b>Subfund Totals - Accounts Payable</b>	
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<b>Payroll Warrants</b>	
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01	General Fund	2,389,314.95
02	Farm Fund	0.00
05	Student Body Fund	0.00
07	Shasta Charter Academy	38,169.61
08	University Preparatory	276,973.55
11	Adult Education Fund	3,674.12
12	Child Development Fund	0.00
13	Cafeteria/Food Service Fund	87,346.00
14	Deferred Maintenance Fund	36,120.00
15	Pupil Transportation Eqmt Fund	0.00
16	Foundation Private Purpose Fund	500.00
21	Capital Building Bond Fund	9,797.50
25	Capital Facilities Fund	77,250.37
35	County School Facilities	0.00
56	Debt Service Fund	0.00
76	Warrant Passthrough	0.00

Salary	3,890,690.98
Supplemental	35,149.31
Manual Payroll	9,158.28
Voids	-450.00
	-450.00

**Total** **\$2,919,146.10**

**Total** **\$3,934,548.57**

**Total Accounts Payable** 2,919,146.10

**Total Payroll** 3,934,548.57

**GRAND TOTAL** **\$6,853,694.67**

*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:**

Transportation has a 2008 school bus, and four John Deere Gators to surplus. This bus is in fair condition but due to California emissions standards, engine replacement is not a feasible option. The gators are being replaced with new ones, our current gators are almost twenty years old, finding parts is a challenge and they are expensive to repair.

The Food Service Department has a vending machine to surplus. It is no longer working and cannot be repaired.



# Request to Declare Property as Surplus

**Location of Property:**

Site: Transportation

Date: 8/30/2023

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*
51	1	2008 Thomas C-2 School Bus	Safe-T-Liner		2008	NA	Fair
16215	1	John Deere Gator	6X6		2007	NA	Fair
145149	1	John Deere Gator	6X6		2006		
	1	John Deere Gator	6X6		2006		
15373	1	John Deere Gator	6X6		2006		

\*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: Engine Pistons are bad and due to California emmissions engine standards engine replacement is not feasible .

We are replacing the gators with new ones.

*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: DO  
Department: Nutrition Services  
Room No. \_\_\_\_\_

Date: 8/28/2023

Requestor: Fred Schafer

It is requested that the following equipment be declared surplus:

Asset #	Qty.	Item Description	Model	Serial #	Year Purchased	Present Value	Condition*
	1	Vending Machine	MAX ST500		2015	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: Vending machine is no longer working and can't be repaired.

*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 Schafer  
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:** Standards-Aligned Textbooks/Basic Instructional Materials in Core Subjects

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

**RECOMMENDATION:**  Action  
 Discussion  
 Information

**BACKGROUND:**  
California Ed Code 60422(a) requires local school boards to certify that each student in grades 9-12 has been provided with standards-aligned textbooks or basic instructional materials in each of the four core subject areas. The certification must be renewed following governing board adoption of grades 9-12 instructional materials to certify compliance with the 24-month requirement of the Ed Code.

**REFERENCES:**  
*Education Code* Section 60422(a)

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Field Trip Request

**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
11/20-27/23  Or  12/31/23-1/4/24	FHS Girls Basketball	Car & Plane	1 in Nov.	Honolulu, HI	12/2

Due to the recent fires in Hawaii, the trip may be postponed to December. Administration is recommending the Board approve both dates in the event it is postponed.



# Field Trip Request

Requested by: Cody Goddard School: Foothill  
 Name of Club, Group or Department: FHS Girls Basketball Today's Date: 8/3/23

### FIELD TRIP

Departure Date: 11/20/23 or 12/31 Time: \_\_\_\_\_ # of Students: 12 # of Chaperones: 2  
 Return Date: 11/27/23 or 1/4 Time: \_\_\_\_\_ # of Substitutes Required: 0 Date(s): \_\_\_\_\_  
 Destination: Moanalua High School Staff Member(s): \_\_\_\_\_ Parent(s): \_\_\_\_\_  
 City/State: Honolulu, Hi 96818 Cody Goddard  
Mike Gray  
 Outside of California, Oregon, Nevada or Arizona?  
 N  Y\* (If Yes, must have Board Approval)  
 Purpose: Basketball Tournament

**\*\*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: Flying, no school transport  
 Date Submitted: N/A

### FUNDING

Budget Code or ASB Account	Amount
Substitute	<u>N/A</u>
Transportation <u>Air / van rental</u>	<u>\$20,000</u>
Meals	<u>\$1,500</u>
Lodging	<u>\$8,000</u>
Other Expenses <u>Tournament fee</u>	<u>\$ 500</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: 8/3/23

### APPROVALS

Principal: [Signature] Date: 8/15/23

Associate Superintendent Instructional Services: [Signature] Date: 9/5/23

Superintendent: [Signature] Date: 9/5/23

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

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

ORIGINAL: District COPIES: Teacher, Principal D300 Rev.

# Itinerary

## DEPARTURE

Date: 11/20/23

Time: 7:25

Departing From

Sacramento

Stops:

Destination: Honolulu

Estimated arrival time: 1:30p local

## SCHEDULE OF ACTIVITIES

Monday + Tuesday - Travel, practice, and have teambuilding games planned.

Wednesday - morning shootaround at the school, lunch, play game 1. Team Dinner

Thursday - Host school providing ceremony/meal in honor of Thanksgiving

Friday + Saturday - morning shootarounds, lunch, games in afternoon

Sunday - Travel home

## CHAPERONES

Staff

Cody Goddard  
Mike Gray

Parents

Kristin  
Amber Thomas  
Chris Knoch

## RETURN

Date: 11/26/23

Time: 3:05

Departing From

Honolulu

Stops:

N/A

Return Location:

Sacramento

Estimated arrival time:

10:25



**FOOTHILL HIGH SCHOOL**  
**Girls' BASKETBALL 2023-2024**  
**HAWAII ITINERARY NOV**

**11/20/23**

8:35 AM Depart Sacramento to Honolulu Hawaii. Upon arrival collect bags, pick up rental vans.

**Flight details**(Nonstop)

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**#1183**

**Depart:** Sacramento, CA (SMF)

**8:35 AM**

**Arrive:** Honolulu (Oahu), HI (HNL)

**12:25 PM**

12:25 pm Travel via van to our hotel (COURTYARD WAIKIKI BEACH. Check in to Hotel and assign rooms.

3:00 Meeting in lobby to go over expectations and plans for the week

4:00 Travel to Monolula High school

4:15 Shootaround/conditioning

6 pm Travel to hotel

7 pm Team dinner

**11/21**

8am Breakfast

9 am Film

10:30 Travel to Monolula High school

10:45-12:45- Practice

1 pm Team Lunch

3 pm Team meets in lobby for nightly activities meeting

3:30 pm Travel to the beach for team night on the beach

6:30 pm Travel back to the hotel

7:30 pm Meet in the lobby for team dinner

9:30 pm back to rooms

10 pm Bed checks



**FOOTHILL HIGH SCHOOL**  
**Girls' BASKETBALL 2023-2024**  
**HAWAII ITINERARY NOV**

**11/22**

8am Breakfast  
9 am Film  
12:00 Team lunch  
12:30 Travel to Monolula High school  
12:45-2:45- Game  
3 pm Travel back to the hotel  
3:30 pm Uniform collection for laundry  
5:30 pm Team dinner  
7:30 pm Beach activities  
9:30 pm back to rooms  
10 pm Bed checks

**11/23**

8 am Breakfast  
9 am team conditioning on the beach  
12:30 Travel to Monolula High school  
12:45 Participate in Thanksgiving day festivities with the host schools.  
7 pm Travel to the hotel  
7:30 pm Beach activities  
9:30 pm back to rooms  
10 pm Bed checks

**11/24**

8am Breakfast  
9 am Film  
12:00 Team lunch  
12:30 Travel to Monolula High school  
12:45-2:45- Game  
3 pm Travel back to the hotel  
3:30 pm Uniform collection for laundry  
5:30 pm Team dinner  
7:30 pm Beach activities  
9:30 pm back to rooms  
10 pm Bed checks



**FOOTHILL HIGH SCHOOL**  
**Girls' BASKETBALL 2023-2024**  
**HAWAII ITINERARY NOV**

**11/25**

8am Breakfast  
9 am Film  
12:00 Team lunch  
12:30 Travel to Monolula High school  
12:45-2:45- Game  
3 pm Travel back to the hotel  
3:30 pm Uniform collection for laundry  
5:30 pm Team dinner  
7:30 pm Beach activities  
9:30 pm back to rooms  
10 pm Bed checks

**11/26**

4:30 am Meet in lobby & Breakfast  
5 am arrive at Airport

**Flight details**(1 stop, includes 1 plane change)

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**#990**

**Depart:** Honolulu (Oahu), HI (HNL)  
**7:25 AM**  
**Arrive:** Kahului (Maui), HI (OGG)  
**8:10 AM**

*1st stop, change planes*

3h 50m layover

**#1586**

**Depart:** Kahului (Maui), HI (OGG)  
**12:00 PM**  
**Arrive:** Sacramento, CA (SMF)  
**7:05 PM**



**FOOTHILL HIGH SCHOOL**  
**Girls' BASKETBALL 2023-2024**  
**HAWAII ITINERARY NOV**

**12/31/23**

8:35 AM Depart Sacramento to Honolulu Hawaii. Upon arrival collect bags, pick up rental vans.

12:25 pm Travel via van to our hotel (COURTYARD WAIKIKI BEACH. Check in to Hotel and assign rooms.

**#1183**

**Depart:** Sacramento, CA (SMF)

**8:35 AM**

**Arrive:** Honolulu (Oahu), HI (HNL)

**12:25 PM**

3:00 Meeting in lobby to go over expectations and plans for the week

4:00 Travel to Monolula High school

4:15 Shootaround/conditioning

6 pm Travel to hotel

7 pm Team dinner

**1/1**

8am Breakfast

9 am Film

10:30 Travel to Monolula High school

10:45-12:45- Practice

1 pm Team Lunch

3 pm Team meets in lobby for nightly activities meeting

3:30 pm Travel to the beach for team night on the beach

6:30 pm Travel back to the hotel

7:30 pm Meet in the lobby for team dinner

9:30 pm back to rooms

10 pm Bed checks



**FOOTHILL HIGH SCHOOL**  
**Girls' BASKETBALL 2023-2024**  
**HAWAII ITINERARY NOV**

**1/2**

8am Breakfast  
9 am Film  
12:00 Team lunch  
12:30 Travel to Monolula High school  
12:45-2:45- Game  
3 pm Travel back to the hotel  
3:30 pm Uniform collection for laundry  
5:30 pm Team dinner  
7:30 pm Beach activities  
9:30 pm back to rooms  
10 pm Bed checks

**1/3**

8am Breakfast  
9 am Film  
12:00 Team lunch  
12:30 Travel to Monolula High school  
12:45-2:45- Game  
3 pm Travel back to the hotel  
3:30 pm Uniform collection for laundry  
5:30 pm Team dinner  
7:30 pm Beach activities  
9:30 pm back to rooms  
10 pm Bed checks

**1/4**

8am Breakfast  
9 am Film  
12:00 Team lunch  
12:30 Travel to Monolula High school  
12:45-2:45- Game  
3 pm Travel back to the hotel  
3:30 pm Uniform collection for laundry  
5:30 pm Team dinner  
7:30 pm Beach activities  
9:30 pm back to rooms  
10 pm Bed checks



**FOOTHILL HIGH SCHOOL**  
**Girls' BASKETBALL 2023-2024**  
**HAWAII ITINERARY NOV**

**1/5**

**#2068**

**Depart:** Honolulu (Oahu), HI (HNL)

**3:50 PM**

**Arrive:** Sacramento, CA (SMF)

**11:10 PM**

# 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**

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
<b><u>Classified</u></b>		
<u>Hours/Days Increase/Decrease</u>		
Debra Parker	Bus Driver, Transportation 5.5 hours/10 months	August 14, 2023
<u>New Hires/Rehire</u>		
Ashley Anderson	Library Media Tech, FHS 8 hours/238 days	August 1, 2023
Alisha Duncan	Admin Assistant-IS, DO 8 hours/238 days	August 24, 2023
Celeste Kelly	At-Risk Paraprofessional, PHS 5.75 hours/10 months	August 16, 2023
Gideon Ferrier	Bus Driver, Transportation 6.5 hours/10 months	August 14, 2023
Kristofer Fisher	Instructional Para-SDCI, EHS 6.5 hours/10 months	August 22, 2023
Kathryn Hein	At-Risk Paraprofessional, PHS/SHS Split 5.5/2.5 hours/10 months	August 16, 2023
Ethan Howe	Custodian, SHS 8 hours/12 months	August 9, 2023
Fay Saefong	DO-Receptionist 8 hours/10 months	August 28, 2023
Emily Stolz	Utility/Auditorium Tech, SLC 8 hours/12 months	August 1, 2023
Braiden Wilson	Custodian, SLC 8 hours/12 months	August 28, 2023

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
<u>Position Change/Promotion</u>		
Yufang Chen	Lead Custodian, SLC 8 hours/12 months	August 1, 2023
Ilani Evans	Sp Ed-Paraprofessional, FHS 6.5 hours/10 months	September 1, 2023
Deborah Gilson	At-Risk Paraprofessional, PHS 6 hours/10 months	August 14, 2023
Mariah Gunter	Supervisor of PR & Benefits, DO 8 hours/12 months	September 1, 2023
Tammy Moran	School Office Assistant II, FHS 7 hours/10 months	August 14, 2023
<u>Resigned/Retired</u>		
Kaye Ford	Admin Assistant-IS, DO 8 hours/238 days	August 14, 2023
Esther Scannell	Tech Support Assistant I, IT 8 hours/12 months	November 15, 2023
Christina Woodbury	Sp Ed-Instructional Para, FHS 6.5 hours/10 months	August 31, 2023
Shana Wooten	Project Assistant-Workability, PHS 7 hours/10 months	June 30, 2023
<b><u>Certificated</u></b>		
<u>New Hires</u>		
Jessica Wuerth	5/5 SHS SDCI Teacher	August 14, 2023
<u>Unpaid Leave of Absence</u>		
David Whitacre	EHS School Psychologist	Sept. 5 – Nov. 3, 2023
<u>FTE Updates for 2023-24</u>		
Morgan MacFarland	4/5 SHS English Teacher	August 14, 2023
Anna Mifsud	3/5 SHS Science	August 14, 2023

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
<u>GELAP 2023-24</u>		
Robert Ady	5/5 FHS Science Teacher	August 14, 2023
Natalie Putnam	5/5 EHS PE Teacher	August 14, 2023
<u>Variable Term Waiver 2023-24</u>		
Sergio Hernandez	5/5 EHS Math Teacher	August 14, 2023
David Peek	Driver's Ed Teacher	Sept. 2023 – June 2024
<u>Provisional Internship Permit 2023-24</u>		
Thomas Ammon	5/5 SHS Social Science Teacher	August 14, 2023
<u>Teaching Permit for Statutory Leave 2023-24</u>		
Adam Doelker	5/5 FHS Social Science Teacher	August 14, 2023
<u>Short Term Staff Permit 2023-24</u>		
Schuyler Wilson	5/5 PHS ERMHS	August 14, 2023
<u>6<sup>th</sup> Period Assignments:</u>		
Ed Boontjer	EHS CTE Building & Construction Trades	August 14, 2023
JP Cappalonga	FHS ASL	August 14, 2023
Karen Fifield	SHS Math	August 14, 2023
Hillari Freeman	SHS Science	August 14, 2023
Matt Garrett	EHS English	August 14, 2023
Brandon Good	SHS Science	August 14, 2023
Ashley Marsh	FHS Culinary	August 14, 2023
David Melcher	FHS Math	August 14, 2023
Bob Price	FHS CTE Fire	August 14, 2023
Abie Ramirez	EHS Social Science	August 14, 2023
Amy Ramirez	EHS Science	August 14, 2023
Tiffany Strickland	EHS SPED	August 14, 2023
William Woodbury	SHS Science	August 14, 2023
Virgil Woods	EHS PE	August 14, 2023
<u>Student Teachers on Campus Fall Semester 2023-24</u>		
Kyndall Holleman	FHS Ag, Master Teacher Allison Gross	August 16, 2023

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** State of the District Report 2022-23

**PREPARER:** Jim Cloney, Superintendent

**RECOMMENDATION:**  Action  
 Discussion  
 Information

**BACKGROUND:**

The annual State of the District report includes data on the Local Control and Accountability Plan, facilities, student success, academic programs, District finance, District leadership, partnerships, staffing, transportation, food service, schools, and extra-curricular programs.

**REFERENCES:**

Copies of the report were provided to the Board under separate cover. Copies may be obtained by contacting the District Office at (530) 241-3261.

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Second Reading – Board Policy and Administrative Regulation 5141.6 School Health Services

**PREPARER:** Jim Cloney, Superintendent

**RECOMMENDATION:**  Action  
 Discussion  
 Information

**BACKGROUND:**

The District subscribes to the California School Boards Association (CSBA) Policy Manual Maintenance Program. Through this Program, CSBA provides sample policies and administrative regulations for adoption. A first reading for Board Policy and Administrative Regulation 5141.6 School Health Services was conducted at the August 8, 2023 Board meeting. Per the Board's request, the policies are being brought back for a second reading.

**REFERENCES:**

BP/AR 5141.6

## **CSBA POLICY GUIDE SHEET**

### **Instructional Services**

#### **Board Policy 5141.6 - School Health Services**

Policy updated to expand the first philosophical paragraph to include the unique position of districts to increase health equity and the utilization of telehealth as a method to deliver health care services in schools. Policy also updated to provide for preventative programming and intervention strategies as types of health services to be provided by districts.

#### **Administrative Regulation 5141.6 - School Health Services**

Regulation updated to include behavioral health services in the list of school health services that the district may provide, and that the district may deliver health care services to students by way of telehealth technology. Regulation also updated to reflect Department of Healthcare Services Policy and Procedure Letters No. 21- 017R and No. 23-004 which require districts to develop a plan to ensure that individuals with disabilities are able to effectively communicate and participate in the Medi-Cal program. Additionally, regulation updated to provide that a district may seek reimbursement from a student's health care service plan when the district provides services or arranges for the provision of services to a student for treatment of a mental health or substance use disorder.

Policy 5141.6: School Health Services

Status: ADOPTED

Original Adopted Date: 11/01/2008 | Last Revised Date: ~~10/06/01/2018~~2023 |  
Last Reviewed Date: ~~10/06/01/2018~~2023

CSBA NOTE: The following optional policy should be revised to reflect district practice. This policy addresses the provision of health services at or near school sites (e.g., a school-based or school-linked health center or mobile van) through the employment of or contract with health care professionals or community health centers. ~~Districts maintaining or planning to establish school health services are encouraged to review CSBA's policy brief entitled Expanding Access to School Health Services: Policy Considerations for Governing Boards.~~ including by way of telehealth.

Pursuant to Education Code 49419, the California Department of Education (CDE) has created an Office of School-Based Health Programs to assist districts with current CDE health-related programs, and to provide technical assistance, outreach, and information to districts on allowable services and submission of claims. School-based health programs provide resources, support, and information to address the physical, mental, and/or behavioral health needs of school communities, including students and staff. For more information, see CDE's website.

The 2022 Bipartisan Safer Communities Act (P.L. 117-159), which amended the Protecting Access to Medicare Act of 2014 (42 USC 1396a), requires the Secretary of Health and Human Services (CalHHS) to publish best practices to support the delivery of services to students covered under Medicaid and the Children's Health Insurance Program (CHIP) via telehealth in schools, including mental health and substance use disorder services. See the section entitled "Medi-Cal Billing" in the accompanying administrative regulation.

Other CSBA sample policies and/or administrative regulations address specific health requirements and services for students. For example, see BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions, AR 5141.24 - Specialized Health Care Services, BP/AR 5141.3 - Health Examinations, ~~and~~ AR 5141.32 - Health Screening for School Entry, and BP 5141.5 – Mental Health.

The Governing Board recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. The Board further recognizes that schools are uniquely positioned to increase health equity and to help ensure that all students have access to necessary health care services. The district may provide access to health services at or near district schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses, and may utilize telehealth as a delivery mechanism to increase access to health care services in schools.

The Board and the Superintendent or designee shall collaborate with local and state agencies and health care providers to assess the health needs of students in district schools and the community. Based on the results of this needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the district, including preventative programming and intervention strategies to address students' physical, mental, and behavioral health needs.

CSBA NOTE: School health centers are generally funded by a combination of insurance reimbursements; state, federal, and county grants; district funds; subsidies from community clinics or hospitals; and/or private donations.

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

The Board may prioritize school health services to schools serving students with the greatest need, including schools with medically underserved populations and/or a high percentage of low-income and uninsured children and youth.

School health services shall be provided under the supervision of a licensed health care professional. The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.

If a school nurse is employed by the school or district, ~~he/she~~ the nurse shall be involved in planning and implementing the school health services as appropriate.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. The California Department of Education's (CDE), "Health Framework for California Public Schools," recommends a coordinated school health approach which integrates health services, health education, physical education, parent/community involvement, nutrition services, psychological and counseling services, a safe and healthy school environment, and health promotion for staff.

Welfare and Institutions Code 5961-5961.5 established the Children and Youth Behavioral Health Initiative, which was created to enhance, expand, and redesign the systems that support behavioral health for students under age 25, with the goal of delivering equitable, appropriate, timely, and accessible behavioral health services and supports. More information and resources are available on CalHHS' website.

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, nutrition and physical fitness programs, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

CSBA NOTE: The following optional paragraph is for use by districts that choose to engage in outreach and enrollment efforts to encourage eligible students' participation in no-cost or low-cost health coverage programs.

Education Code 49557.2 authorizes the district to include on the application for free and reduced-price meals information about the Medi-Cal program and a student's potential eligibility. Pursuant to Education Code 49558, districts may release information on the free and reduced-price meals application to the local agency that determines eligibility under the Medi-Cal program, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information. See BP/AR 3553 - Free and Reduced Price Meals.

To further encourage student access to health care services, the Superintendent or designee shall develop and implement outreach strategies to increase enrollment of eligible students from low- to

moderate-income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but are not limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law.

### Consent and Confidentiality

CSBA NOTE: Parent/guardian consent is generally required prior to providing health services to a minor student. However, Family Code 6920-6929 6930 specify exceptions under which minors do not need parent/guardian consent prior to receiving services, including an exception for a minor age 12 years or older to consent to medical care related to the prevention of a sexually transmitted disease, for medical care and counseling relating to the diagnosis and treatment of a drug- or alcohol-related problem, or for medical care related to an injury caused by intimate partner violence. In addition, Health and Safety Code 124260 allows a minor age 12 or older to consent to outpatient mental health services if, in the opinion of a professional person, as defined, the minor is mature enough to participate intelligently in the mental health treatment or counseling services. In this case, the child's parent/guardian must be involved unless the professional person determines it would be inappropriate.

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929 6930, Health and Safety Code 124260, or other applicable law.

CSBA NOTE: The Health Insurance Portability and Accountability Act (HIPAA) (45 CFR 164.500-164.534) mandates actions that "covered entities" must take to protect the privacy of an individual's health information. Generally, entities covered by HIPAA may release or receive "protected health information" about an individual only if that individual gives permission or the Act expressly permits its release. Districts with questions about the applicability of HIPAA should consult CSBA's District and County Office of Education Legal Services or district legal counsel as appropriate.

Additionally, the California Confidentiality of Medical Information Act (CMIA) (Civil Code 56-56.37) prohibits a health care provider, a health care service plan, or contractor from disclosing medical information without first obtaining permission of the individual. Civil Code 56.10, as amended by SB 1184 (Ch. 993, Statutes of 2022), authorizes a health care provider or a health care service plan to disclose medical information that complies with HIPAA to a school-linked services coordinator, pursuant to a written authorization between the health provider and the student. A "school-linked services coordinator" means an individual located on a school campus or under contract by a county behavioral health provider agency for the treatment and health care operations and referrals of students and their families that holds one of the following credentials or licenses: pupil personnel services, school nurse, marriage and family therapy, educational psychology, or professional clinical counseling.

In addition, 22 CCR 51270 requires districts serving as Medi-Cal providers (~~see section entitled "Payment/Reimbursement for Services" below~~) to comply with confidentiality requirements specified in Education Code 46090 and 49073-49079, Welfare and Institutions Code 14100.2, 22 CCR 51009, 42 USC 1320c-9, and 42 CFR 431.300.; see the section entitled "Payment/Reimbursement for Services" below. Also see the accompanying administrative regulation regarding additional requirements for Medi-Cal billing, including the requirement to enter into a Provider Participation Agreement and Annual Report with the California Department of Health Care Services (DHCS).

Pursuant to Education Code 49428.15, CDE is required to recommend best practices and identify evidence-based and evidence-informed training programs for schools to address student behavioral health, including instruction on how to maintain student privacy and confidentiality, consistent with federal and state privacy laws. CDE has identified such a training program, "Youth Mental Health First Aid," which is available on its website.

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

### **Payment/Reimbursement for Services**

CSBA NOTE: Some school health services, such as medical and related services specified in an individualized education program for students with disabilities, must be provided free of charge. For other services, districts may charge a fee and are entitled to seek third-party reimbursement from students' private insurance and state or federal programs such as Medi-Cal or the Child Health and Disability Prevention program. See the accompanying administrative regulation.

The Superintendent or designee may bill public and private insurance programs and other applicable programs for reimbursement of services as appropriate. Services may be provided free of charge or on a sliding scale in accordance with law.

CSBA NOTE: The following optional paragraph is for use by districts that have received approval from the ~~California Department of Health Care Services~~ **DHCS** to serve as Medi-Cal providers. Pursuant to Welfare and Institutions Code 14132.06 and 22 CCR 51051 and 51190.1, to the extent that federal funding is available, local educational agencies (LEAs) may receive partial Medi-Cal reimbursement through the LEA Medi-Cal Billing Option for health services provided to an enrolled student under age 22 who is certified for Medi-Cal and/or a member of the student's family. In addition, pursuant to Welfare and Institutions Code 14132.47, LEAs may be reimbursed through the Medi-Cal Administrative Activities (MAA) program for some of their administrative costs associated with school-based health and outreach activities that are not claimable under the LEA Medi-Cal Billing Option or other programs. See the accompanying administrative regulation.

Districts may receive assistance with Medi-Cal billing through CSBA's Practi-Cal program. See CSBA's ~~web site~~ [website](#) for further information.

The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

### **Program Evaluation**

In order to continuously improve school health services, the Board shall evaluate the effectiveness of such services and the extent to which they continue to meet student needs.

The Superintendent or designee shall provide the Board with periodic reports that may include, but are not necessarily limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; measures of school climate; feedback from staff and participants regarding program accessibility and operations, including accessibility to low-income and linguistically and culturally diverse students and families; and program costs and revenues.

### **Policy Reference UPDATE Service**

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**Regulation 5141.6: School Health Services**

**Status:** ADOPTED

**Original Adopted Date:** 11/01/2008 | **Last Revised Date:** ~~4/06/01/2018~~ 2023 |

**Last Reviewed Date:** ~~4/06/01/2018~~ 2023

### Types of Health Services

CSBA NOTE: The following optional section may be revised to reflect district practice.

In accordance with student and community needs and available resources, school health services offered by the district may include, but are not limited to:

1. Health screenings, evaluations, and assessments of students' need for health services
2. Physical examinations, immunizations, and other preventive medical services
3. First aid and administration of medications
4. Diagnosis and treatment of minor injuries and acute medical conditions
5. Management of chronic medical conditions
6. Basic laboratory tests
7. Emergency response procedures
8. Nutrition services
9. Oral health services that may include preventive services, basic restorative services, and referral to specialty services

CSBA NOTE: Pursuant to Health and Safety Code 104830-104865, elementary and secondary students must be offered an opportunity each school year to receive a topical application of fluoride or other decay-inhibiting agent by a dentist or dental assistant, under a program organized and operated by the county health officer. Districts are required to cooperate with the county health officer in carrying out the program in any school in their jurisdiction and to provide notification to parents/guardians regarding the availability of the program, as provided below.

10. The Superintendent or designee shall notify all parents/guardians of the opportunity pursuant to Health and Safety Code 104830-104865 for their child to receive the topical application of fluoride, including fluoride varnish, or other decay-inhibiting agent to the teeth during the school year. Such application of fluoride or other decay-inhibiting agent shall only be provided to a student whose parent/guardian returns the notification with an indication consenting to the treatment. (Health and Safety Code 104830, 104850, 104855)

CSBA NOTE: Pursuant to Education Code 49428.15, the California Department of Education (CDE) is required to recommend best practices and identify evidence-based and evidence-informed training programs for schools to address student behavioral health, including staff and student training on recognizing the signs and symptoms of common psychiatric conditions and substance use disorders and other behavioral health disorders. CDE has identified such a training program, "Youth Mental Health First Aid," which is available on its website.

~~11.~~10. ~~Mental~~ Mental or behavioral health services, which may include assessments, crisis intervention, counseling, treatment, and referral to a continuum of services including emergency psychiatric care, community support programs, inpatient care, and outpatient programs

~~12.~~11. Substance abuse prevention and intervention services

~~13.~~12. Vision and audiology services

~~14.~~13. Speech therapy

~~15.~~14. Occupational therapy

~~16.~~15. Physical therapy

CSBA NOTE: Item #16 may be deleted by districts that offer only elementary grades.

~~17.~~16. Reproductive health services

~~18.~~17. Specialized health care services for students with disabilities

~~19.~~18. Medical transportation

~~20.~~19. Targeted case management

~~21.~~20. Referrals and linkage to services not offered on-site

~~22.~~21. Public health and disease surveillance

~~23.~~22. Individual and family health education

~~24.~~23. School or districtwide health promotion

CSBA NOTE: Pursuant to Education Code 49429, CDE, in consultation with the Department of Health Care Services (DHCS) and appropriate stakeholders, and subject to budget appropriations, is required to develop guidelines for the use of telehealth technology in schools, including mental health and behavioral health services to students on school campuses, by December 31, 2022. The district may deliver health care services, including mental and behavioral health, for students on campus by means of telehealth technology. (Education Code 49429)

### Medi-Cal Billing

CSBA NOTE: The following optional section is for use by districts that have contracted with the California Department of Health Care Services (DHCS) in order to provide services as a Medi-Cal provider as authorized by Welfare and Institutions Code 14132.06; see the accompanying Board policy. To the extent that the district contracts with health care practitioners or clinics to provide the services, the practitioner or clinic is considered the provider of services and is the entity billing and receiving Medi-Cal payments for services.

DHCS' Local Educational Agency Medi-Cal Billing Option Program (LEA BOP) reimburses LEA BOP providers, including school districts, the federal share of the maximum allowable rate for approved health-related services provided by qualified health service practitioners to Medi-Cal eligible students.

Pursuant to Welfare and Institutions Code 14115.8, as amended by AB 3192 (Ch. 658, Statutes of 2018), requires DHCS, by January 1, 2020, to develop and distribute a has developed program guidance, available on its website, containing information regarding processes, documentation, and the proper submission of claims under the LEA Medi-Cal Billing Option program. BOP.

The 2022 Bipartisan Safer Communities Act (P.L. 117-159), which amended the Protecting Access to Medicare Act of 2014 (42 USC 1396a), requires the Secretary of Health and Human Services to publish best practices to support the delivery of services to students covered under Medicaid and the Children's Health Insurance Program (CHIP) via telehealth in schools, including mental health and substance use disorder services. The Secretary of Health and Human Services, in consultation with the Secretary of Education, has issued guidance, "Information on School-Based Services in Medicaid: Funding, Documentation and Expanding Services," to local educational agencies and school-based entities to support the delivery of medical assistance to Medicaid and CHIP beneficiaries in school-based settings and outline strategies and tools to reduce administrative burdens on, and simplify billing for, districts, in particular small and rural districts.

In order to provide services as a Medi-Cal provider, the district shall enter into and maintain a contract with the California Department of Health Care Services (DHCS). (Welfare and Institutions Code 14132.06; 22 CCR 51051, 51270)

CSBA NOTE: The federal Americans with Disabilities Act (42 USC 12101; 28 CFR 35) and Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and state law, prohibit discrimination against qualified individuals who have speech, hearing, or vision disabilities who participate in public programs. Because discrimination is prohibited in the administration of Medi-Cal services, including determining eligibility, districts and district subcontractors must provide qualified individuals with auxiliary aides and services, including materials in alternative formats, such as braille, large font, or audio recordings, to ensure individuals can effectively communicate and participate in public programs, services, or activities including Medi-Cal. In accordance with DHCS Policy and Procedure Letters No. 21-017R and No. 23-004, districts are required, by August 1, 2023, to develop a plan to meet these alternative format requirements, in accordance with the terms and conditions of the Provider Participation Agreement and Addendum, and store and maintain the alternative format plan within their audit file, which may be requested by DHCS at any time after August 1, 2023.

The Superintendent or designee shall develop a plan to ensure that the district and all district subcontractors, provide individuals with speech, vision, and hearing disabilities auxiliary aides and services, to enable those individuals to effectively communicate and participate in the Medi-Cal program. Such auxiliary aides and services may include, but are not limited to, providing written materials in alternative formats, such as braille, large font, audio recordings, or closed captioning.

CSBA NOTE: With the exception of health care aides who provide specialized physical health care services pursuant to Education Code 49423.5, any practitioner whom the district employs or with whom it contracts must be credentialed to practice as a physician, registered nurse, psychologist, school counselor, or one of the other professions listed in 22 CCR 51190.3 in order for the district to receive Medi-Cal reimbursement.

The Superintendent or designee shall ensure that all practitioners employed by or under contract with the district possess the appropriate license, certification, registration, or credential and provide only those services that are within their scope of practice. (22 CCR 51190.3, 51270, 51491)

CSBA NOTE: Reimbursement under Medi-Cal is limited to the services specified in Welfare and Institutions Code 14132.06 and 22 CCR 51190.4 and 51360. Pursuant to Welfare and Institutions Code 14132.06, services may be reimbursable whether or not the student has an individualized

education program (IEP) or individualized family service plan (IFSP) or whether those same services are provided at no charge to the beneficiary or to the community at large.

22 CCR 51360 provides that services for accompanying a student off campus for nursing or school health aide services will be reimbursable when specified as medically necessary in an IEP or IFSP.

The Superintendent or designee shall submit a claim for Medi-Cal reimbursement whenever the district provides a Medi-Cal-eligible student under age 22 and/or a member of the student's family a covered service specified in 22 CCR 51190.4 or 51360. (Welfare and Institutions Code 14132.06; 22 CCR 51096, 51098, 51190.1, 51190.4, 51309, 51360, 51535.5)

CSBA NOTE: Health and Safety Code 1374.722 requires a health care service plan contract issued, amended, renewed or delivered on or after January 1, 2024, that is required to provide coverage for medically necessary treatment of mental health and substance use disorders pursuant to Health and Safety Code 1374.72, 1374.721, and 1374.73, to cover the provision of the services identified in the fee-for-service reimbursement schedule published by DHCS, when those services are delivered at school sites, as defined below, regardless of the network status of the district or health care provider. Guidance to health care service plans regarding compliance with this section is required to be issued by December 31, 2023.

Additionally, pursuant to Welfare and Institutions Code 5961.4, DHCS is required to develop a school-linked statewide fee schedule for outpatient mental health or substance use disorder treatment provided to students under the age of 25 at a school site, a school-linked statewide provider network of school site behavioral health counselors, evidence-based behavioral health programs, behavioral health services and supports virtual platform, and to award school-linked partnership and capacity grants. As part of the Children and Youth Behavioral Health Initiative, DHCS is also required to provide incentive payments to qualifying Medi-Cal managed care plans to implement interventions that increase access to preventive, early intervention, and behavioral health services by school-affiliated behavioral health providers for children in publicly funded preschool through grade 12. More information about the Children and Youth Behavioral Health Initiative is available on DHCS's website.

When the district provides services, or arranges for the provision of services, for treatment of a mental health or substance use disorder for a student at a school site or at an off-campus clinic, mobile counseling service, or similar district-arranged location, the district may seek reimbursement from the student's health care service plan, in

accordance with the requirements of Health and Safety Code 1374.722.

The district shall maintain records and supporting documentation including, but not limited to, records of the type and extent of services provided to a Medi-Cal beneficiary in accordance with law. (22 CCR 51270, 51476)

CSBA NOTE: 22 CCR 51270 requires federal reimbursements to be reinvested in health and social services for students and their families, as provided below. This requirement does not apply to reimbursements received under the Medi-Cal Administrative Activities (MAA) program described in the following section.

Any federal funds received by the district as reimbursement for the costs of services under the Medi-Cal billing option shall be reinvested in approved services for students and their families. The Superintendent or designee shall consult with a local school-linked services collaborative group regarding decisions on reinvestment of federal funds. (22 CCR 51270)

CSBA NOTE: 22 CCR 51270 requires that districts submit an annual report, as described below, as a condition of continued participation as a Medi-Cal provider. The deadline for this annual report is specified in the program provider participation agreement that districts enter into with DHCS.

The Superintendent or designee shall submit an annual report to DHCS to identify participants in the community collaborative, provide a financial summary including reinvestment expenditures, and describe service priorities for the future. (22 CCR 51270)

### **Medi-Cal Administrative Activities**

CSBA NOTE: The following optional section is for use by districts that participate in the MAA program administered by DHCS pursuant to Welfare and Institutions Code 14132.47. Under this program, districts providing Medi-Cal-covered health services may be reimbursed for some of their administrative and outreach costs. This section reflects program requirements described in the DHCS's "California School-Based Medi-Cal Administrative Activities Manual published by DHCS," available on its website.

Districts may receive assistance with Medi-Cal administrative billing through ~~CSBA's~~ CSBA's Practi-Cal program. See ~~CSBA's web site~~ CSBA's website for further information.

The district shall apply for reimbursement for activities identified by DHCS which are related to the administration of the Medi-Cal program. Such activities include, but are not be limited to, outreach, translation for Medi-Cal services, facilitation of applications, arrangement of nonemergency and nonmedical transportation of eligible individuals, program planning and policy development, claims coordination and administration, training, and general administration.

Appropriate staff shall receive training in administrative claiming categories and related activities.

CSBA NOTE: The district must submit claims through either a local educational agency consortium (i.e., one of the service regions of the California County Superintendent Educational Services Association) or a local governmental agency (i.e., county or chartered city) that has contracted with DHCS. The district may modify the following two paragraphs to reflect the appropriate entity or agency.

To receive reimbursement for Medi-Cal administrative activities, the Superintendent or designee shall, on a quarterly basis, submit an invoice to the local educational consortium or local governmental agency through which the district has contracted.

CSBA NOTE: The MAA program requires randomly selected employees who perform MAA activities as a normal part of their job duties to complete a random-moment time study which is used to determine the work effort of all time study participants over a given time period. Further information regarding the required procedure is available on the DHCS ~~web site~~ [website](#).

In addition, the Superintendent or designee shall submit to the local educational consortium or local governmental agency, and shall update each quarter, a roster of all employees who perform direct Medi-Cal services or administrative activities. When notified by the local educational consortium or local governmental agency of the date and time that a random-moment time survey must be conducted by a particular employee, the Superintendent or designee shall coordinate the completion and submission of the survey in accordance with DHCS timelines and procedures.

The Superintendent or designee shall maintain an audit file containing random-moment time survey documentation and other records specified by DHCS. Such documentation shall be kept for three years after the end of the quarter in which expenditures were incurred or, if an audit is in progress, until the completion of the audit.

#### **Policy Reference UPDATE Service**

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Sacramento, California 95691 All rights reserved. CSBA Sample District Policy  
Manual CSBA Sample Manual Site

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Minutes from August 8, 2023 regular Board Meeting

**PREPARER:** Jim Cloney, Superintendent

**RECOMMENDATION:**  Action  
 Discussion  
 Information

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



**SHASTA UNION HIGH SCHOOL DISTRICT  
REGULAR MEETING OF THE GOVERNING BOARD  
Board Room  
2200 Eureka Way  
Redding, CA 96001**

**August 8, 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); 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; and 3) Conference with Legal Counsel – Anticipated Litigation (G.C. 54956.9) One Case.

The Board reconvened into open session at 6:31 p.m. The Board had no action to report out from closed session. Trustee Vericker led the pledge of allegiance and Trustee Zufall recited the mission and vision statements.

- RES. 23-145 That the Board approve the agenda, as presented. (Motion Zufall, second Hoheisel, carried 4-0)
- RES. 23-146 That the Board approve the consent agenda, as presented. (Motion Zufall, second Doran, carried 4-0)
- RES. 23-147 That the Board approve the SUHSD Board Recognized Athletics and Organizational Clubs for 2023-24. (Motion Zufall, second Doran, carried 4-0)
- RES. 23-148 That the Board approve the minutes for the July 11, 2023 regular Board meeting. (Motion Zufall, second Doran, carried 4-0)
- RES. 23-149 That the Board ratify commercial warrants in the amount of \$4,316,096.09 and payroll distributions in the amount of \$1,092,664.48 for the period of 7/01/2023 – 7/31/2023. (Motion Zufall, second Doran, carried 4-0)
- RES. 23-150 That the Board approve the Quarterly Report of Investments. (Motion Zufall, second Doran, carried 4-0)
- RES. 23-151 That the Board approve a request to declare property as surplus (FHS - 6 Imperial Ovens). (Motion Zufall, second Doran, carried 4-0)
- RES. 23-152 That the Board approve the updated registry of International Student Exchange Placement Organizations. (Motion Zufall, second Doran, carried 4-0)

- RES. 23-153 That the Board approve the Human Resources Action Report, as follows: *Classified – (Hours/Days Increase/Decrease)*: Leslie Hall, Health Clerk 8 hours/10 months (EHS), effective August 1, 2023; Heather Lenk, Health Clerk 8 hours/10 months (SHS), effective August 8, 2023; and Kristina Perales, Health Clerk 8 hours/10 months (FHS), effective August 1, 2023. *(New Hires)*: Ayoub Alla Eddine “Jacob” Azzeddine, Custodian 8 hours/12 months (SLC), effective July 10, 2023; Ilani Evans, Title I-Paraprofessional 6.5 hours/10 months (EHS), effective August 14, 2023; and Hallie Rocha, Custodian 8 hours/12 months (SHS), effective July 5, 2023. *(Position change/Promotion)*: Jose Barragan Magallon, Maint Worker I 8 hours/12 months (SLC), effective July 12, 2023; Steve Denney, Director of M&O 8 hours/12 months (DO/DW), effective July 1, 2023; Shawn Johnson, Lead Custodian 8 hours/12 months (EHS), effective July 5, 2023; Vicente Marquez Arandia, Lead Maintenance 8 hours/12 months (SLC), effective June 20, 2023; and Feyorn “Chloe” Saelee, At-Risk Paraprofessional 2.25 hours/10 months (EHS), effective August 14, 2023. *Certificated – (Position Changes)*: Dennis Cahill, IS Teacher 5/5 (SCA), effective August 14, 2023 and Gary Connolly, IS Teacher 5/5 (SCA), effective August 14, 2023. *(Resignations)*: James Glover, SDCI Teacher 5/5 (SHS), effective July 24, 2023. (Motion Zufall, second Doran, carried 4-0)
- RES. 23-154 That the Board waive the second reading and approve the draft mandated and draft optional Board Policies and Administrative Regulations, as provided by CSBA with the exception of Board Policy and Administrative Regulation 5141.6 School Health Services. (Motion Hoheisel, second Zufall, carried 4-0)
- RES. 23-155 That the Board approve the 2021-2022 Audit Report. (Motion Doran, second Hoheisel, carried 4-0)
- RES. 23-156 That the Board approve the Salary Schedules for ESP, Supervisory, and Management. (Motion Zufall, second Doran, carried 4-0)
- RES. 23-157 That the Board approve the 2022-2023 Advanced Placement test scores. (Motion, second, carried 4-0)
- RES. 23-158 That the meeting adjourn. (Motion Hoheisel, second Zufall, carried 4-0)

**PUBLIC COMMENT:**

There were no comments.

**PRESENTATIONS:**

Summer School Report: Summer School Principal Gary Connolly was unable to attend the meeting and provided the Board with a report. Jim Cloney provided an overview of the report that compared data to last year’s summer school program. He noted that there were 334 students enrolled this year compared to the 408 enrolled last year. Though there were less students, each student earned more credits on average in comparison to last year.

District Department Chair Update: Business Department Chair Layne McLean provided the Board with an overview of his department highlighting staff, dual enrollment, professional learning community (PLC) objectives and professional development. He stated that staffing issues may arise now that financial literacy is taught in math instead of business.

Trustee Doran inquired if foreign language could be incorporated into computer science. Mr. McLean stated that a change like that would have to come from the California Department of Education.

Trustee Hoheisel inquired if anything could be done to attract more students to the Business Department. Mr. McLean explained how there has to be a balance between electives and provided a backstory on coding classes and the rigorous curriculum that goes along with them.

**CONSENT AGENDA:**

International Student Exchange Placement: Trustee Zufall inquired if the International Student Exchange Placement program is growing or decreasing. Leo Perez stated that it has decreased since the pandemic and that students struggle to find host families.

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

SSEA President Layne McLean invited the Board to attend the new teacher luncheon this Thursday at noon in the Board Room where they will welcome twenty-one new certificated teachers.

SSEA Vice President Andrea Cota reported that she attended a CTA Presidents conference in July. She stated that the association will focus this school year on creating more opportunities for staff to socialize and build relationships.

ESP President Rhonda Minch was not present.

CSEA President David Martin was not present.

**REPORTS FROM PRINCIPALS:**

Alternative Education: Tim Calkins reported that a new special education teacher has been hired at Pioneer Continuation High School (PHS) and a new counselor has been hired at Shasta Collegiate Academy (SCA). With the recent hire of two paraprofessionals, he was pleased to announce that the PHS campus off of Mary Street is fully staffed.

Enterprise High School: Ryan Johnson reported that staff has been working hard on their WASC report in preparation for their visit this year. He thanked the District for adding ceramics on campus and stated that tomorrow is Hornet Day where they will welcome new freshman and their families on campus.

Trustee Doran stated that dehydration is linked to head injuries in football and inquired what protocols are in place. Mr. Johnson stated that the coaches have protocols to follow to ensure the safety of student athletes.

Shasta High School: Shane Kikut stated that enrollment has grown since June and that they hired a SDCI teacher to fill a recent vacancy. He reported that the link crew students have activities prepared for the incoming freshman class. Mr. Kikut stated that staff plans to revise their mission and vision statements and that the 125<sup>th</sup> anniversary of the District is referred to as a quasiquicentennial.

Foothill High School: Kevin Greene reported that they have hired nine new teachers and that link crew students are ready to welcome the freshman class this Thursday. He thanked the Maintenance and Operations Department for preparing campus for the new school year. Mr. Greene also thanked the IT Department for putting the main office back together after new floors were put in. He provided Trustee Doran with more specifics on football safety protocols.

**REPORT FROM SUPERINTENDENT:**

Jim Cloney stated that the new school year starts one week from tomorrow. He reported that the new hires start a two-day onboarding program tomorrow that includes the SSEA luncheon on Thursday. Mr. Cloney invited the Board to attend the annual all staff breakfast and meeting on Monday at the Shasta Learning Center. He reported that enrollment is currently 100 students over projected and that Shasta High School received a late certificated resignation that the Human Resources Department was able to fill. Mr. Cloney stated that the District follows the Northern Section California Interscholastic Federation (NSCIF) guidelines for student athletes and that coaches receive training as part of their onboarding process to ensure the health and safety of the students.

**TRUSTEE COMMENTS AND LIAISON REPORTS:**

Trustee Doran stated that Administration covered his concerns regarding football.

Trustee Hoheisel reported that she is excited for school to start.

**TRUSTEE COMMENTS AND LIAISON REPORTS (continued):**

Trustee Zufall stated that Simpson University will construct an engineering building and that they plan to build an events center with a covered track that can be used throughout summer.

**DISCUSSION:**

Fall Study Session: The Board agreed to meet tentatively on Tuesday, October 24 for the fall study session, and the Superintendent's Office will follow up to ensure Trustee Peple can attend.

CSBA Policy Update: Jim Cloney stated that as the CSBA policy liaison, Trustee Hoheisel reviewed the policies and addressed her questions with District Administration. Trustee Hoheisel provided a brief overview of the policies and recommended the Board waive the second reading and approve them except for Board Policy and Administrative Regulation 5141.6 School Health Services. She requested the Board bring them back for a second reading as some of the items listed may be eliminated since they are services we do not provide. Trustee Hoheisel stated that some of the policies covered Native American students, and Mr. Perez recommended the Indian Education Department conduct a presentation for the Board at a future meeting.

Adopted State Budget Report: David Flores provided an overview of the differences between the budget adopted by the District and the final budget signed by the Governor. He stated that there have been changes to the Arts, Music, and Instructional Material Discretionary Block Grant and the Learning Recovery Emergency Block Grant. Trustee Hoheisel inquired how often the state will take money back. Mr. Flores stated it does not happen often unless there is a financial crisis. He noted that the funded COLA of 8.22% is relatively high. Trustee Doran noted that there could be an impact on enrollment from people moving out of state and that this could affect the budget. Mr. Flores stated that he will continue to monitor enrollment and ADA closely.

2021-2022 Audit Report: David Flores stated that the audit report was completed by Horton McNulty & Saeteurn, LLP (HM&S). The report reflects that the District's financial statements provide a fair and accurate representation of the District's financial position; there is effective control over and adequate accounting for revenues, expenditures and assets; and the categorical funds are being spent in accordance with law and regulation. Mr. Flores stated that there was one finding in regards to the Independent Study program. Specific language was missing from the short-term independent study learning agreements. He stated that Mr. Perez has looked into the matter and was able to resolve part of the finding. Mr. Flores stated that the District will appeal the finding to the state. Jim Cloney noted that this was a common finding across many districts. Mr. Flores recommended approval of the report and stated that the District will continue to work with the auditor to reduce or eliminate any fiscal impact the finding may have on the District.

Trustee Zufall left the Board Room from 7:43 p.m. to 7:46 p.m.

Fiscal Crisis and Management Assistance Team (FCMAT) Business Services Review: David Flores conducted a presentation on the FCMAT study of the Business Services department that included recommendations and actions to implement within the department. Focus areas included organization structure and staffing, desk manuals and training, fiscal accountability, and budget development, involvement and monitoring. Mr. Flores introduced Business Services Manager Jenny Bickley and Accountant Mariah Gunter. Trustee Hoheisel inquired why the District had FCMAT conduct the review. Jim Cloney stated that there were concerns coming from the associations regarding the Payroll Department. He stated that the District would like to reactivate the Supervisor of Payroll and Benefits position to resolve the issues. Mr. Flores stated that it may be in the District's best interest to relinquish the fiscal accountability. The Shasta County Office of Education would oversee it, and there would be no added costs to the District. Mr. Flores stated that the District would like to involve the Administrators in the budget development and have staff from the Business Services department on site more in order to build personal relationships. He stated that the District does not have any fiscal issues and is using the review as a tool to improve internal processes and procedures.

**DISCUSSION (continued):**

FCMAT Business Services Review (continued):

Trustee Vericker stated that he was interviewed as part of the review. He reported that the FCMAT team was complimentary of our staff noting that this District was one of the best they have worked with. Mr. Cloney stated that the District will move forward with the recommendations that were presented. The Board was in agreement with the changes.

FCMAT Business Services Review Public Comment:

Layne McLean stated that he met with Mr. Cloney in late October to address concerns from his members regarding payroll. He stated that he was in favor of the FCMAT review and agreed with the recommendations from the presentation. Mr. McLean inquired who was going to carry out the action items and asked for a timeline. He inquired if the Board had read the entire FCMAT review and stated that he would address other concerns in closed session if the Board desires.

Trustee Vericker noted that part of the executive summary included a complicated retroactive salary payment and emphasized the importance maintaining a balance.

Salary Schedules: Jason Rubin recommended approval of the salary schedules and noted that the Supervisory Salary Schedule reflects the activation of the Supervisor of Payroll and Benefits position.

Advanced Placement (AP) Test Scores: Leo Perez reviewed the AP test scores from the spring of 2023 comparing scores by school and the District average. He stated that he anticipates the number of tests taken will decline due to dual enrollment and articulation. Mr. Perez stated that the District will continue to send teachers to Advanced Placement conferences and utilize PLC meetings for professional development.

Trustee Hoheisel inquired if AP test scores are the main indicator for student academics. Mr. Perez stated that the CAASPP test scores are a more accurate snapshot of where our students are academically.

**ADVANCE PLANNING:**

Next Meeting Date: September 12, 2023

Suggested Future Agenda Items: Mr. Cloney stated that Administration will bring back Board Policy and Administrative Regulation 5141.6 School Health Services at next month's meeting and will schedule a presentation from Indian Education at a future meeting.

**ADJOURNMENT:**

The meeting adjourned at 8:52p.m.

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Ron Zufall, Clerk  
Board of Trustees

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Jim Cloney, Executive Secretary  
Board of Trustees

*Bd. Min. 8-08-23 //*

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Trustee Absences from the August 8, 2023 Regular 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:** Approve 2022-23 Unaudited Financial Report

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

**RECOMMENDATION:**  Action  
 Discussion  
 Information

**BACKGROUND:**

The Unaudited Financial Report for 2022-23 has been completed. The report reflects the final revenues and expenditures for the 2022-23 fiscal year ending June 30, 2023. This report is the basis for the District Audit report. The report is filed with the Shasta County Office of Education, and the State of California. Copies of the State SACS report are available in the District’s Business Office and our website.

The cost-of-living adjustment (COLA) for 2022-23 was segmented into two parts, the statutory COLA of 6.56%, and an augmentation of 6.70% for a total of 13.26%. The Local Control Funding Formula (LCFF) accounts for 64% of the districts revenue. It is generated based on three factors: funded ADA, Funding per ADA, and unduplicated pupil counts. Federal revenue accounts for 10% of total revenue, state revenue accounts for 15%, and local revenue accounts for 11%. The district received both federal and state revenues in 2019/20 and 2020/21 for the COVID pandemic. Most of this funding must be spent by September of 2023 and September of 2024 depending on which funding stream it is. The District is on target to fully utilize these funds. We have continued to leverage our pandemic funding to help save dollars in the unrestricted category since the pandemic funding is all restricted.

Following is a fund by fund summary of the District financial results for the 2022-23 school year. The variance analysis is between Unaudited Actuals, referred to as “UA” and the June 2023 Estimated Actuals, referred to as “budget” for 2023-24 that is part of the June 2023-24 Adopted Budget.

**General Fund (01, 02, 16)**

For state reporting purposes, this fund includes the District’s General Fund (01), the Farm Fund (02), and the Foundation/Scholarship Fund (16).

Revenues in total were \$1.1m less than estimated. Both the LCFF and State revenue had increases of \$1.5m, Federal and Local revenue decreased by \$2.6m. LCFF revenue increased by \$226k based on final ADA and unduplicated pupil counts. In-Lieu taxes also increased by \$205k, combined, these two categories drove the increase in the LCFF revenue. Federal revenue is \$654k less than the June projection. This is mainly driven by carryover in the pandemic funding. Not all of the pandemic funding was spend as originally planned, these dollars will carry over into the 2023/24 fiscal year and be fully expended. State revenue was \$1.0m higher than projected in June. This is driven by unanticipated funding we received for food service equipment. The District also received unanticipated funding for K12 Strong Work Force Grants. The increased funding will be utilized in the 2023/24 fiscal year. The decrease in Local revenue is mainly due to the recording of the fair market value adjustment to cash in the amount of \$1.6m.

Salaries and Benefits combined were \$160k more than projected. This is less than a 1% variance.

The remaining expenditure categories each had a decrease in actual expenditures when compared to estimated actuals. In total, there was \$6.9m decrease between actuals and estimated actuals. The decrease is mainly in the restricted expenditure categories. This is due to a majority of the ESSER/Covid budgeted expenditures not being utilized. We have budgeted for supplies, materials, services and capital outlay which did not occur. These ESSER/Covid funding will roll into following years and the expenditures will follow. This technically is not a savings in expenditures as much as it is a delay of the expenditures. They will occur, but they will occur over the next couple of years as these dollars must be spent or returned to the state and feds. We have been utilizing the dollars that expire first as to not lose any funding.

The net adjustment to fund 01 is an increase to the ending balance of \$5.8m., \$3.2m of this is in unrestricted, and \$2.6m is in the restricted category.

#### University Preparatory School

The University Preparatory Charter School has a \$6.3m ending balance. The Reserve for Economic Uncertainty is maintained at 8%, it is \$966k. They have a positive, net increase to the fund balance of \$468k. In addition to a reserve for economic uncertainty, they also maintain a reserve for charter goals in the amount of \$3.2m.

#### Shasta Charter Academy

The Shasta Charter Academy (SCA) is a charter school sponsored by the District. The Shasta Charter Academy has an ending balance of \$1.7m, and ADA of 270. Charter schools can only be funded on current year ADA, they cannot use the greater of current or prior year like a regular district. SCA maintains a 10% reserve for Economic Uncertainty.

Farm Fund – The Farm Fund is used to report the sale of farm animals, building rent and interest earnings. The funds are used solely for the farm program. This fund is combined into the General Fund for state reporting purposes. The farm program had total revenues of \$1,765 and no expenditures. The ending balance is \$52,054.

Adult Education – The Adult Education program ended the year with an Ending Balance of \$30. We had total revenue of \$228,631, expenses of \$228,602. This is a state funded program that will receive new funding in 2023-24.

Cafeteria Fund – The Nutrition Service program has a beginning balance of \$667k. Revenue totaled \$2.8m, expense was \$2.8m. All meals are now free which has helped lift our food program into the positive. The ending balance in the Food Service fund increased to \$671,257.

Deferred Maintenance Fund – The ending fund balance is \$365,598. This balance is designated for the District's deferred maintenance plan. The balance decreased by \$34k between 2021-22 and 2022-23. Some deferred maintenance projects are being done as an augmentation to the bond projects.

Pupil Transportation Equipment Fund – The fund has an ending balance of \$131,147. This fund can only be used for the purchase of transportation equipment. We have made a purchase of seven buses and anticipate receiving them in March of 2024. The full balance of this fund will go toward the purchase of the seven busses.

Foundation Trust Fund – This fund accounts for the District scholarship funds. The ending fund balance is \$664,262. This fund is combined into the General Fund for state reporting purposes. This fund is restricted in its use and cannot be used to pay for General Fund expenses.

Special Reserve Fund – Non-Capital Projects – The 2022-23 ending balance is \$1,453,498. There was no transfer scheduled between this fund and the general fund in 2022-23. This will allow us to utilize those funds at a later date. These funds are available to cover unexpected emergencies including state budget shortfalls.

Special Reserve Fund for Retiree Benefits – This fund accounts for the District's annual contributions to retiree health benefits and the related purchase of such benefits for retirees. In 2019-20 we joined the OPEB PERs Trust Fund and transferred \$1,783,000 to the Trust. This will allow us to earn a better rate of return than what we were earning with the Treasurer's office. Each employee group shares in the District's contributions. The portion of the fund remaining with the district has an \$807,740 ending balance.

Building Bond Fund – This fund is used to track the revenue and expenditures from Measure I, the bond passed by the District in November of 2016. The District sold its first round of bonds and generated \$15M in 2017. A second round of bonds was sold in 2018 for \$20m. A third round was sold in October of 2019, raising bond proceeds in the amount of \$14m. The ending balance as of 6/30/2023 is \$885k. There is \$96,522 left to transfer into this fund from fund 40. This is the Bond Anticipation Note (BAN) sale we did in 2019.

Capital Facilities (Developer Fees) Fund – This fund is the source of payment for the debt service on the Foothill High School Certificate of Participation (COPs) and the Shasta High School multi-purpose building COP's. This fund also paid for the auditorium sound system work. The ending fund balance is \$1,189,119. This fund is restricted in its use and cannot be used to pay for General Fund expenses.

Bond Interest and Redemption Fund – This fund accounts for the receipt of property taxes to repay the principal and interest on the Measure B bond sales. This fund is managed by the county auditor/treasurer. This fund is restricted in its use and cannot be used to pay for General Fund expenses.

Debt Service Fund – The ending fund balance is \$303,505. This fund is used to repay the COPs issued to build Foothill High School (Series B) and the Shasta High School multiple purpose building and a portion of the fields at SHS and the Shasta Learning Center (Series M). In 2009-10 Series B and Series M were refinanced into a single COPs, Series N. This fund is restricted in its use and cannot be used to pay for General Fund expenses. This note will be paid in full on 6/30/2024.

**REFERENCES:**

Ed. Code 42100

SACS Documents were provided to the Board under separate cover. Copies may be obtained by contacting the District Office at (530) 241-3261.

Shasta Union High School District  
2022/23 Unaudited Actuals  
General Fund  
September 12, 2023

Item	General Fund 2022/23 Estimated Actuals			General Fund 2022/23 Unaudited Actuals			General Fund 2022/23 Variance between Estimated and Unaudited		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	COLA %	6.56%			8.22%			1.66%	
Projected Enrollment	4,016			4,016			0		
District ADA	3,825			3,713			(112)		
County ADA	50			50			0		
District + County ADA	3,875			3,763			(112)		
<b>REVENUE</b>									
LFFF	\$ 50,882,581		50,882,581	51,459,851		51,459,851	577,270	0	577,270
Federal	107,520	8,244,314	8,351,834	123,409	7,574,185	7,697,594	15,889	(670,129)	(654,240)
State	942,930	11,206,193	12,149,123	1,682,184	11,487,116	13,169,301	739,254	280,923	1,020,178
Other Local	2,456,621	5,969,441	8,426,062	1,484,462	4,948,234	6,432,696	(972,159)	(1,021,207)	(1,993,366)
<b>Total Revenue</b>	<b>\$ 54,389,652</b>	<b>25,419,948</b>	<b>79,809,600</b>	<b>54,749,907</b>	<b>24,009,535</b>	<b>78,759,442</b>	<b>360,255</b>	<b>(1,410,413)</b>	<b>(1,050,158)</b>
<b>EXPENDITURES</b>									
Certificated Salaries	\$ 19,440,337	4,894,289	24,334,626	18,908,578	6,271,213	25,179,791	(531,759)	1,376,924	845,165
Classified Salaries	6,969,967	3,142,078	10,112,045	7,186,713	3,476,661	10,663,374	216,746	334,583	551,329
Employee Benefits	11,755,894	6,979,379	18,735,273	10,745,776	6,433,064	17,178,840	(1,010,118)	(546,315)	(1,556,433)
<b>Total Salary &amp; Benefits</b>	<b>38,166,198</b>	<b>15,015,746</b>	<b>53,181,944</b>	<b>36,841,066</b>	<b>16,180,938</b>	<b>53,022,004</b>	<b>(1,325,132)</b>	<b>1,165,192</b>	<b>(159,940)</b>
Books & Supplies	3,578,091	4,790,129	8,368,220	2,478,222	1,418,699	3,896,921	(1,099,869)	(3,371,430)	(4,471,299)
Services & Other Expenses	5,495,370	2,272,126	7,767,496	5,769,582	1,975,280	7,744,862	274,212	(296,846)	(22,634)
Capital Outlay	748,183	4,939,333	5,687,516	611,417	3,086,277	3,697,694	(136,766)	(1,853,056)	(1,989,822)
*Other Outgo (excluding Transfers of Indirect Costs)	826,800	252,970	1,079,770	0	803,722	803,722	(826,800)	550,752	(276,048)
**Other Outgo - Transfers of Indirect Costs	(643,219)	512,573	(130,646)	(409,312)	312,688	(96,624)	233,907	(199,885)	34,022
<b>Total Expenditures</b>	<b>48,171,423</b>	<b>27,782,877</b>	<b>75,954,300</b>	<b>45,290,974</b>	<b>23,777,604</b>	<b>69,068,579</b>	<b>(2,880,449)</b>	<b>(4,005,273)</b>	<b>(6,885,721)</b>
<b>DIFFERENCE:</b>	<b>\$ 6,218,229</b>	<b>(2,362,929)</b>	<b>3,855,300</b>	<b>9,458,932</b>	<b>231,931</b>	<b>9,690,863</b>	<b>3,240,703</b>	<b>2,594,860</b>	<b>5,835,563</b>
<b>OTHER USES - Transfer to Cafeteria</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER USES - Transfer to Retiree Benefits</b>	<b>(668,323)</b>	<b>(500,000)</b>	<b>(1,168,323)</b>	<b>(668,323)</b>	<b>(500,000)</b>	<b>(1,168,323)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER USES - Transfer to Transportation Equipment</b>	<b>(11,000)</b>	<b>0</b>	<b>(11,000)</b>	<b>(11,000)</b>	<b>0</b>	<b>(11,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER SOURCES - Transfers from Retiree Fund</b>	<b>577,000</b>	<b>0</b>	<b>577,000</b>	<b>549,308</b>	<b>0</b>	<b>549,308</b>	<b>(27,692)</b>	<b>0</b>	<b>(27,692)</b>
<b>Contributions</b>	<b>(6,674,438)</b>	<b>6,674,438</b>	<b>0</b>	<b>(6,121,652)</b>	<b>6,121,652</b>	<b>0</b>	<b>552,786</b>	<b>(552,786)</b>	<b>0</b>
<b>Total, Other Financing Sources/Uses</b>	<b>(6,776,761)</b>	<b>6,174,438</b>	<b>(602,323)</b>	<b>(6,251,667)</b>	<b>5,621,652</b>	<b>(630,015)</b>	<b>525,094</b>	<b>(552,786)</b>	<b>(27,692)</b>
<b>CHANGE TO FUND BALANCE</b>	<b>\$ (558,532)</b>	<b>3,811,509</b>	<b>3,252,977</b>	<b>3,207,265</b>	<b>5,853,583</b>	<b>9,060,848</b>	<b>3,765,797</b>	<b>2,042,074</b>	<b>5,807,871</b>
<b>AUDIT ADJUSTMENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BEGINNING BALANCE</b>	<b>10,598,575</b>	<b>7,819,008</b>	<b>18,417,583</b>	<b>10,598,575</b>	<b>7,819,008</b>	<b>18,417,583</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENDING BALANCE</b>	<b>\$ 10,040,043</b>	<b>11,630,517</b>	<b>21,670,560</b>	<b>13,805,840</b>	<b>13,672,591</b>	<b>27,478,431</b>	<b>3,765,797</b>	<b>2,042,074</b>	<b>5,807,871</b>
<b>COMPONENTS OF THE ENDING BALANCE</b>									
<b>NONSPENDABLE FUND BALANCE</b>									
Revolving Cash	\$ 19,202		19,202	19,202		19,202	0		0
Prepaid Expenditures	210,231		210,231	210,231		210,231	0		0
<b>RESTRICTED PROGRAMS</b>		<b>11,630,517</b>	<b>11,630,517</b>		<b>13,672,590</b>	<b>13,672,590</b>		<b>2,042,073</b>	<b>2,042,073</b>
R2600 Expanded Learning Opportunities Program		18,000	18,000		18,000	18,000		0	0
R6266 Educator Effectiveness, FY 2021-22		655,758	655,758		585,586	585,586		(70,172)	(70,172)
R6300 Lottery: Instructional Materials		2,135,708	2,135,708		2,670,306	2,670,306		534,598	534,598
R6371 CalWorks for ROCP or Adult Ed.		0	0		3,894	3,894		3,894	3,894
R6762 Arts, Music, & Instr. Mtrls Discretionary BG		0	0		517,923	517,923		517,923	517,923
R7029 Child Nutrition: Food Service Staff		0	0		20,006	20,006		20,006	20,006
R7032 Child Nutrition: Kitchen Infrastructure		0	0		656,878	656,878		656,878	656,878
R7311 Classified Schl Empl. Prof Devlp BG		32,999	32,999		32,999	32,999		0	0
R7338 College Readiness BG		0	0		4,125	4,125		4,125	4,125
R7412 A-G Access/Success Grant		621,317	621,317		621,317	621,317		0	0
R7413 A-G Learning Loss Mitigation Grant		232,929	232,929		232,929	232,929		0	0
R7425 Expanded Learning Opportunities (ELO) Grant		352,104	352,104		347,576	347,576		(4,528)	(4,528)
R7426 ELO Grant, ParaProf. Staff		126,332	126,332		44,965	44,965		(81,367)	(81,367)
R7435 Learning Recovery BG		4,003,375	4,003,375		4,003,375	4,003,375		0	0
R9010 Other Restricted Local		3,451,995	3,451,995		3,912,711	3,912,711		460,716	460,716
<b>COMMITTED</b>	<b>7,110,933</b>		<b>7,110,933</b>	<b>11,119,381</b>		<b>11,119,381</b>	<b>4,008,448</b>		<b>4,008,448</b>
Instructional Materials (Unrestricted Lottery)	2,865,748		2,865,748	3,588,739		3,588,739	722,991		722,991
Declining enrollment mitigation	1,082,994		1,082,994	4,314,325		4,314,325	3,231,331		3,231,331
Farm and Foundation Funds	662,191		662,191	716,317		716,317	54,126		54,126
Information Technology Equipment	1,500,000		1,500,000	1,500,000		1,500,000	0		0
Transportation equipment	1,000,000		1,000,000	1,000,000		1,000,000	0		0
<b>ASSIGNED</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>UNASSIGNED/UNAPPROPRIATED</b>									
Reserve for Economic Uncertainties - 3.5%	2,699,677		2,699,677	2,458,677		2,458,677	(241,000)		(241,000)

**Shasta Union High School District  
University Preparatory Charter School  
2022-2023 Unaudited Actuals  
June 30, 2023**

ENROLLMENT	ITEM	Unaudited Actuals	Operating Budget	Difference	Comments
ADA		1,013.00	999	14	
		980.00	969	11	
<b>REVENUES</b>					
	State Aid	5,647,665.00	3,755,217	1,892,448	} Net Increase \$312729.00
	Property Taxes	4,306,757.00	4,258,702	48,055	
	EPA Funds	974,470.00	2,602,244	(1,627,774)	
	STRS of Behalf	572,391.00	1,141,252	(568,861)	Adjusted Annually (pass-through account)
	Educator Effectiveness	28,919.00	28,919	0	
	Other State Aid - Ethnic Studies	13,116.00	13,116	0	
	Other State Aid - CAASPP 19-20	802.00	0	802	
	Other State Aid - ELO-P	66,417.00	0	66,417	
	A-G Success Grant	15,175.00	15,175	0	
	A-G Learning Loss Grant	2,255.00	2,255	0	
	Arts, Music, Instructional Block Grant	314,768.00	629,535	(314,767)	
	Learning Recovery Block Grant	411,153.07	480,319	(69,166)	
	Lottery - Unrestricted	235,272.49	164,730	70,542	Based on ADA
	Lottery - Restricted	132,224.29	64,923	67,301	Based on ADA
	Confucius Classroom	10,000.00	10,000	0	
	Title II	30,490.57	35,787	(5,296)	Deferred Income
	Mandated Block Grant	33,196.00	34,255	(1,059)	
	FMV Cash	-564,435.00	0	(564,435)	Adjusted annually
	Interest Income	81,298.88	29,273	52,026	
	Other Local	230,808.55	43,854	186,955	Field Trips, Testing, Donations
<b>TOTAL REVENUES</b>		<b>12,542,743.85</b>	<b>13,309,556</b>	<b>(766,812)</b>	
<b>EXPENDITURES</b>					
	Certificated Salaries	5,559,426.13	5,376,969	182,457	One-Time and Miscellaneous Adjustments
	Classified Salaries	581,814.54	561,437	20,378	
	Employee Benefits	2,238,988.27	2,269,192	(30,204)	
	STRS on Behalf	572,391.00	1,141,252	(568,861)	Pass-through from State of California
	401(a) Contribution	0.00	115,000		Included with Salaries
	Books and Supplies	892,090.91	779,070	113,021	
	Services & Other Exp	593,767.11	483,595	110,172	
	Educator Effectiveness PD	0.00	86,849		Included with Services and Other Exp
	SUHSD Oversight	198,664.05	190,724	7,940	
	SUHSD Services	1,398,989.45	1,454,934	(55,945)	Adjusted based on actuals
<b>Capital Outlay</b>			30,694		
	Other Outgo	39,620.43	0	39,620	
<b>TOTAL EXPENDITURES</b>		<b>12,075,751.89</b>	<b>12,489,715</b>	<b>(181,421)</b>	
<b>DIFFERENCE</b>		<b>466,993.23</b>	<b>819,841</b>	<b>(585,391)</b>	
<b>OTHER USES</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	

<b>BEGINNING BALANCE</b>	5,913,514.00	5,913,514	0
		0	
<b>ENDING BALANCE</b>	<b>6,380,507.26</b>	<b>6,733,355</b>	<b>(352,846)</b>

**COMPONENTS OF THE ENDING BALANCE**

Revolving Cash	1,000.00	1,000	0	
Reserve for Economic Uncertainties	966,060.11	999,177	(33,117)	Maintain 8% Reserve
MAA	302,736.19	302,736	0	
Confucius	56,973.73	56,258	716	
Hourly Programs	65,358.36	65,358	0	
Unrestricted Lottery	973,067.57	905,348	67,720	
Restricted Lottery	454,647.43	387,346	67,301	
Reserve for A-G Success Grant	6,874.28	8,393	(1,519)	
Reserve for A-G Learning Loss Mitigation	9,020.00	9,020		
Arts, Music, Instructional Block Grant	0.00	319,535		
Learning Recovery Block Grant	188,371.20	169,094		
Ethnic Studies	12,266.34	13,116		
ELO-P	66,417.00	0		
Educator Effectiveness Grant	28,295.58	3,243	25,053	
Reserve for Testing	2,993.00	2,993	0	
<b>Reserve for Charter Goals</b>	<b>3,246,426.47</b>	<b>2,490,738</b>	<b>755,688</b>	
Reserve for 401(a)		1,000,000		
	6,380,507.26	6,733,355	(352,848)	
	0.00			

**Shasta Charter Academy  
2022-23 Unaudited Actuals  
Multi-Year Projection  
September 1, 2023**

	<b>2022-23 Unaudited Actuals</b>	<b>2023-24 Projected Budget</b>	<b>2024-25 Projected Budget</b>
<b>ENROLLMENT</b>	274.00	275	275
<b>ADA</b>	270.06	270	270
<b>REVENUES</b>			
State Aid Undistributed	1,629,668.00	1,169,259	1,218,367
State Aid Supp/ Conc Grant	241,055.00	308,133	351,832
EPA Funds	259,766.00	982,431	1,021,139
State Aid Prior Year	-	-	-
In Lieu Property Taxes	1,186,819.00	1,176,600	1,220,004
Federal Special Education	34,206.00	34,206	34,206
Other Federal Income	614.00	-	-
Mandated Costs	13,767.66	13,768	13,768
State Lottery	65,381.83	65,382	65,382
State Lottery Restricted	37,287.83	37,288	37,288
STRS On Behalf	139,847.00	139,847	139,847
Other State Income	332,472.61	-	-
Interest	13,882.62	13,883	13,883
FMV	-	-	-
Local Income	13,804.23	13,804	13,804
State Special Education	224,787.00	224,787	224,787
<b>TOTAL REVENUES</b>	<b>4,193,358.78</b>	<b>4,179,387</b>	<b>4,354,306</b>
<b>EXPENDITURES</b>			
Certificated Salaries	1,877,767.83	1,952,879	2,030,994
Classified Salaries	390,797.97	406,430	422,687
Employee Benefits	563,864.97	592,058	621,661
Books and Supplies	74,994.47	148,000	148,000
Services & Other Exp	576,946.20	634,500	634,500
Capital Outlay	7,164.94	57,000	57,000
Other Outgo / Financing Uses	120,037.36	155,000	240,000
<b>TOTAL EXPENDITURES</b>	<b>3,611,573.74</b>	<b>3,945,867</b>	<b>4,154,842</b>

<b>DIFFERENCE</b>	581,785.04	233,521	199,464
<b>BEGINNING BALANCE</b>	1,216,431.77	1,780,433	2,013,953
<b>Restatement/Adjustment</b>	(17,784.00)	-	-
<b>ENDING BALANCE</b>	<b>1,780,432.81</b>	<b>2,013,953</b>	<b>2,213,418</b>

**COMPONENTS OF THE ENDING BALANCE**

Reserve: Revolving Cash	19,989.50	19,990	19,990
Reserve: Prepaid Expenditures	-	-	-
Reserve: Educator Effectiveness	34,284.33	34,284	34,284
Reserve: Restricted Lottery	60,276.33	60,276	60,276
Reserve: State Special Ed	5,586.11	5,586	5,586
Reserve: Sp Ed Dispute Prevention	-	-	-
Reserve: Mental Health-RItd Srvc	8,328.04	8,328	8,328
Reserve: Arts Music & IM Disc BG	86,714.16	86,714	86,714
Reserve: Class Emp Prof Dev BG	137.00	137	137
Reserve: A-G Access Grant	11,924.00	11,924	11,924
Reserve: A-G Learning Loss Mit G	4,498.16	4,498	4,498
Reserve: Exp Lrng Opportunities	-	-	-
Reserve: ELO Para	-	-	-
Reserve: Learning Recovery EBG	150,669.91	150,670	150,670
Reserve: Low Perf Stu BG	-	-	-
Reserve: Other Restricted State	5,957.00	5,957	5,957
Board Des: Charter Goals	334,724.72	484,672	631,892
Board Des: MAA	6,218.02	6,218	6,218
Board Des: Testing	-	-	-
Board Des: Clubs	4,796.30	4,796	4,796
Board Des: Lottery	143,435.79	143,436	143,436
Reserve for Economic Uncertainty	902,893.44	986,467	1,038,710
<b>Total</b>	<b>1,780,432.81</b>	<b>2,013,953</b>	<b>2,213,418</b>

**Shasta Union High School District  
2022-23 Unaudited Actuals  
Farm Fund  
June 30, 2023**

Item	2022-23 Unaudited Actuals
<b>REVENUES</b>	
Livestock Sales	\$ 0.00
Farmhouse Rent	1,200.00
Interest	565.25
Cont. To Program	0.00
<b>TOTAL REVENUES</b>	<b>\$ 1,765.25</b>
 <b>EXPENDITURES</b>	
Scholarships	\$ 0.00
Cattle Purchase	0.00
Repairs	0.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 0.00</b>
 <b>DIFFERENCE</b>	 <b>\$ 1,765.25</b>
 <b>OTHER SOURCES</b>	
<b>OTHER USES - Trnsfr to Gen Fund</b>	<b>0.00</b>
 <b>CHANGE TO FUND BAL.</b>	 <b>\$ 1,765.25</b>
 <b>BEGINNING BALANCE</b>	 <b>50,289.16</b>
 <b>ENDING BALANCE</b>	 <b>\$ 52,054.41</b>

**SUHSD  
Adult Ed Fund  
2022-23 Unaudited Actuals  
June 3, 2023**

Item	0000 Undist	6391 Adlt EdBlck	7690 STRS On-Behalf	Totals
<b>REVENUE</b>				
State Aid	0.00	217,467.00	11,100.00	228,567.00
Interest	546.80	0.00	0.00	546.80
Fair Market Value	(431.00)			(431.00)
Adult Ed Fees	(50.00)	0.00	0.00	(50.00)
Local Income Contribution	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b>65.80</b>	<b>217,467.00</b>	<b>11,100.00</b>	<b>228,632.80</b>
<b>EXPENDITURES</b>				
Certificated Salaries	0.00	97,789.98		97,789.98
Classified Salaries	0.00	22,218.79		22,218.79
Employee Benefits	0.00	49,881.19	11,100.00	60,981.19
Books & Supplies	0.00	11,288.21		11,288.21
Services & Other Operating Exp	35.35	27,253.87		27,289.22
Capital Outlay	0.00			0.00
Other Outgo (Ind Cost Rate 5.0%)	0.00	9,034.96		9,034.96
<b>Total Expenditures</b>	<b>35.35</b>	<b>217,467.00</b>	<b>11,100.00</b>	<b>228,602.35</b>
<b>DIFFERENCE</b>	<b>30.45</b>	<b>0.00</b>	<b>0.00</b>	<b>30.45</b>
<b>OTHER SOURCES - OTHER USES</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<b>CHANGE TO FUND BALANCE</b>	<b>30.45</b>	<b>0.00</b>	<b>0.00</b>	<b>30.45</b>
<b>BEGINNING BALANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>ENDING BALANCE</b>	<b>30.45</b>	<b>0.00</b>	<b>0.00</b>	<b>30.45</b>

**Shasta Union High School District  
2022-23 Unaudited Actuals  
Cafeteria Fund  
June 30, 2023**

ITEM	<b>2022/23 Unaudited Actuals</b>
<b>REVENUE</b>	
Federal Revenue	\$ 1,239,748.38
State Revenue	\$1,374,466.01
Local Revenue	<u>\$270,233.28</u>
Total Revenue	\$ <u>\$2,884,447.67</u>
 <b>EXPENDITURES</b>	
Classified Salaries	\$ 964,233.22
Employee Benefits	\$423,681.33
Food & Supplies	\$1,248,577.82
Services & Operating Expense	\$142,669.18
Capital Outlay	\$13,507.00
Other Outgo	\$0.00
Transfers of Indirect/Direct Support Costs	<u>\$87,589.61</u>
Total Expenditure	\$ <u>\$2,880,258.16</u>
 <b>DIFFERENCE</b>	 \$4,189.51
 <b>OTHER SOURCE - Contrib From Gen Fund</b>	 \$ 0.00
<b>OTHER USES - Debt Repayment</b>	<u>\$0.00</u>
 <b>CHANGE TO FUND BALANCE</b>	 \$ 4,189.51
 <b>BEGINNING BALANCE</b>	 \$ <u>\$667,066.85</u>
 <b>ENDING BALANCE</b>	 \$ 671,257.36
 <b>COMPONENTS OF THE ENDING BALANCE</b>	
1. Stores	\$ 9,000.00
2. Revolving Cash	\$1,175.00
3. Reserve	\$661,082.36

**Shasta Union High School District  
2022-23 Unaudited Actuals  
Deferred Maintenance Fund  
September 12, 2023**

<b>ITEM</b>	<b>2022-23 Unaudited Actuals</b>
<b>REVENUE</b>	
FMV of Cash	\$ (21,821)
Transfer from Gen Fnd (obj 8091)	100,000.00
Transfer from fund 40 (obj 8915)	
Interest	3,513.55
Total Revenue	\$ 81,692.55
<b>EXPENDITURES</b>	
Technology	\$ 0.00
Architect Fees	
Construction	7,991.52
Roofing	
Plumbing	
Electrical	
Heating and Cooling	
Floor Systems	
Walls	20,700.00
Grounds & Fields	
Painting	25,000.00
Stadium	
Paving	32,796.96
Pool	29,661.50
Replacement Equip.	
Total Expenditures	\$ 116,149.98
<b>DIFFERENCE</b>	(34,457.43)
<b>CHANGE TO FUND BALANCE</b>	\$ (34,457.43)
<b>BEGINNING BALANCE</b>	400,055.39
<b>ENDING BALANCE</b>	365,597.96

**Shasta Union High School District  
2022-23 Unaudited Actuals  
Transportation Equipment Fund  
September 12, 2023**

Item	2022-23 Unaudited Actuals
<b>REVENUES</b>	
State Revenue	\$ 0.00
FMV	(7,561.00)
Interest	1,371.57
<b>TOTAL REVENUES</b>	<b>\$ (6,189.43)</b>
<b>EXPENDITURES</b>	
Maintenance & Repairs	\$ 0.00
Equipment Replacement	0.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 0.00</b>
<b>DIFFERENCE</b>	<b>\$ (6,189.43)</b>
<b>OTHER SOURCES - Trfr From Gen Fund</b>	11,000.00
<b>OTHER USES - Trfr to Gen Fund</b>	0.00
<b>CHANGE TO FUND BAL.</b>	<b>\$ 4,810.57</b>
<b>BEGINNING BALANCE</b>	<b>126,337.03</b>
<b>ENDING BALANCE</b>	<b>\$ 131,147.60</b>

**Shasta Union High School District  
2022-23 Unaudited Actuals  
Foundation Trust Fund  
9/12/2023**

ITEM	2022-23 Unaudited Actuals
<b>REVENUE</b>	
Contributions/Donations	\$
Interest	377.12
Fair Market Value of Cash	0.00
Total Revenue	\$ <u>377.12</u>
<b>EXPENDITURES</b>	
Supplies	0.00
Scholarships Awarded	\$
District Office	1,000.00
FHS	
PHS	200.00
SHS	
EHS	
<b>Total Scholarships Awarded</b>	<b>1,200.00</b>
Total Expenditures	\$ 1,200.00
<b>OTHER SOURCES - Transfers In</b>	<u>0.00</u>
<b>CHANGE TO FUND BALANCE</b>	\$ (822.88)
<b>BEGINNING BALANCE</b>	<u>666,655.30</u>
<b>ENDING BALANCE</b>	\$ 665,832.42

**Shasta Union High School District  
2022-23 Unaudited Actuals  
Special Reserve - Non Capital  
September 12, 2023**

ITEM	2022-23 Unaudited Actuals
<b>REVENUE</b>	
Interest	\$ 17,260.18
Adjust Market Value of Cash	(75,821.00)
Total Revenue	\$ (58,560.82)
 <b>EXPENDITURES</b>	
Total Expenditure	\$ 0.00
<b>DIFFERENCE</b>	\$ (58,560.82)
<b>OTHER SOURCES - Trfr from Gen. Fund</b>	0.00
<b>OTHER USES - Trfr to General Fund</b>	0.00
 <b>CHANGE TO FUND BALANCE</b>	 \$ (58,560.82)
 <b>BEGINNING BALANCE</b>	 1,512,058.63
<b>ENDING BALANCE</b>	\$ 1,453,497.81

**Shasta Union High School District  
2022-23 Unaudited Actuals  
Retiree Benefits Fund  
September 12, 2023**

	<u>CTA</u>	<u>ESP</u>	<u>CSEA</u>	<u>Mgmt/ Conf/ Supv</u>	<u>Total</u>
Beginning Balance, July 1, 2022	\$ 786,439.05	\$ (125,422.80)	\$ 43,167.77	\$ 64,992.73	\$ 769,176.75
District Contribution	398,385.00	84,657.00	60,306.00	76,652.00	620,000.00
Interest Earnings	7,897.97	(271.74)	689.75	944.20	9,260.17
Premiums Paid*	(289,674.78)	(144,526.53)	(42,188.48)	(72,918.34)	(549,308.13)
Transferred from CalPers Trust	0.00	48,323.00	0.00	0.00	48,323.00
2022/23 Contribution of \$500k from Fund 01, Arts, Music, Discr. Blk Grnt	312,832.16	72,711.44	52,313.08	62,143.31	500,000.00
2022/23 Contribution from A23:R43	\$ 1,215,879.40	\$ (64,529.63)	\$ 114,288.12	\$ 131,813.89	\$ 1,397,451.79
Fair Market Value of Cash					(6,287.00)
Adjusted Ending Balance					<u>\$ 1,391,164.79</u>

**Shasta Union High School District  
2022-23 Unaudited Actuals  
Building Fund (21)  
September 12, 2023**

<b>ITEM</b>	<b>2022-23 Unaudited Actuals</b>
<b>REVENUE</b>	
Interest	\$ 0.00
Fair Market Value of Cash	(20,703.00)
Proceeds from Sale of Bonds	0.00
All Other Financing Sources	0.00
<b>Total Revenue</b>	<b>\$ (20,703.00)</b>
 <b>Expenditures</b>	
Salaries & Benefits	17,889.29
EHS Bldg Paint	209,571.07
EHS Turf	842,686.24
FHS 2Story HVAC	25,638.75
SHS 400 Building	120,489.77
SHS Tennis Courts	29,450.00
SHS Building Paint	586,795.46
DG Scoreboards	357,602.29
<b>Total Expense</b>	<b>2,190,122.87</b>
 <b>Other Uses</b>	
<b>Other Sources</b>	<b>1,194,134.00</b>
 <b>Interest and Expense Adjustment</b>	
	<b>0.00</b>
<b>Beginning Balance</b>	<b>1,902,390.73</b>
<b>Ending Balance</b>	<b>885,698.86</b>

**Shasta Union High School District  
2022-23 Unaudited Actuals  
Capital Facilities Fund  
September 12, 2023**

ITEM	<b>2022-23 Unaudited Actuals</b>
<b>REVENUE</b>	
Interest	\$ 13,397.87
Fair Market Value of Cash	(47,639.00)
School Impact Refund	(22,230.70)
Developer Fees	<u>449,202.23</u>
Total Revenue	\$ 392,730.40
 <b>EXPENDITURES</b>	
General Supplies	\$ 0.00
Rentals	
Repairs/Upgrades	188.00
Collection Fees from SCOE	
Admin Charges From General Fund	0.00
Capital Equipment	<u>7,451.45</u>
Total Expenditures	\$ 7,639.45
 <b>DIFFERENCE</b>	 385,090.95
 <b>OTHER USES - Trfr to Debt Fund</b>	 <u>(300,000.00)</u>
<b>Net Total Transfers In and Out</b>	<b><u>(300,000.00)</u></b>
 <b>CHANGE TO FUND BALANCE</b>	 \$ <b>85,090.95</b>
 <b>Audit Adjustment</b>	 0.00
<b>BEGINNING BALANCE</b>	\$ <u>1,104,028.46</u>
<b>ENDING BALANCE</b>	\$ <b><u>1,189,119.41</u></b>

**Shasta Union High School District  
2022-23 Unaudited Actuals  
Special Reserve - Capital Projects  
September 12, 2023**

ITEM	2022-23 Unaudited Actuals
<b>REVENUE</b>	
<b>Dev Fees</b>	
<b>Refund School Impact</b>	
Interest	\$ 22,317.67
FMV of Cash	20,204.00
Proceeds from Bond Anticipation Notes	0.00
Cal Shape Grant	160,408.80
Total Revenue	\$ 202,930.47
 <b>EXPENDITURES</b>	
Total Expenditure	\$ 0.00
 <b>DIFFERENCE</b>	 202,930.47
 <b>OTHER SOURCES - Trfr from Gen. Fund</b>	 \$ 0.00
<b>OTHER SOURCES - TRFR to fund 21</b>	(1,194,134.00)
<b>OTHER USES - Trfr to fund 14 (obj 7615)</b>	0.00
 <b>CHANGE TO FUND BALANCE</b>	 \$ (991,203.53)
 <b>BEGINNING BALANCE</b>	 1,248,134.07
<b>AUDIT ADJUSTMENT</b>	0.00
<b>ENDING BALANCE</b>	\$ 256,930.54

**Shasta Union High School District  
2022-23 Unaudited Actuals  
Debt Service Fund Fund  
September 12, 2023**

ITEM	2022-23 Unaudited Actuals
<b>REVENUE</b>	
Interest	\$ (1,866.55)
Inc/(Dec) in FMV of Cash	(25,766.00)
Total Revenue	\$ (27,632.55)
<b>EXPENDITURES</b>	
Interest	\$ 21,024.17
Principal	273,635.50
Offset for Audit Adjustment	0.00
Total Expenditures	\$ 294,659.67
<b>INTERFUND TRANSFERS IN</b>	
From Fund 01, object 7619	\$ 0.00
From Fund 25, object 7619	\$ 300,000.00
Adjust for Audit Adjustment	0.00
<b>OTHER SOURCES - Proceeds from COPS</b>	0.00
Total Interfund Transfers and Other Sources	\$ 300,000.00
<b>CHANGE TO FUND BALANCE</b>	\$ (22,292.22)
<b>BEGINNING BALANCE</b>	325,797.69
Beginning Balance Audit Adjustment	0.00
<b>ENDING BALANCE</b>	\$ 303,505.47

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Developer Fee Report and Related Resolution

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

**RECOMMENDATION:**  Action  
 Discussion  
 Information

**BACKGROUND:**

The Government Code requires school districts to provide an annual report on the sources and uses of the Capital Facilities Fund (Developer Fee Fund.) In addition the Code requires boards to adopt the attached resolution certifying the annual report meets the requirements of the Education Code. This report meets those requirements.

**REFERENCES:**

Government Code Section 66006

RESOLUTION OF THE GOVERNING BOARD OF THE  
SHASTA UNION HIGH SCHOOL DISTRICT  
REGARDING ACCOUNTING OF DEVELOPMENT FEES  
FOR 2021-2022 FISCAL YEAR  
IN THE FOLLOWING FUND OR ACCOUNTS:  
CAPITAL FACILITIES FUND  
(Government Code Section 66001(d) & 66006(b))

Resolution: \_\_\_\_\_

**1. Authority and Reasons for Adopting this Resolution.**

A. This District has levied school facilities fees pursuant to various resolutions, the most recent of which is dated, May 10, 2022, and is referred to herein as the “School Facilities Fee Resolution” and is hereby incorporated by reference into this Resolution. These resolutions were adopted under the authority of Education Code section 17620 (formerly Government Code section 53080). These fees have been deposited in the following fund or account:

The Capital Facilities Fund – “The Fund”

B. Government Code sections 66001(d) and 66006(b) require this District to make an annual accounting of the Fund and to make additional findings every five years if there are any funds remaining in the Fund at the end of the prior fiscal year;

C. Government Code sections 66001(d) and 66006(b) require that the annual accounting of the Fund and those findings be made available to the public no later than December 31, 2023, that this information be reviewed by this Board at its next regular scheduled board meeting held no earlier than 15 days after they become available to the public, and that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) be mailed at least 15 days prior to this meeting to anyone who has requested it.

D. The Superintendent has informed the Board that a draft copy of this Resolution (along with Exhibits A and B which are hereby incorporated by reference into this Resolution) was made available to the public on August 28, 2023. The Superintendent has further informed the Board that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) was mailed at least 15 days prior to this meeting to anyone who had requested it.

E. The Superintendent has also informed this Board that there is no new information which would adversely affect the validity of any of the findings made by this Board in its School Facilities Fee Resolution.

1. **What This Resolution Does.**

This Resolution makes various findings and takes various actions regarding the Fund as required by and in accordance with Government code sections 66001(d) and 66006(b).

2. **Findings Regarding the Fund.**

Based on all findings and evidence contained in, referred to, or incorporated into this Resolution, as well as the evidence presented to this Board at this meeting, the Board finds each of the following with respect to the Fund for the 2022-2023 Fiscal Year.

- A. In reference to Government Code section 66006(b)(2), the information identified in section 1 above is correct;
- B. In further reference to Government Code section 66006(b)(2), this board has reviewed the annual accounting for the Fund as contained in Exhibit A and determined that it meets the requirements set forth in Government Code section 66006(b)(1);
- C. In reference to Government Code section 66001(d)(1), and with respect only to that portion of the Fund remaining unexpended at the end of the 2022-2023 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified in Exhibit B;
- D. In reference to Government Code section 66001(d)(2), and with respect only to that portion of the Fund remaining unexpended at the end of the 2022-2023 Fiscal Year, the findings and evidence referenced above demonstrate that there is a reasonable relationship between the fees and the purpose for which it is charged;
- E. In reference to Government Code section 66001(d)(3), and with respect only to that portion of the Fund remaining unexpended at the end of the 2022-2023 Fiscal Year, all of the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified as the use to which the fees are to be put is identified in Exhibit B;
- F. In reference to Government Code section 66001(d)(4), and with respect only to that portion of the Fund remaining unexpended at the end of the 2022-2023 Fiscal Year, the approximate dates on which the funding referred to in paragraph E above is

expected to be deposited into the appropriate account or fund is designated in Exhibit B; and

G. In reference to the last sentence of Government Code section 66006(d), because all of the findings required by that subdivision have been made in the fees that were levied in paragraphs C-F above, the District is not required to refund any moneys in the Fund as provided in Government Code section 66001(e).

**4. Superintendent Authorized to Take Necessary and Appropriate Action.**

The Board further directs and authorizes the Superintendent to take on its behalf such further action as may be necessary and appropriate to effectuate this Resolution.

**5. Certificate of Resolution.**

I, Jamie Vericker, President of the Governing Board of the Shasta Union High School District of Shasta County, State of California, certify that this Resolution was duly passed and adopted by the Board, at an official and public meeting this 12th day of September, 2023, by the following vote:

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

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

\_\_\_\_\_  
Jim Cloney  
Superintendent and  
Secretary to the Board

EXHIBIT A  
RESOLUTION OF THE GOVERNING BOARD OF THE  
SHASTA UNION HIGH SCHOOL DISTRICT  
REGARDING ACCOUNTING OF DEVELOPMENT FEES  
FOR 2022-2023 FISCAL YEAR  
IN THE FOLLOWING FUND OR ACCOUNTS:  
CAPITAL FACILTITES FUND  
(Government Code Section 66001(d) & 66006(b))

Per Government Code section 66006(b) (1) (A)-H) as indicated:

- A. A brief description of the type of fee in the Fund:  
  
See Attachment
- B. The amount of the fee.  
  
See Attachment
- C. The beginning and ending balance of the Fund  
  
See Attachment
- D. The amount of the fees collected and the interest earned.  
  
See Attachment
- E. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.  
  
See Attachment
- F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) subdivision (a) of section 66001, and the public improvement remains incomplete:  
  
N/A
- F. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which

the loan will be repaid and the rate of interest that the account or fund will receive on the loan:

The principal and interest associated with debt for the construction of Foothill High School and the Shasta High School multiple purpose building are transferred to the District's Debt Service Fund for purposes of disbursement to the lending agency.

- H. The amount of refunds made pursuant to subdivision (e) of section 66001 and any allocations pursuant to subdivision (f) of section 66001:

RESOLUTION OF THE GOVERNING BOARD OF THE  
SHASTA UNION HIGH SCHOOL DISTRICT  
REGARDING ACCOUNTING OF DEVELOPMENT FEES  
FOR 2022-2023 FISCAL YEAR  
IN THE FOLLOWING FUND OR ACCOUNTS:  
CAPITAL FACILITIES FUND  
(Government Code Section 66001(d) & 66006(b))

Per Government Code section 66001(d) (1)-(4) as indicated:

- A. With respect to only that portion of the Fund remaining unexpended at the end of the 2022-2023 Fiscal year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified as follows:

PHS Facilities  
SHS Facilities  
EHS Facilities  
FHS Facilities  
Collection Fees  
Debt Payment for Foothill High School and the Shasta High School Multi-Purpose Building

- B. See section 3.D of the Resolution.

- C. With respect to only that portion of the Fund remaining unexpended at the end of the 2022-2023 Fiscal Year, the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified in paragraph “A” above are as follows:

Debt Payments for Foothill High School and SHS Multiple Purpose Building of \$300,000  
Source of Funds are Future Collection of Developer Fees

- D. With respect to only that portion of the Fund remaining unexpended at the end of the 2022-2023 Fiscal year, the following are the approximate dates on which the funding referred to in paragraph “C” above is expected to be deposited into the appropriate account or fund:

2023/2024 and future fiscal years

**Shasta Union High School District  
2022-23 Unaudited Actuals  
Capital Facilities Fund  
September 12, 2023**

ITEM	<b>2022-23 Unaudited Actuals</b>
<b>REVENUE</b>	
Interest	\$ 13,397.87
Fair Market Value of Cash	(47,639.00)
School Impact Refund	(22,230.70)
Developer Fees	<u>449,202.23</u>
Total Revenue	\$ 392,730.40
<b>EXPENDITURES</b>	
General Supplies	\$ 0.00
Rentals	
Repairs/Upgrades	188.00
Collection Fees from SCOE	
Admin Charges From General Fund	0.00
Capital Equipment	<u>7,451.45</u>
Total Expenditures	\$ 7,639.45
<b>DIFFERENCE</b>	385,090.95
<b>OTHER USES - Trfr to Debt Fund</b>	<u>(300,000.00)</u>
<b>Net Total Transfers In and Out</b>	<b>(300,000.00)</b>
<b>CHANGE TO FUND BALANCE</b>	<b>\$ 85,090.95</b>
<b>Audit Adjustment</b>	0.00
<b>BEGINNING BALANCE</b>	\$ <u>1,104,028.46</u>
<b>ENDING BALANCE</b>	<b>\$ 1,189,119.41</b>

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Appropriations Limit

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

**RECOMMENDATION:**  Action  
 Discussion  
 Information

**BACKGROUND:**

In 1979, Proposition 4 was approved by the voters, adding Article XIII.B to the state Constitution. Proposition 4 was a follow-up companion measure to Proposition 13 which added Article XIII.A to the constitution. Proposition 13 limited the property tax, while Proposition 4 limited government spending.

Proposition 4 (the Appropriations Limit) limited the rate of growth in district spending of proceeds from certain taxes. To implement Proposition 4, a complicated formula was devised which identified those revenues subject to limitation and calculated the limit on spending from those revenues. If income from those specified sources is greater than the calculated spending limit, the excess revenue must be returned to the taxpayers or district voters must approve an increase in the district's spending limit.

The Appropriations Limit has attracted little attention over the years. It is complex and the district has never exceeded its spending limit.

The law requires the Board to approve its spending limit and make the calculations public.

The district's expenses in 2022-23 did not exceed the Appropriations (spending) Limit. Budgeted spending for 2023-24 is also within the calculated limit.

	2022-23 <u>Actual</u>	2023-24 <u>Estimated</u>
Adjusted Appropriations Limit	\$56,605,533.88	\$57,209,281.71
Appropriations Subject to the Limit	\$56,605,533.88	

	2022-23 Calculations			2023-24 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>A. PRIOR YEAR DATA</b>	<b>2021-22 Actual</b>			<b>2022-23 Actual</b>		
2021-22 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)						
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	52,084,938.81		52,084,938.81			56,605,533.88
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	4,850.24		4,850.24			4,901.35
<b>ADJUSTMENTS TO PRIOR YEAR LIMIT</b>	<b>Adjustments to 2021-22</b>			<b>Adjustments to 2022-23</b>		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b>	<b>2022-23 P2 Report</b>			<b>2023-24 P2 Estimate</b>		
2022-23 data should tie to Principal Apportionment Data Collection attendance reports and include ADA for charter schools reporting with the district)						
1. Total K-12 ADA (Form A, Line A6)	3,921.35		3,921.35	3,763.09		3,763.09
2. Total Charter Schools ADA (Form A, Line C9)	980.00		980.00	980.00		980.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			4,901.35			4,743.09
<b>C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b>	<b>2022-23 Actual</b>			<b>2023-24 Budget</b>		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	249,819.26		249,819.26	249,820.00		249,820.00
2. Timber Yield Tax (Object 8022)	32,174.84		32,174.84	65,966.00		65,966.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	22,371,489.46		22,371,489.46	22,418,815.00		22,418,815.00
5. Unsecured Roll Taxes (Object 8042)	996,028.01		996,028.01	986,577.00		986,577.00
6. Prior Years' Taxes (Object 8043)	22,796.36		22,796.36	19,606.00		19,606.00
7. Supplemental Taxes (Object 8044)	605,532.93		605,532.93	272,766.00		272,766.00

	2022-23 Calculations			2023-24 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(1,126,205.00)		(1,126,205.00)	(948,173.00)		(948,173.00)
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	205,103.43		205,103.43	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	4,617,609.87		4,617,609.87	2,911,972.00		2,911,972.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	27,974,349.16	0.00	27,974,349.16	25,977,349.00	0.00	25,977,349.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	27,974,349.16	0.00	27,974,349.16	25,977,349.00	0.00	25,977,349.00
<b>EXCLUDED APPROPRIATIONS</b>						
19a. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			642,383.00			769,455.00
19b. Qualified Capital Outlay Projects						
19c. Routine Restricted Maintenance Account (Fund 01, Resource 8150, Objects 8900-8999)	2,019,300.31		2,019,300.31	2,026,325.00		2,026,325.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)	2,019,300.31	0.00	2,661,683.31	2,026,325.00	0.00	2,795,780.00
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	36,639,317.00		36,639,317.00	42,765,466.00		42,765,466.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	3,568.31		3,568.31	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	36,642,885.31	0.00	36,642,885.31	42,765,466.00	0.00	42,765,466.00
<b>DATA FOR INTEREST CALCULATION</b>						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	91,305,714.46		91,305,714.46	87,392,872.00		87,392,872.00

	2022-23 Calculations			2023-24 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	(1,856,515.65)		(1,856,515.65)	68,400.00		68,400.00
<b>D. APPROPRIATIONS LIMIT CALCULATIONS</b>	<b>2022-23 Actual</b>			<b>2023-24 Budget</b>		
<b>PRELIMINARY APPROPRIATIONS LIMIT</b>						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			52,084,938.81			56,605,533.88
2. Inflation Adjustment			1.0755			1.0444
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0105			0.9677
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			56,605,533.88			57,209,281.71
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			27,974,349.16			25,977,349.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			588,162.00			569,170.80
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			31,292,868.03			34,027,712.71
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			31,292,868.03			34,027,712.71
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			(1,856,515.65)			47,001.10
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			26,117,833.51			26,024,350.10
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			33,149,383.68			33,980,711.61
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			26,117,833.51			
b. State Subventions (Line D8)			33,149,383.68			
c. Less: Excluded Appropriations (Line C23)			2,661,683.31			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			56,605,533.88			
<b>10. Adjustments to the Limit Per Government Code Section 7902.1</b> (Line D9d minus D4)			0.00			
<b>SUMMARY</b>						
<b>11. Adjusted Appropriations Limit</b>						
	<b>2022-23 Actual</b>			<b>2023-24 Budget</b>		



# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** KYA Group change order A for the Foothill High School Administrative Building Flooring

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

**RECOMMENDATION:**  Action  
 Discussion  
 Information

**BACKGROUND:**  
KYA Group has submitted the following change order for the Foothill High School Administrative Building Flooring Project in the amount of \$5,664.40

<b>KYA Group</b>		
<b>Foothill High School Administrative Building Flooring</b>		
<b>#</b>	<b>Description</b>	<b>Amount</b>
A	Flooring in the entry ways to the Administrative Building was replaced with new flooring, matching the interior. The entry ways were not originally included on the bid. The addition of the entry way flooring was requested by site administration.	\$5,664.40
<b>Total</b>		<b>\$5,664.40</b>



**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 7

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

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&amp;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

Initials SE



# CHANGE ORDER - PRICING

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SUHSD - FHS - Admin Building - Flooring

Change Order A	Quantity U/M	Price	Value
Removal of Existing Surface	500.00 EA	\$1.12	\$560.00
Standard Floor Preparation	18.00 EA	\$118.77	\$2,137.86
Application of LVT	500.00 EA	\$2.40	\$1,200.00
Specialty Equipment Service	1.00 EA	\$1,766.54	\$1,766.54
	Total of Change Order A		\$5,664.40
	Total Price		\$110,988.86



# CONDITIONS AND WARRANTY

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## 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>8/17/23</u>	Date: <u>June 20, 2023</u>

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Fiscal Crisis & Management Assistance Team (FCMAT)  
Business Services Review

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

**RECOMMENDATION:**  Action  
 Discussion  
 Information

**BACKGROUND:**  
The Chief Business Official will give an update on the recommendations from the FCMAT Study presentation.

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Adequate Textbooks And Instructional Materials

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

**RECOMMENDATION:**  Action  
 Discussion  
 Information

**BACKGROUND:**

California Education Code 60119 requires the Governing Board of a school district to hold a public hearing to solicit input from staff, parents, and the community in determining, through a resolution, the adequacy of textbooks and instructional materials. Administration recommends approving the resolution following the public hearing.

**REFERENCES:**

*Education Code* Section 60119

**Shasta Union High School District  
Resolution No. \_\_\_\_\_**

**Resolution Determining Sufficient  
Pupil Textbooks/Instructional Materials  
Set Forth in California Education Code 60119  
For Fiscal Year 2023-24**

WHEREAS, the Board of Trustees of the Shasta Union High School District, in order to comply with the requirements of Education Code 60119, held a public hearing on September 12, 2023 at 6:30 o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

WHEREAS, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

WHEREAS, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students in the Shasta Union High School District, including English learners, and that each pupil enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the state board for those subjects; the Board also shall determine the availability of laboratory science equipment as applicable to science laboratory courses offered in grades 9 to 12, inclusive.

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home. This paragraph does not require two sets of textbooks or instructional materials for each pupil. The materials may be in a digital format as long as each pupil, at a minimum, has and can access the same materials in the class and to take home, as all other pupils in the same class or course in the school district and has the ability to use and access them at home. This shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Shasta Union High School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

WHEREAS, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core Standards adopted pursuant to Education Code 60605.8;

THEREFORE, IT IS RESOLVED that for the 2023-24 school year, the Shasta Union High School District has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED THIS 12<sup>th</sup> day of September 2023 at a meeting, by the following vote:

AYES:                      NOES:                      ABSENT:                      ATTEST:

\_\_\_\_\_  
President, Board of Trustees

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

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Certification of Administration to Evaluate Staff

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

**RECOMMENDATION:**  Action  
 Discussion  
 Information

**BACKGROUND:**  
Each year the Board must certify and approve administrators qualified to evaluate staff.  
Listed below are SUHSD qualified evaluators:

## **Enterprise High School**

Ryan Johnson, Principal  
Joey Brown, Assistant Principal  
Jill Hardy, Assistant Principal

## **Foothill High School**

Kevin Greene, Principal  
Shawn Anstine, Assistant Principal  
Kevin Strohmayer, Assistant Principal

## **Shasta High School**

Shane Kikut, Principal  
Heath Bunton, Assistant Principal  
Jamie Fleming, Assistant Principal

## **Alternative Education**

Tim Calkins, Principal  
Jonathan Eaton, Assistant Principal

## **Special Education**

Cecile Lamar, Director

## **Student Programs**

Rebecca Berg, Director

## **District Administration**

Jim Cloney, Superintendent  
Jason Rubin, Associate Superintendent of Human Resources  
Leo Perez, Associate Superintendent of Instructional Services  
David Flores, Chief Business Official  
Fred Schafer, Director of Nutrition Services  
Trystan Thomas, Director of Transportation  
Mike Vincelli, Director of Information Technology  
Jennifer Bickley, Business Services Manager  
Steve Denney, Director of Maintenance and Operations  
Mike Brown, Custodial Operations Supervisor  
Mariah Gunter, Supervisor of Payroll & Benefits

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Certificated Staff Teaching Outside of their Credential Area

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

**RECOMMENDATION:**  Action  
 Discussion  
 Information

## **BACKGROUND:**

Education Code 44258.3 allows for the District to assign teachers to teach courses outside of their specific credential area based on established competency. In each case, the Principal has provided a written statement regarding the competence of the teacher. Education Code 44263 allows for the District to assign teachers to teach courses outside of their specific credential area based on having the documented number of college units in the area the teacher is being assigned to teach. In each case, the Human Resources office has verified the teacher's units.

## **FHS**

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Kevin Bennett	Life Science	Chemistry (3)	44263
Kelsey Cloney	Biological Science	Chemistry (4)	44258.3
Chris Putnam	Soc Sci, Intro Math	CP Math II (4)	44258.3
Brett Hodge	Math, Physics	Exploring Engineer (1)	44258.3

## **EHS**

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Brian Gaddy	Intro Math, Physics	Physical Science (2)	44258.3
Erin Hall	Bio/Life Science	Applied Science (3)	44258.3
Janaea Jenkins	CTE AOJ	Student Government (1)	44258.3
Erik Johnson	Geoscience	Yearbook (1)	44258.3

# SHASTA UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Tech Support Assistant I Job Description

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

**RECOMMENDATION:**  Action  
 Discussion  
 Information

**BACKGROUND:**  
Approve job description updates for Tech Support Assistant I. With a vacancy due to a resignation, this gave our District opportunity to look at updating our job description to better meet Department needs.

## SHASTA UNION HIGH SCHOOL DISTRICT Technology Support Assistant I

Under the supervision of the Director of Information Technology, perform technical support to assist in the coordination of District-wide programs including public communications; to perform complex and responsible secretarial duties; and to assume and perform other related duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **HELP DESK**

- Analyze phone calls from remote users with computer-related problems to determine a logical solution to their problem or pass the problem to the proper technician.
- Setup, create, fix, troubleshoot, and maintain user accounts, including but not limited to, file system rights, passwords and printer access through the Active Directory security system.
- Setup, create, fix, troubleshoot, and maintain voicemail system in reference to user access and voicemail assignments. Maintain necessary documentation.
- Setup, purchase, fix, troubleshoot and program district cell phones. Duties include, but are not limited to, updating phone software, maintaining and updating user database and address book. Maintain appropriate documentation, including billing reconciliation.

#### **ATTENDANCE REPORTING**

- Produce, analyze, monitor and review for accuracy site and District attendance reports. Run and prepare attendance reports and maintain District attendance required reports for various reporting agencies.

#### **INFORMATION TECHNOLOGY MANAGEMENT CONTRACTS/MANAGED CLOUD SERVICE**

- Prepare annual IT Management Contracts for both ongoing and new contracts.
- Edit/review documentation for accurate cost commitment for services provided to other districts.
- Prepare invoice data for quarterly contract payments.
- Maintain ancillary documentation for contracts including billing, payments, and type of service provided.
- Perform responsible technical and complex secretarial duties in support of a Director and/or department; plan, organize and coordinate operating procedures, communications and administrative support functions to relieve the administrator of routine details.
- Make telephone calls to verify, receive or transmit information; receive, open and screen incoming mail; independently compose replies according to established guidelines and procedures.
- Compose memos, letters or other materials independently or from rough draft.
- Schedule meetings, conferences and appointments; arrange for conference rooms; maintain calendar; arrange and schedule travel accommodations.
- Assist with purchase equipment, request equipment quotes, track returned RMA items.
- Maintain both confidential and public comprehensive records; prepare reports and files. Including updates to district websites and content of social media platforms.
- Design and prepare graphics publications for public distribution and work with administrators to prepare media releases.
- Attend a variety of meetings; prepare and send out notices; collect and compile information; record proceedings using dictation skills, transcription equipment or computer notebook; prepare distribute minutes.
- Receive, store and distribute supplies and office materials, maintain inventory of materials.

## **E-RATE/CTF COORDINATOR**

- Research and compile information and compute statistical data for annual applications to the Universal Service Administrative Companies (USAC) School and Libraries Division (SLD); ensure proper timing of all application postings to satisfy bidding requirements and vital deadlines for 470, 471.
- Complete certification of Forms 470 and 471 within the filing window for applicable funding year.
- Maintain thorough knowledge base and understanding of Universal Service Administrative Company (USAC) School and Libraries Division (SLD) Program Integrity Assurance Procedures.
- Communicate with all telecommunications providers regarding SLD approved discounts; audit monthly telecommunication invoices for appropriate charges and discounts; reconcile discrepancies between SLD approved discounts and actual discounts reflected on monthly telecommunication service invoices.
- Maintain documents necessary for quarterly filing of Billed Applicant Reimbursement (BEAR)
- Submit applications for California Teleconnect Fund; audit monthly telecommunication invoices for California Teleconnect Fund discounts, ensuring all lines are receiving appropriate discounts.
- Monitor all communication from Department of General Services Telecommunication Division regarding Cal-Net contract.
- Communicate with telecommunication providers to order new lines and services; maintain necessary documentation for all billed telephone numbers (BTNs).

## **CalPads**

- ~~Maintain individual level data including student demographic, course data, discipline assessments and other data for state and federal reporting.~~
- ~~Assist in assessment and accountability reporting with the ability to analyze, interpret and translate reports.~~
- ~~Review assessment results, post data, review errors, reconcile errors and request and verify ODS downloads.~~

## **District Websites**

- Maintain documents necessary to keep websites updated.
- Post events and other information as necessary when asked by sites.
- Maintain pictures and other information current on all District websites.

## **AERIES**

- Maintain in-depth understanding of the AERIES 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.
- Knowledge of data reconciliation
- Research and compile information in order to reconcile resolutions with other districts
- Experience with SSID requests and knowledge of importing SSID numbers
- Ability to create Aeries CalPads extracts and upload to state.

Adhere to department dress code policy.

Other related duties as assigned.

## **EDUCATION and/or EXPERIENCE**

Equivalent to the completion of the twelfth grade and minimum three years office experience. Erate and Calpads experience desirable.

Excellent communication skills both verbal and written.

AeriesCS experience desirable.

**Ability to:**

- Comprehend, interpret and communicate clearly and concisely, both orally and in writing.
- Maintain current knowledge of program rules, regulations, requirements and restrictions. This would include all federal, state and local policies.
- Analyze data for the purpose of extracting information integral to assigned project. This involves various analytical tools so as to provide multi-faceted results.
- Plan, organize and prioritize work load and projects tasks. This includes preparing for multiple, overlapping deadlines.
- Analyze situations accurately and adopt an effective course of action
- Work independently with little supervision
- Meet schedules and timelines; overtime required and mandatory during peak processing periods

**QUALIFICATIONS:**

**Knowledge of:**

- Rules and regulations related to assigned activities
- Research methods and report writing techniques.
- Policies and objectives of assigned program and activities
- Modern office practices, procedures and equipment
- Interpersonal skills using tact, patience and courtesy
- Proper office methods, practices and procedures, including computerized record keeping systems, asset tracking systems, Microsoft Office XP, 2007, Excel, Word, Access
- Digital graphic design and websites.
- Individual needs of clients as related to assigned projects.
- Principles and procedures of financial record keeping and reporting.
- Proper English usage, spelling, grammar and punctuation.
- Intermediate mathematical computations
- Strong Microsoft Excel knowledge

**PHYSICAL DEMANDS**

- Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines including computers,
- Vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations;
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone;
- Physical agility to push/pull, squat, twist, turn, bend, stoop, to reach overhead and climb including ladders;
- Physical mobility sufficient to move about the work environment (office, school district site to site), drive an automobile, and respond to emergency situations;
- Physical strength sufficient to lift 40 pounds;
- Physical stamina sufficient to sit for prolonged periods of time;
- Physical tolerance to be exposed to air conditioned space;
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**LICENSE'S AND OTHER REQUIREMENTS**

Valid California Driver's License.

Pending Board approval

Revisions Board Approved 6/13/2017 RES. 17-142

Revisions Board Approved 6/26/2015

September 12, 2006 Approved 3/9/2010

Board Approved 2/14/2006