

# Hydesville Elementary School District

3050 Johnson Rd. • Hydesville, CA • 95547-0551

## Board of Trustees Meeting Agenda

**Monday, February 8th, 2021 • 6:00 PM Closed Session; 6:30 PM (Regular Session)**

*Topic: HESD Governing Board Meeting*

*Time: Feb 8, 2021 06:00 PM Pacific Time (US and Canada)*

*Join Zoom Meeting*

<https://us02web.zoom.us/j/84361567170?pwd=TzNsVytWY3p2Wm9SSSsrZUNKVGdrQT09>

*Meeting ID: 843 6156 7170*

*Passcode: 3C0ZDr*

*One tap mobile*

*+16699009128,,84361567170#,,,,\*378623# US (San Jose)*

*+12532158782,,84361567170#,,,,\*378623# US (Tacoma)*

*Dial by your location*

*+1 669 900 9128 US (San Jose)*

*+1 253 215 8782 US (Tacoma)*

*+1 346 248 7799 US (Houston)*

*+1 301 715 8592 US (Washington DC)*

*+1 312 626 6799 US (Chicago)*

*+1 646 558 8656 US (New York)*

*Meeting ID: 843 6156 7170*

*Passcode: 378623*

*Find your local number: <https://us02web.zoom.us/j/84361567170>*

### 1.0 Call to Order

2.0 Public Comment on Closed Session Items *Members of the public may comment on non-agenda matters related to District business. No action may be taken on topics not listed on the agenda. Individual speakers shall be allowed three (3) minutes to address the Board. The Board shall limit the total time for public input on each item to twenty (20) minutes.*

3.0 Convene to Closed Session *With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54945.5.*

3.1 Collective Bargaining/Negotiations (Gov. Code §54957)

### 4.0 Reconvene to Open Session

4.1 Report Action Taken During Closed Session

5.0 Approval of Agenda Order *The Board of Trustees reserves the right to change the order in which agenda items are discussed and/or acted upon at this meeting. Subject to further action by the Board, this meeting will proceed as provided in this agenda. Items may be added to this agenda for discussion or action only as permitted by law.*



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6.0 Public Comment *Members of the public may comment on non-agenda matters related to District business. No action may be taken on topics not listed on the agenda. Individual speakers shall be allowed three (3) minutes to address the Board. The Board shall limit the total time for public input on each item to twenty (20) minutes.*

## 7.0 Consent Agenda

7.1 Approval of Minutes, January 11th, 2021 Regular Board Meeting (Attachment 1)

7.2 Approval of Warrants (Attachment 2)

8.0 Community Comment Related to LCAP - *Members of the community may provide input and discussion pertaining to the Local Control Accountability Plan in an effort to address State Priority 8 (increase opportunities for parents and families to be involved in school decision-making processes).*

## 9.0 Reports

9.1 Superintendent-Principal

9.2 Staff

9.3 Hydesville Parent Group

9.4 Hydesville Sports Booster Club

9.5 Communications

9.5.1 Interest Apportionment Rate and Other Considerations (Attachment 4)

## 10.0 Information Items

10.1 Attendance and Enrollment Update (Attachment 3)

10.2 COVID-19 Prevention Program (Attachment 4)

10.3 Hydesville ESD Energy Assessment Report (Attachment 5)

10.4 Form 700 Reminder (Attachment 6)

10.5 COVID-19 School Guidance Checklist (Attachment 7)

## 11.0 Discussion/Possible Action Items

11.1 Discuss and consider approval of 2019-20 School Accountability Report Card (Attachment 8)

11.2 Discuss and consider action on 2021 Ballot for CSBA Delegate Assembly (Attachment 9)

11.3 Discuss and consider approval of 2019-20 Bargaining Agreement with Hydesville Teachers Association (Attachment 10)

## 13.0 Board Member Comments

## 14.0 Announcements

14.1 Upcoming Calendar of Events:

President's Week (No School)	February 15-19th
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16.2 Next Regular Board Meeting: March 8, 2021. Closed session begins at 5:30 PM, reconvening to open session at 6:30 PM.

16.3 Recommended additions to the agenda can be submitted to the board president or Superintendent seven (7) days prior to the next regular meeting date.

## 17.0 Adjournment

NOTICE: Any writing, not exempt from public disclosure under the California Public Records Act, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the Hydesville Elementary School office.

NOTICE: Hydesville Elementary School adheres to the Americans with Disabilities Act. Should you require special accommodations or auxiliary aids and services in order to participate in the Board meeting, please contact the Superintendent.



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<b>ADDRESSING THE BOARD</b>	<b>REGULAR SESSION</b>
<p><i>You may speak on a matter not on the agenda at the beginning of a regular meeting during the time reserved for public comment. After being recognized by the President, you will be allowed three minutes for your presentation. The Board will take no action on the matter at this meeting. You may speak on any item on the agenda when that item is being discussed.</i></p>	<p><i>In order to address the Board, please wait for recognition by the President. Speakers are expected to be courteous and to avoid any remarks that reflect adversely on the character or motives of any person or on his or her race, religion, or political or economic views.</i></p> <p><i>The Board will hear public testimony on any given topic for a maximum of twenty (20) minutes. Each speaker will be limited to three (3) minutes. The Board may, by consensus and at its discretion, extend the time limit.</i></p>
<b>COMPLAINTS</b>	<b>CLOSED SESSION</b>
<p><i>Complaints are to be addressed by first speaking with the person directly involved. If this does not resolve the issue, the complaint should be submitted in writing to the Superintendent. The Superintendent will investigate and respond in writing. Only after exhausting these levels can a written request be submitted asking that the issue be heard by the Board.</i></p>	<p><i>While school board meetings must be open to the public, California law provides for closed sessions which are not open to the public when the Board is considering expulsions, suspensions or disciplinary actions in connection with any pupil; the appointment, employment or dismissal of a public officer or employee; or when the Board is hearing complaints or charges brought against a public officer or employee. The individual may, however, request a public hearing. In addition, the Board may hold a closed session to discuss certain aspects of negotiations with employees.</i></p>
<p><b><u>BOARD OF TRUSTEES</u></b> <b>Dave Fisch, President</b> <b>Mandy Marquez, Clerk</b> <b>Laurie Newman, Member</b> <b>Mollie Holmgren, Member</b> <b>Clint Victorine, Member</b> <b>Kevin Trone, Superintendent</b></p>	



# Attachment 1



# Hydesville Elementary School District

3050 Johnson Rd. • Hydesville, CA • 95547-0551

## Board of Trustees Meeting Minutes

Monday, January 11th, 2021 • 5:30 PM Closed Session; 6:30 PM (Regular Session)

### 1.0 Call to Order -**Dave called to order at 5:30pm**

2.0 Public Comment on Closed Session Items *Members of the public may comment on non-agenda matters related to District business. No action may be taken on topics not listed on the agenda. Individual speakers shall be allowed three (3) minutes to address the Board. The Board shall limit the total time for public input on each item to twenty (20) minutes.* **None**

3.0 Convene to Closed Session *With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54945.5.*

3.1 Collective Bargaining/Negotiations (Gov. Code §54957)

### 4.0 Reconvene to Open Session

**Dave reconvened to Open session at 6:30pm**

4.1 Report Action Taken During Closed Session-**No action taken**

5.0 Approval of Agenda Order *The Board of Trustees reserves the right to change the order in which agenda items are discussed and/or acted upon at this meeting. Subject to further action by the Board, this meeting will proceed as provided in this agenda. Items may be added to this agenda for discussion or action only as permitted by law.* - **Mollie motioned to approve the agenda order Clint seconded motion passed 5/0**

6.0 Public Comment *Members of the public may comment on non-agenda matters related to District business. No action may be taken on topics not listed on the agenda. Individual speakers shall be allowed three (3) minutes to address the Board. The Board shall limit the total time for public input on each item to twenty (20) minutes.* **None**

### 7.0 Consent Agenda

7.1 Approval of Minutes, December 14th, 2020 Regular Board Meeting (Attachment 1)

7.2 Approval of Warrants (Attachment 2)

7.3 Approval of Williams Quarterly Report (Attachment 3)

**Mollie motioned to approve the consent agenda Laurie seconded motion passed 5/0**

8.0 Community Comment Related to LCAP - *Members of the community may provide input and discussion pertaining to the Local Control Accountability Plan in an effort to address State Priority 8 (increase opportunities for parents and families to be involved in school decision-making processes).* **None**

### 9.0 Reports

9.1 Superintendent-Principal- **Kevin reported on the promethean boards**

9.2 Staff-**Ashlee reported**





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9.3 Hydesville Parent Group **Ashlee reported**

9.4 Hydesville Sports Booster Club- **No report**

9.5 Communications- **Kevin reported**

9.5.1 Interest Apportionment Rate and Other Considerations (Attachment 4)

## 10.0 Information Items

10.1 Attendance and Enrollment Update (Attachment 5) - **Kevin reported**

## 11.0 Discussion/Possible Action Items

11.1 Discuss and consider approval of HDN SELPA Local Plan for 2020-21 (Attachment 5)-  
**Kevin reported Mollie motioned to approve the HDN SELPA local plan Laurie  
seconded motion passed 5/0**

13.0 Board Member Comments- **Mandy commented about the situation that happened on monday  
by the high school and wants to make sure that we have an emergency evacuation plan. We  
need to ensure safety**

## 14.0 Announcements

14.1 Upcoming Calendar of Events:

Martin Luther King, Jr. Day (No School)	January 18th, 2020
Special Board Meeting	TBA

16.2 Next Regular Board Meeting: February 8, 2021. Closed session begins at 5:30 PM,  
reconvening to open session at 6:30 PM.-**Unless we have a special board meeting**

16.3 Recommended additions to the agenda can be submitted to the board president or  
Superintendent seven (7) days prior to the next regular meeting date.

## 17.0 Adjournment-**Dave adjourned at 6:45pm**

*NOTICE: Any writing, not exempt from public disclosure under the California Public Records Act, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the Hydesville Elementary School office.*



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<b>ADDRESSING THE BOARD</b>	<b>REGULAR SESSION</b>
<p><i>You may speak on a matter not on the agenda at the beginning of a regular meeting during the time reserved for public comment. After being recognized by the President, you will be allowed three minutes for your presentation. The Board will take no action on the matter at this meeting. You may speak on any item on the agenda when that item is being discussed.</i></p>	<p><i>In order to address the Board, please wait for recognition by the President. Speakers are expected to be courteous and to avoid any remarks that reflect adversely on the character or motives of any person or on his or her race, religion, or political or economic views.</i></p> <p><i>The Board will hear public testimony on any given topic for a maximum of twenty (20) minutes. Each speaker will be limited to three (3) minutes. The Board may, by consensus and at its discretion, extend the time limit.</i></p>
<b>COMPLAINTS</b>	<b>CLOSED SESSION</b>
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<p><b><u>BOARD OF TRUSTEES</u></b> <b>Dave Fisch, President</b> <b>Mandy Marquez, Clerk</b> <b>Laurie Newman, Member</b> <b>Mollie Holmgren, Member</b> <b>Clint Victorine, Member</b> <b>Kevin Trone, Superintendent</b></p>	



# **Attachment 2**

# ACCOUNTS PAYABLE - TRANSMITTAL REPORT

## Report Cover Sheet

### General Settings

Report Name  
Printed  
District  
Logon  
Fiscal Year

ACCOUNTS PAYABLE - TRANSMITTAL REPORT  
1/15/2021 9:18:40 AM  
24  
rcampbell  
2021

### Filters

District:  
Transmittal Status:  
Fiscal Year:  
Transmittal Number:  
Include Vendor Address:

24  
ALL  
2021  
21000028  
YES



HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - TRANSMITTAL REPORT

24 Hydesville  
Transmittal: 21000028-0 AUDIT  
Description: 01/21/2021  
Status: APPROVED

Fiscal Year: 2021  
Created By: rcampbell  
Created Date: 01/15/2021

Seq	Vendor Information	Reference	Invoice Date	Invoice #	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Amount	UT Rate	UT Amount	1099
01	001081-01 EMPLOYMENT DEVELOPMENT DEPT. P.O. BOX 2482 SACRAMENTO CA 95812-2482	PV210391-001	12/31/2020	94202181 - 4TH Q	1	01-0999-0-0000-0000-9540-000-								144.44			
Total Vendor Amount														144.44			
02	030156-01 SCHOOLS EXCESS LIABILITY FUND 1531 I STREET SUITE 300 SACRAMENTO CA 95814	PV210390-001	01/06/2021	AB218-1262885	1	01-0000-0-0000-7200-5450-000-2021								1,532.52			
Total Vendor Amount														1,532.52			
Fund 01 Total														1,676.96			
Transmittal Total														1,676.96			

*Kevin Trase*

# ACCOUNTS PAYABLE - TRANSMITTAL REPORT

## Report Cover Sheet

### General Settings

Report Name  
Printed  
District  
Logon  
Fiscal Year

ACCOUNTS PAYABLE - TRANSMITTAL REPORT  
1/12/2021 12:58:32 PM  
24  
rcampbell  
2021

### Filters

District:  
Transmittal Status:  
Fiscal Year:  
Transmittal Number:  
Include Vendor Address:

24  
ALL  
2021  
21000027  
YES

HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - TRANSMITTAL REPORT

24 Hydesville  
Transmittal: 21000027-0 AUDIT  
Description: 01/15/2021  
Status: APPROVED

Fiscal Year: 2021  
Created By: rcampbell  
Created Date: 01/12/2021

Seq	Vendor Information	Reference	Invoice Date	Invoice #	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Amount	UT Rate	UT Amount	1099
01	030090-01 AT&T PO BOX 5025 CAROL STREAM IL 60197-5025	PV210368-001	12/25/2020	0824106111-12252	1	01-0000-0-1193-8100-5909-000-0000								863.16			
Total Vendor Amount														863.16			
02	030076-01 CITI CARDS  PO BOX 78019 PHOENIX AZ 85062-8019	PV210371-001 PV210372-001	12/17/2020 11/27/2020	BANK FEES 01/15/ SMARTFOODS 11/27	1	01-0000-0-0000-7200-5886-000-0000								47.53			
Total Vendor Amount														269.75			
03	002334-01 COSTCO WHOLESALE MEMBERSHIP P.O. BOX 34783 SEATTLE WA 98124-1783	PV210370-001	01/12/2021	111903803935	1	01-0000-0-0000-7200-5300-000-0000								120.00			
Total Vendor Amount														120.00			
04	002541-01 CRYSTAL CREAMERY DEPT. 33369 P.O. BOX 44000 SAN FRANCISCO CA 94144-3369	PV210359-001 PV210360-001 PV210361-001	12/01/2020 12/08/2020 12/15/2020	524336009 524343009 524350008	1	13-5310-0-0000-3700-4710-000-0000								83.97			
Total Vendor Amount														103.14			
Total Vendor Amount														77.02			
Total Vendor Amount														264.13			
05	030100-01 FERNDAL TECH PO BOX 111 FERNDAL CA 95536	PV210373-001 PV210374-001 PV210375-001 PV210376-001	08/12/2020 12/24/2020 12/30/2020 12/30/2020	731364 732406 732441 732448	1	01-0000-0-1133-1000-5800-000-0000								52.25			NEC-1
Total Vendor Amount														1,683.98			NEC-1
Total Vendor Amount														1,944.75			NEC-1
Total Vendor Amount														425.00			NEC-1
Total Vendor Amount														4,105.98			
06	001294-01 FORTUNA ACE HARDWARE 140 SOUTH FORTUNA BLVD. FORTUNA CA 95540-0000	PV210379-001	01/06/2021	323622	1	01-8150-0-1193-8100-4381-000-0000								22.90			
Total Vendor Amount														22.90			
07	001711-01 FRANZ FAMILY BAKERIES	PV210366-001 PV210367-001	12/07/2020 12/14/2020	040044234206 040044234906	1	13-5310-0-0000-3700-4710-000-0000								38.35			
Total Vendor Amount														29.50			



HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - TRANSMITTAL REPORT

24 Hydesville  
Transmittal: 21000027-0 AUDIT  
Description: 01/15/2021  
Status: APPROVED

Fiscal Year: 2021  
Created By: rcampbell  
Created Date: 01/12/2021

Seq	Vendor Information	Reference	Invoice Date	Invoice #	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Amount	UT Rate	UT Amount	1099
	SPRINGFIELD DIVISION FILE 74829 PO BOX 742654 LOS ANGELES CA 90074-2654																
														Total Vendor Amount		67.85	
08	000275-01 MENDES SUPPLY CO 1030 W DEL NORTE STREET EUREKA CA 95501-0000	PV210362-001	11/12/2020	M201937	1	01-0000-0-1193-8100-4374-000-0000								350.60			
		PV210363-001	01/01/2021	F008404	1	01-0000-0-0000-7200-5881-000-0000								10.71			
		PV210364-001	01/05/2020	M198961-00	1	01-0000-0-1193-8100-4374-000-0000								236.73			
		PV210365-001	01/05/2021	M204343-00	1	01-0000-0-1193-8100-4374-000-0000								379.43			
		PV210389-001	01/05/2021	M202530-00	1	01-0000-0-1193-8100-4374-000-0000								142.14			
														Total Vendor Amount		1,119.61	
09	002500-01 MURRISH'S HYDESVILLE MARKET PO BOX 700 HYDESVILLE CA 95547-0000	PV210385-001	12/01/2020	39311233	1	01-0000-0-1193-8100-4364-000-0000								23.16			
		PV210386-001	12/02/2020	393112	1	13-5310-0-0000-3700-4710-000-0000								7.98			
		PV210387-001	12/08/2020	34311241	1	13-5310-0-0000-3700-4710-000-0000								9.37			
		PV210388-001	12/15/2020	56323912	1	13-5310-0-0000-3700-4710-000-0000								7.98			
														Total Vendor Amount		48.49	
10	002166-01 P G & E BOX 997300 SACRAMENTO CA 95899-7300	PV210369-001	01/04/2021	6428751736-7 12/	1	01-0000-0-1193-8100-5520-000-0000								1,500.62			
														Total Vendor Amount		1,500.62	
11	030053-01 PRESENCE LEARNING PO BOX 743532 LOS ANGELES CA 90074-3532	PV210377-001	11/06/2020	INV36312	1	01-6500-0-5760-1190-5800-000-0000								2,264.90			
														Total Vendor Amount		2,264.90	
12	002516-01 QUILL CORPORATION P.O. BOX 37600 PHILADELPHIA PA 19101-0600	PV210380-001	12/10/2020	12948132	1	01-0000-0-1110-1000-4310-000-0000								8.51			
		PV210381-001	12/15/2020	13031672	1	01-0000-0-1110-1000-4310-000-0000								44.69			
		PV210382-001	12/16/2020	13117343	1	01-0000-0-1110-1000-4310-000-0000								34.85			
														Total Vendor Amount		88.05	
13	030122-01 SECURITY LOCK & ALARM	PV210378-001	01/04/2021	6577	1	01-0000-0-1193-8100-5800-000-0000								95.00			

HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - TRANSMITTAL REPORT

24 Hydesville  
Transmittal: 21000027-0 AUDIT  
Description: 01/15/2021  
Status: APPROVED

Fiscal Year: 2021  
Created By: rcampbell  
Created Date: 01/12/2021

Seq	Vendor Information	Reference	Invoice Date	Invoice #	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Amount	UT Rate	UT Amount	1099
	2116 4TH ST EUREKA CA 95501																
														Total Vendor Amount	95.00		
14	002570-01 SUDDENLINK PO BOX 70340 PHILADELPHIA PA 19176-0340	PV210383-001	01/06/2021	12/20/20-01/19/2	1	01-0000-0-1193-8100-5909-000-0000								248.23			
														Total Vendor Amount	248.23		
15	002505-01 SYSCO FOODS OF SACRAMENTO P.O. BOX 138007 SACRAMENTO CA 95813-8007	PV210384-001	01/04/2021	331032216	1	13-5310-0-0000-3700-4710-000-0000								314.87			
														Total Vendor Amount	314.87		
														Fund 01 Total	10,499.14		
														Fund 13 Total	941.93		
														Transmittal Total	11,441.07		

*Karin Truel*

**Transmittal Warnings/Errors**

WARNING: Transmittal 21000027-0: Cash is not sufficient for Fund 13. Balance is (15,294.88).

# ACCOUNTS PAYABLE - TRANSMITTAL REPORT

## Report Cover Sheet

### General Settings

Report Name  
Printed  
District  
Logon  
Fiscal Year

ACCOUNTS PAYABLE - TRANSMITTAL REPORT  
1/15/2021 3:09:22 PM  
24  
rcampbell  
2021

### Filters

District:  
Transmittal Status:  
Fiscal Year:  
Transmittal Number:  
Include Vendor Address:

24  
ALL  
2021  
21000029  
YES

HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - TRANSMITTAL REPORT

24 Hydesville  
Transmittal: 21000029-0 AUDIT  
Description: 01/21/21  
Status: APPROVED

Fiscal Year: 2021  
Created By: rcampbell  
Created Date: 01/15/2021

											Total Vendor Amount	72.22		
Seq	Vendor Information	Reference	Invoice Date	Invoice #	Ln	Fu	Rs	Y	Goal Func Obj	Sch Mgmt	Amount	UT Rate	UT Amount	1099
08	030149-01  LILY MACMILLAN PO BOX 48 CARLOTTA CA 95528	PV210399-001	01/07/2021	SCHOLASTIC BOOKS	1	01-1100-0-1110-1000-4310-000-0117					96.98			
											Total Vendor Amount	96.98		
09	030053-01 PRESENCE LEARNING PO BOX 743532 LOS ANGELES CA 90074-3532	PV210400-001	01/08/2021	INV38297	1	01-6500-0-5760-1190-5800-000-0000					1,543.27			
											Total Vendor Amount	1,543.27		
10	001516-01 RECOLOGY EEL RIVER PO BOX 266 FORTUNA CA 95540-0000	PV210401-001	12/31/2020	061089093 DEC	1	01-0000-0-1193-8100-5560-000-0000					476.03			
											Total Vendor Amount	476.03		
11	002505-01 SYSCO FOODS OF SACRAMENTO P.O. BOX 138007 SACRAMENTO CA 95813-8007	PV210402-001	01/11/2021	331039413	1	13-5310-0-0000-3700-4710-000-0000					564.69			
		PV210403-001	01/12/2021	331040485	1	13-5310-0-0000-3700-4710-000-0000					46.30			
											Total Vendor Amount	610.99		
12	030144-01 VALLEY PACIFIC PETROLEUM SERV PO BOX 1245 FRENCH CAMP CA 95231-1245	PV210404-001	12/31/2020	CL20-323197	1	01-0000-0-1193-8100-4364-000-0000					179.49			
											Total Vendor Amount	179.49		
											Fund 01 Total	5,685.37		
											Fund 13 Total	610.99		
											Transmittal Total	6,296.36		

*Kevin Tran*

Transmittal Warnings/Errors

WARNING: Transmittal 21000029-0: Cash is not sufficient for Fund 13. Balance is (16,236.81).



HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - TRANSMITTAL REPORT

24 Hydesville  
Transmittal: 21000029-0 AUDIT  
Description: 01/21/21  
Status: APPROVED

Fiscal Year: 2021  
Created By: rcampbell  
Created Date: 01/15/2021

Seq	Vendor Information	Reference	Invoice Date	Invoice #	Ln	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Amount	UT Rate	UT Amount	1099
01	002511-01 AT&T/CALNET 2 PO BOX 9011 CAROL STREAM IL 60197-9011	PV210392-001	01/04/2021	000015847284	1	01-0000-0-1193-8100-5909-000-0000								93.38			
Total Vendor Amount														93.38			
02	030039-01 COASTAL BUSINESS SYSTEMS INC PO BOX 660831 DALLAS TX 75266-0831	PV210393-001	01/11/2021	28546426	1	01-0000-0-1110-1000-5637-000-0000								1,027.80			
Total Vendor Amount														1,027.80			
03	002460-01 DAVID L. MOONIE & CO. LLP 325 SECOND STREET, SUITE 301 EUREKA CA 95501-0000	PV210394-001	01/05/2021	5TH PROGRESS 19/	1	01-0000-0-1192-7191-5822-000-0000								1,300.00			NEC-1
Total Vendor Amount														1,300.00			
04	002362-01 EUREKA HUMB FIRE EXT 1424 11TH ST ARCATA CA 95521-0000	PV210395-001	01/11/2021	178951	1	01-8150-0-1193-8110-5800-000-0000								338.74			
Total Vendor Amount														338.74			
05	030100-01 FERNDAL TECH PO BOX 111 FERNDAL CA 95536	PV210396-001	01/08/2021	732564	1	01-0000-0-1133-1000-5800-000-0000								300.00			NEC-1
Total Vendor Amount														300.00			
06	000702-01 FORBUSCO LUMBER PO BOX 866 FORTUNA CA 95540-0000	PV210397-001	01/09/2021	112874	1	01-0022-0-1110-2420-4310-000-0000								257.46			
Total Vendor Amount														257.46			
07	002669-01 FREEMAN, JANELLE PO BOX 633 HYDEVILLE CA 95547	PV210398-001	01/08/2021	AMAZON 01/08	1	01-1100-0-1110-1000-4310-000-0106								20.61			NEC-1
					2	01-1100-0-1110-1000-4310-000-0106								24.29			NEC-1
					3	01-1100-0-1110-1000-4310-000-0106								27.32			NEC-1

# ACCOUNTS PAYABLE - TRANSMITTAL REPORT

## Report Cover Sheet

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HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - TRANSMITTAL REPORT

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Transmittal: 21000030-0 AUDIT  
Description: RC 01/29/21  
Status: APPROVED

Fiscal Year: 2021  
Created By: rcampbell  
Created Date: 01/27/2021

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01	001933-01 SPURR P O BOX 45526 SAN FRANCISCO CA 94145-0526	PV210405-001	12/31/2020	111788	1	01	0000	0	1193	8100	5511	000	0000	1,223.40		1099
Total Vendor Amount														1,223.40		
Fund 01 Total														1,223.40		
Transmittal Total														1,223.40		

*Kevin Trone*

# ACCOUNTS PAYABLE - TRANSMITTAL REPORT

## Report Cover Sheet

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HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - TRANSMITTAL REPORT

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Transmittal: 21000031-0 AUDIT  
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Status: APPROVED

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Created Date: 01/27/2021

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01	002584-01 FOOD FOR PEOPLE 307 W. 14TH STREET EUREKA CA 95501-0000	PV210406-001	01/26/2021	BP20-21	1	01	9016	0	1110	1000	4310	000	0000	2,400.00		
Total Vendor Amount														2,400.00		
02	002117-01 REVOLVING CASH FUND HYDESVILLE SCHOOL DIST. PO BOX 551 HYDESVILLE CA 95547-0000	PV210407-001	12/10/2020	REIMBURSE	1	01	0000	0	0000	7200	5881	000	0000	100.00		
Total Vendor Amount														100.00		
Fund 01 Total														2,500.00		
Transmittal Total														2,500.00		

*Kevin Trone*

# ACCOUNTS PAYABLE - TRANSMITTAL REPORT

## Report Cover Sheet

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HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - TRANSMITTAL REPORT

24 Hydesville  
Transmittal: 21000032-0 AUDIT  
Description: RC 02/03/2021  
Status: APPROVED

Fiscal Year: 2021  
Created By: rcampbell  
Created Date: 01/29/2021

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01	030002-01 FERNDAL JEWELERS 1020 MAIN STREET FORTUNA CA 95540	PV210408-001	01/23/2021	370098	1	01-0000-0-1110-1000-4310-000-0000								21.70			
Total Vendor Amount														21.70			
02	001711-01 FRANZ FAMILY BAKERIES SPRINGFIELD DIVISION FILE 74829 PO BOX 742654 LOS ANGELES CA 90074-2654	PV210409-001 PV210410-001	01/04/2021 01/11/2021	041044200406 041044201106	1	13-5310-0-0000-3700-4710-000-0000								52.79			
Total Vendor Amount														29.50			
03	002166-01 P G & E BOX 997300 SACRAMENTO CA 95899-7300	PV210411-001	01/21/2021	3662253047-9 01/	1	01-0000-0-1193-8100-5520-000-0000								8.97			
Total Vendor Amount														8.97			
04	002570-01 SUDDENLINK PO BOX 70340 PHILADELPHIA PA 19176-0340	PV210412-001	01/20/2021	07715-105370-01-	1	01-0000-0-1193-8100-5909-000-0000								248.23			
Total Vendor Amount														248.23			
05	002505-01 SYSCO FOODS OF SACRAMENTO P.O. BOX 138007 SACRAMENTO CA 95813-8007	PV210413-001	01/25/2021	331053796	1	13-5310-0-0000-3700-4710-000-0000								538.46			
Total Vendor Amount														538.46			
06	030153-01 U.S. CELLULAR DEPT. 0205 PALATINE IL 95547-9404	PV210414-001	01/02/2021	0414638236	1	01-3220-0-1193-8100-5909-000-6666								574.40			
Total Vendor Amount														574.40			
07	002690-01 U.S.BANK CORPORATE PAYMENT CTR	PV210415-001 PV210416-001	12/10/2020 12/10/2020	56707852 AMAZON 12/10	1	01-7420-0-1110-1000-4310-000-6666 13-5310-0-0000-3700-4396-000-0000								14.99 250.20			

HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - TRANSMITTAL REPORT

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Fiscal Year: 2021  
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Created Date: 01/29/2021

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	P.O. BOX 790428	PV210417-001	12/10/2020	AMAZON 12/10/20	1	01	7420	0	1110	1000	4310	000	6666	158.74		
	ST LOUIS MO 63179-0428	PV210418-001	12/10/2020	12/10 AMAZON	1	13	5310	0	0000	3700	4396	000	0000	21.54		
		PV210419-001	12/14/2020	BURN PERMIT 2021	1	01	0000	0	1110	1000	5884	000	0000	40.00		
		PV210420-001	12/14/2020	USPS 12/14	1	01	0000	0	0000	7200	5950	000	0000	55.00		
		PV210421-001	12/16/2020	HEINEMANN 12/16	1	01	6500	0	1110	1000	4310	000	0000	60.00		
		PV210422-001	01/05/2021	USPS 01/05	1	01	0000	0	0000	7200	5950	000	0000	15.05		
				Total Vendor Amount										615.52		
				Fund 01 Total										1,197.08		
				Fund 13 Total										892.49		
				Transmittal Total										2,089.57		

*Kevin T. Tran*

Transmittal Warnings/Errors

WARNING: Transmittal 21000032-0: Cash is not sufficient for Fund 13. Balance is (20,371.18).



## ACCOUNTS PAYABLE - TRANSMITTAL REPORT

### Report Cover Sheet

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HUMBOLDT COUNTY OFFICE OF EDUCATION  
ACCOUNTS PAYABLE - TRANSMITTAL REPORT

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Transmittal: 21000033-0 AUDIT  
Description: RC 02/05/21  
Status: APPROVED

Fiscal Year: 2021  
Created By: rcampbell  
Created Date: 02/02/2021

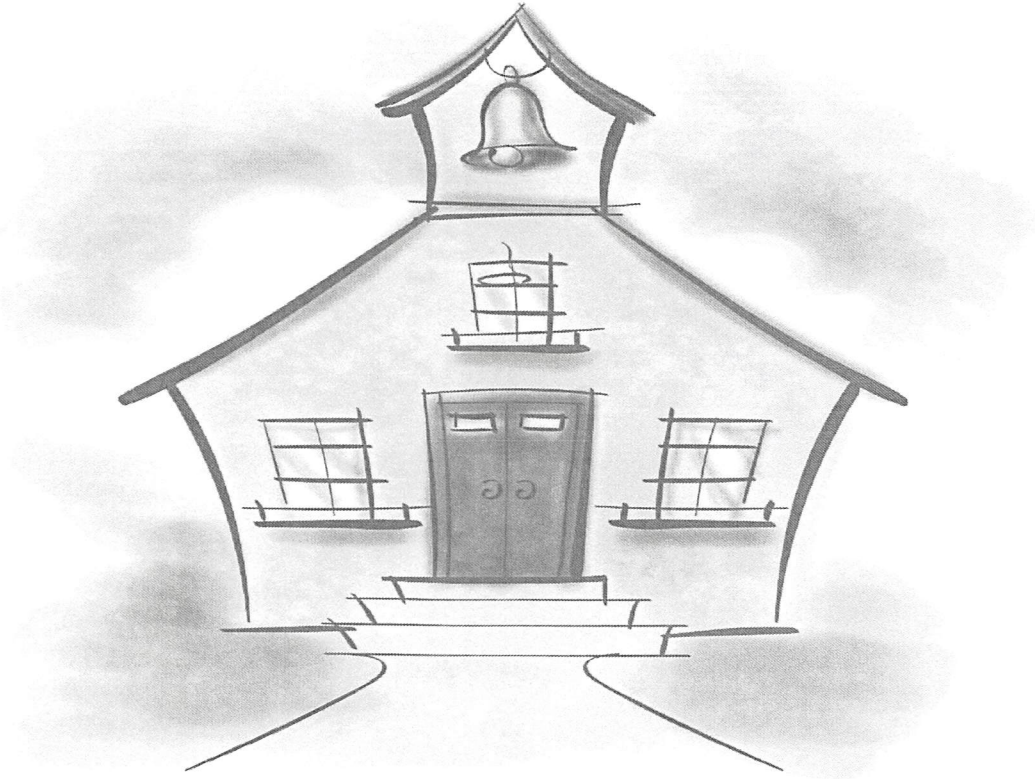
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01	030136-01 RUBEN RIOS 2080 MCKINLEYVILLE AVE MCKINLEYVILLE CA 95519	PV210424-001	06/30/2020 3745788343	1	01	0000	0	0000	0000	8699	000	0000	25.34			
Total Vendor Amount													25.34			
02	030104-01 STS EDUCATION PO BOX 2999 PHOENIX AZ 85062-2999	PV210423-001	12/18/2020 46514	1	01	7420	0	1110	1000	5884	000	6666	26.00			
Total Vendor Amount													26.00			
Fund 01 Total													51.34			
Transmittal Total													51.34			

*Kevin Tran*

# **Attachment 3**

# Hydesville Elementary School

## Class Counts 2020-2021



Ms. Freeman	TK	4	IP 3	DL 1	IS
Ms. Freeman	K	15	11	3	1
Ms. Bartlett	1	21	16	4	1
Mrs. Robledo	2	17	13	3	1
Ms. Perez	3	19	13	3	3
Mrs. Sturdevant	4	20	17	1	2
Mrs. Griffith	5	24	19	3	2
Ms. MacMillan	6	16	12	4	
Mr. Williams	7	19	13	5	1
Mrs. Carter	8	21	14	7	
Total		176	131	34	11

02/01/2021



# Attachment 4

# Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - o 3205, COVID-19 Prevention
  - o 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
  - o 3205.2, Major COVID-19 Outbreaks
  - o 3205.3, Prevention in Employer-Provided Housing
  - o 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
  - o The four **Additional Considerations** provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



November 2020

# **COVID-19 Prevention Program (CPP)**

## **Hydesville Elementary School District**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date: 1/28/2021**

### **Authority and Responsibility**

Kevin Trone, Superintendent/Principal, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### **Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards form**.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **Employee participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Reporting any hazards to their site supervisor.

## Employee screening

We screen our employees by:

- Employees do home health screening and temperature checks before coming to work. In addition, Temperature checks are available at entries to building.

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and a correction time frame assigned by the site supervisor. Site supervisor will assign staff to correct as needed and follow through to ensure timely correction.

## Control of COVID-19 Hazards

### Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Distance staff desks at least 6 feet from student desks.
- Where practicable, physical distancing of six feet is maintained between students within a classroom or instructional area (as approved by HCPH in our SSSPP for each site, distance of 3-6 feet is acceptable between student work stations if other safety precautions are in place - desk shields, all students facing the same direction).
- Maximize distancing between desks to the extent possible by redesigning classroom space and removing non-essential furnishings.
- Facial coverings and other measures are intended to support the effectiveness of all levels of distancing.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.



## **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

New face coverings (disposable masks, cloth masks, face shields) are available at many locations within the school.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

## **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- Plexiglass desk shields, plastic protective barriers as requested/required.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Doors and windows open
- Air Filtration devices for small spaces and classrooms
- Regularly replace heating air filters

## **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Thorough cleaning in high traffic areas is performed regularly.
- Commonly used surfaces are frequently disinfected.
- Sanitizing supplies are provided to promote employees' personal hygiene. This may include

tissues, hand soap, adequate time for handwashing, alcohol-based hand sanitizers, disinfectants, and disposable towels.

- All shared equipment and touchable surfaces are cleaned and sanitized between each use.
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s approved for use against COVID-19 list.
- All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.
- School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
- Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed. Sanitizers containing methanol may not be used.
- Time schedules for disinfecting and cleaning are available in the District SSSPP.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

If a student or staff member is diagnosed with COVID-19, Humboldt County Public Health may ask for assessment of potential worksite exposures, and will advise on any recommended testing, quarantine, or isolation instructions.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.

Where there must be sharing, the items will be disinfected between uses by:

All shared and touchable surfaces are cleaned and sanitized between each use.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Thorough cleaning in high traffic areas is performed regularly.
- Commonly used surfaces are frequently disinfected.
- Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, hand soap, adequate time for handwashing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
- All shared equipment and touchable surfaces are cleaned and sanitized between each use. Cleaning products are used that meet the Environmental Protection Agency (EPA)'s approved for use against COVID-19 list.
- All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.
- School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
- Hand washing facilities will be made available and will stay operational and stocked at all times and



additional soap, paper towels, and hand sanitizer are supplied when needed. Sanitizers containing methanol may not be used.

- Staff is provided adequate time to implement cleaning practices before and after shifts. Time schedules for disinfecting and cleaning are available in each sites SSSPP.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

## **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:
  - Reports should be made directly to the site supervisor.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:
  - Staff members can obtain testing through their provider, through the Optim site in Eureka, or through Urgent care/emergency room/pharmacy when available.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.

- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - o COVID-19 is an infectious disease that can be spread through the air.
  - o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - o An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus. Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products. Self-screening at home, including temperature and/or symptom checks using CDC guidelines. The importance of physical distancing, both at work and off work time. The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19. Proper use of face coverings, including: Face masks and Face shields with drape. The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

## **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health



department.

- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
    - o At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
    - o COVID-19 symptoms have improved.
    - o At least 10 days have passed since COVID-19 symptoms first appeared.
  - COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
  - A negative COVID-19 test will not be required for an employee to return to work.
  - If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
- 

Kevin Trone, Superintendent/Principal

Title of owner or top management representative

Signature

1/28/2021

Date

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:**

Date:

**Name(s) of employee and authorized employee representative that participated:**

[illegible]

## Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:**

**Name of person conducting the investigation:**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	



Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

## Appendix D: COVID-19 Training Roster

Date:

**Person that conducted the training:**

[illegible]

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 investigation, review and hazard correction**

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.

- Increasing outdoor air supply when work is done indoors.
- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.



## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.



# Attachment 5

# Hydesville ESD



Hydesville Elementary  
School District

## Energy Assessment Report

Prepared For:

Mr. Kevin Trone

Superintendent/Principal

(707) 768-3610

[superintendent@hydesvilleschool.org](mailto:superintendent@hydesvilleschool.org)

Prepared on:

1/26/2021







## District Electric Energy Totals

All

### Electricity (kWh) by FY (Jul - Dec)



### Electricity (\$) by FY (Jul - Dec)



(kWh) Savings  
vs Baseline YTD

13.9K

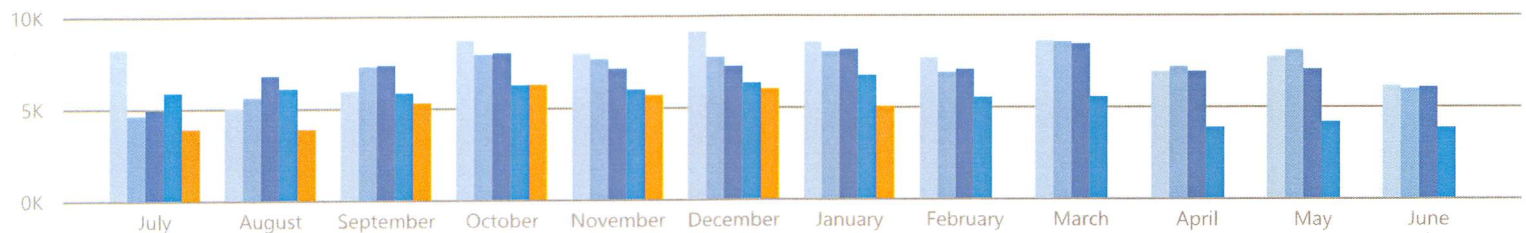
(\$ Savings vs  
Baseline YTD

\$3.3K

### Total Electric (kWh) by Month and Fiscal Year

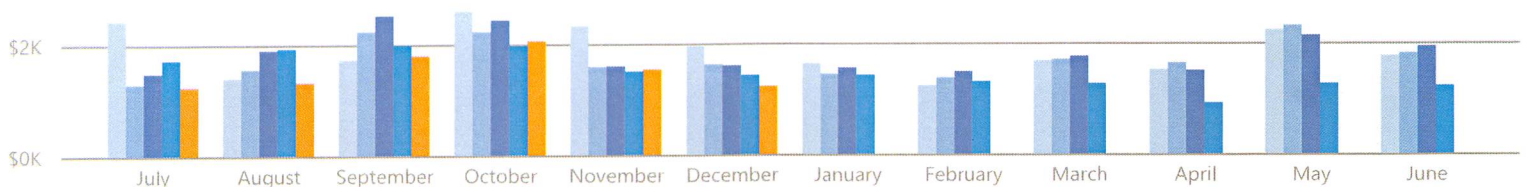
FY 2016-2017 2017-2018 2018-2019 2019-2020 2020-2021

\*The latest month- January 2021 does not reflect total monthly data.



### Total Electric Cost (\$) by Month

FY 2016-2017 2017-2018 2018-2019 2019-2020 2020-2021



### Observation

The first set of graphs above shows annual electric energy usage and associated electric energy cost for Hydesville Elementary School District by year with respect to July- Dec of each year mentioned. **The electric energy (kWh) savings box reveals that in 2019-2020 FY (Jul-Feb), electric energy consumption was 13,900 kWh less than in the 2016-2017 FY (Jul-Dec) baseline year. For the same period of time (Jul-Dec) associated electric energy cost decreased by \$3,300 in 2019-2020 FY compared to 2016-2017 FY.**

Displayed in the second graph are electric energy use and costs by month and fiscal year (FY) for the School District. **From 2016-2017 to 2017-2018 FY, electric energy consumption decreased by 6%, giving a cost avoidance to the school of approximately \$1,100.** From 2017-2018 to 2018-2019 FY, electric energy consumption remained unchanged. **From 2018-2019 to 2019-2020 FY, electric energy consumption decreased by 23%, giving a cost avoidance to the school of approximately \$5,200.** With respect to July through December 2020-2021 FY thus far reflects a significant 14% decrease in electric energy consumption compared with 2019-2020(Jul-Dec) FY, giving a cost avoidance to the school of approximately \$10,800. However, due to Covid and CA fire closures, a significant amount of energy was saved even though this is not the common trend of the school's consumption.





## Site Energy Totals

Site Name

All

Month

All

FY

2020-2021

Site Name

Total Electric  
(kWh)

Utility Purchased  
Cost (\$)

Total Electricity  
per SF (kWh/SF)

Utility Rate  
(\$/kWh)

Hydesville Elementary School

30,890.72

\$9,140

1.595

0.300152

**Total**

**30,890.72**

**\$9,140**

**1.595**

**0.300152**

## Electricity Consumption by Site

● Current Usage (FY 2020-21) kWh ● Baseline Usage (FY 2016-17) kWh

Hydesville Elementary School



0K

10K

20K

30K

40K

**Total Electric (kWh):** Sum total electricity usage of utility purchased electricity.

**Utility Purchased Cost (\$):** Total electrical cost from Utility by site

**Total Electric per SF (kWh/SF):** Sum total electricity usage per conditioned square footage of the site

**Utility Rate (\$/kWh):** Cost per total kWh usage (Utility Purchased kWh)



Site Name

FY

## Baseline (FY 2016-17) vs Current (FY 2020-2021)

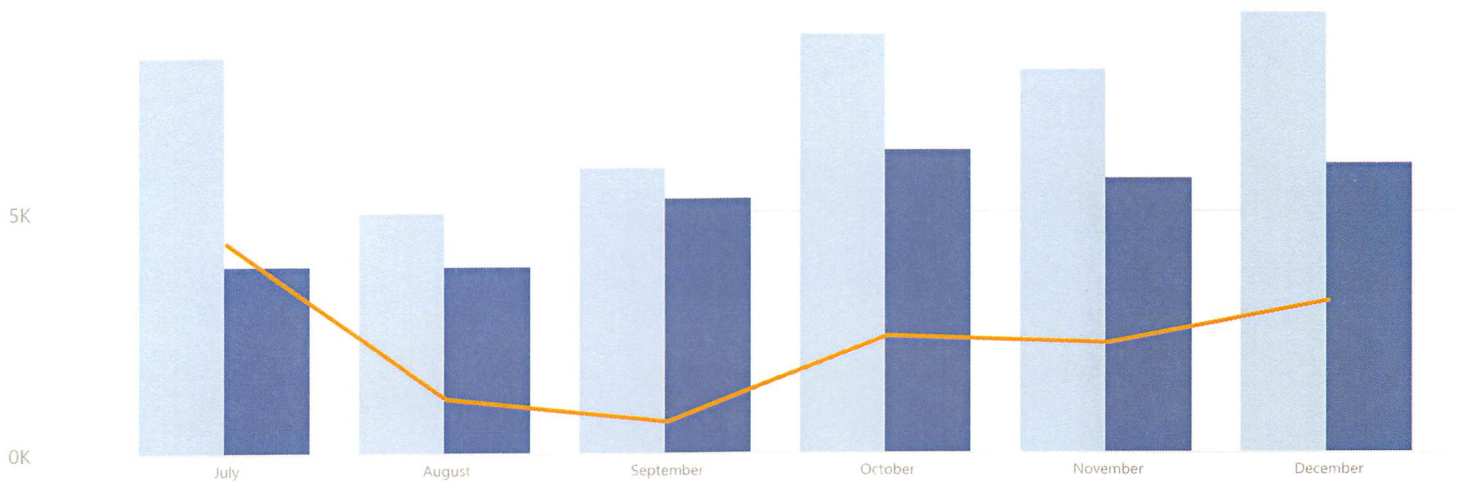
All

2020-2021

### Utility Purchased Electricity vs. Baseline

● Baseline Electric Usage (FY 2016-17) kWh ● Current Utility Usage (FY 2020-21) kWh ● Purchased Utility Savings (kWh)

10K



### Total Electric Usage vs. Baseline

● Utility Purchased (kWh) ● Baseline Purchased Electric Usage

10K



Baseline Usage (kWh)	FY 2020-21 Utility (kWh)	FY 2020-21 Utility Rate (\$/kWh)	Total Energy (kWh) Savings
0.04M	0.03M	0.30015	13.87K
Baseline Cost (\$)	FY 2020-21 Cost (\$)	Avoided Costs (\$)	True Cost Savings (\$)
\$0.01M	\$0.01M	\$4.16K	\$3.26K

**Utility (kWh):** Purchased electricity by the District during the current fiscal year.

**Utility Rate (\$/kWh):** Blended utility rate (total electricity cost divided by the sum of utility purchased electricity)

**Avoided Costs (\$):** Costs based on current utility rate and energy savings.

**True Cost Savings (\$):** Savings based on difference in utility bills compared to baseline year.

**Total Energy kWh Savings:** Total Electricity reduction (utility purchased electricity) between current year and baseline year.



# Hydesville ESD



Hydesville Elementary  
School District

## Energy Assessment Report

Prepared For:

Mr. Kevin Trone

Superintendent/Principal

(707) 768-3610

[superintendent@hydesvilleschool.org](mailto:superintendent@hydesvilleschool.org)

Prepared on:

1/26/2021





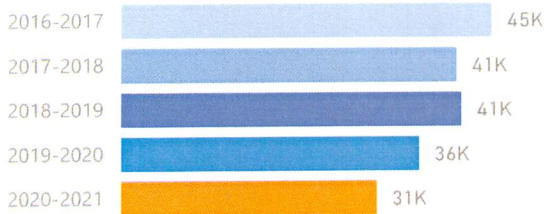


## District Electric Energy Totals

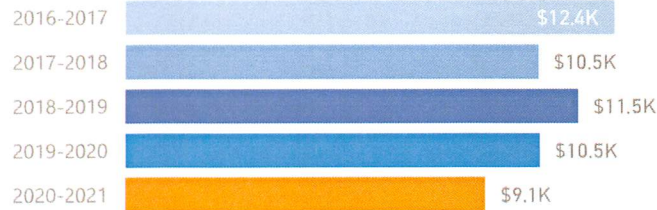
All



### Electricity (kWh) by FY (Jul - Dec)



### Electricity (\$) by FY (Jul - Dec)



(kWh) Savings  
vs Baseline YTD

13.9K

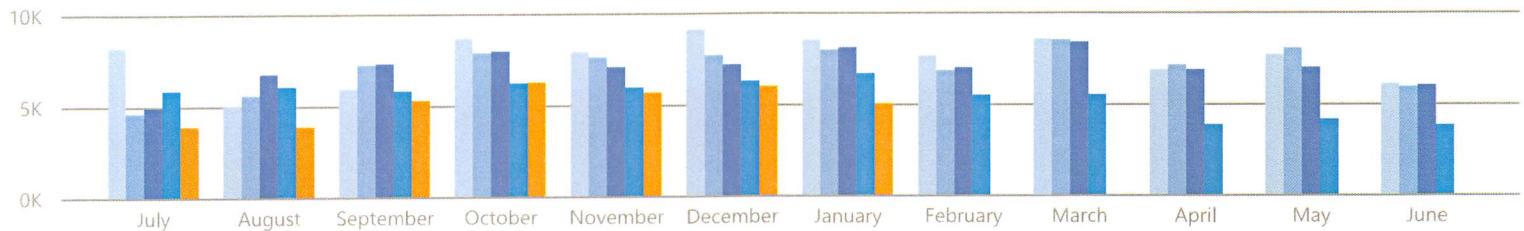
(\$ Savings vs  
Baseline YTD

\$3.3K

### Total Electric (kWh) by Month and Fiscal Year

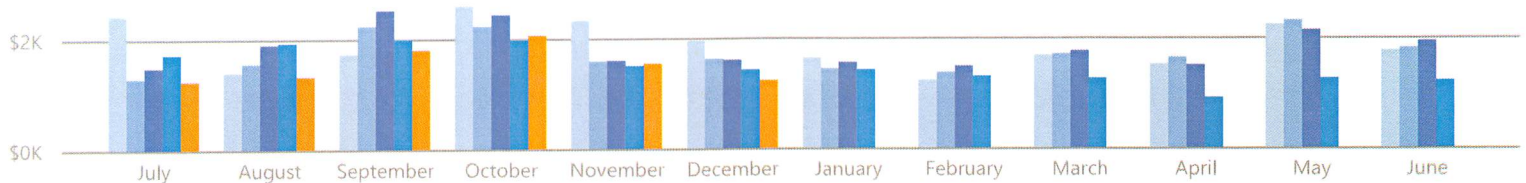
FY 2016-2017 2017-2018 2018-2019 2019-2020 2020-2021

\*The latest month- January 2021 does not reflect total monthly data.



### Total Electric Cost (\$) by Month

FY 2016-2017 2017-2018 2018-2019 2019-2020 2020-2021



### Observation

The first set of graphs above shows annual electric energy usage and associated electric energy cost for Hydesville Elementary School District by year with respect to July- Dec of each year mentioned. **The electric energy (kWh) savings box reveals that in 2019-2020 FY (Jul-Feb), electric energy consumption was 13,900 kWh less than in the 2016-2017 FY (Jul-Dec) baseline year. For the same period of time (Jul-Dec) associated electric energy cost decreased by \$3,300 in 2019-2020 FY compared to 2016-2017 FY.**

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## Site Energy Totals

Site Name Month FY  
All All 2020-2021

Site Name	Total Electric (kWh)	Utility Purchased Cost (\$)	Total Electricity per SF (kWh/SF)	Utility Rate (\$/kWh)
Hydesville Elementary School	30,890.72	\$9,140	1.595	0.300152
<b>Total</b>	<b>30,890.72</b>	<b>\$9,140</b>	<b>1.595</b>	<b>0.300152</b>

## Electricity Consumption by Site

● Current Usage (FY 2020-21) kWh ● Baseline Usage (FY 2016-17) kWh

Hydesville Elementary School



0K

10K

20K

30K

40K

**Total Electric (kWh):** Sum total electricity usage of utility purchased electricity.

**Utility Purchased Cost (\$):** Total electrical cost from Utility by site

**Total Electric per SF (kWh/SF):** Sum total electricity usage per conditioned square footage of the site

**Utility Rate (\$/kWh):** Cost per total kWh usage (Utility Purchased kWh)





Site Name

FY

## Baseline (FY 2016-17) vs Current (FY 2020-2021)

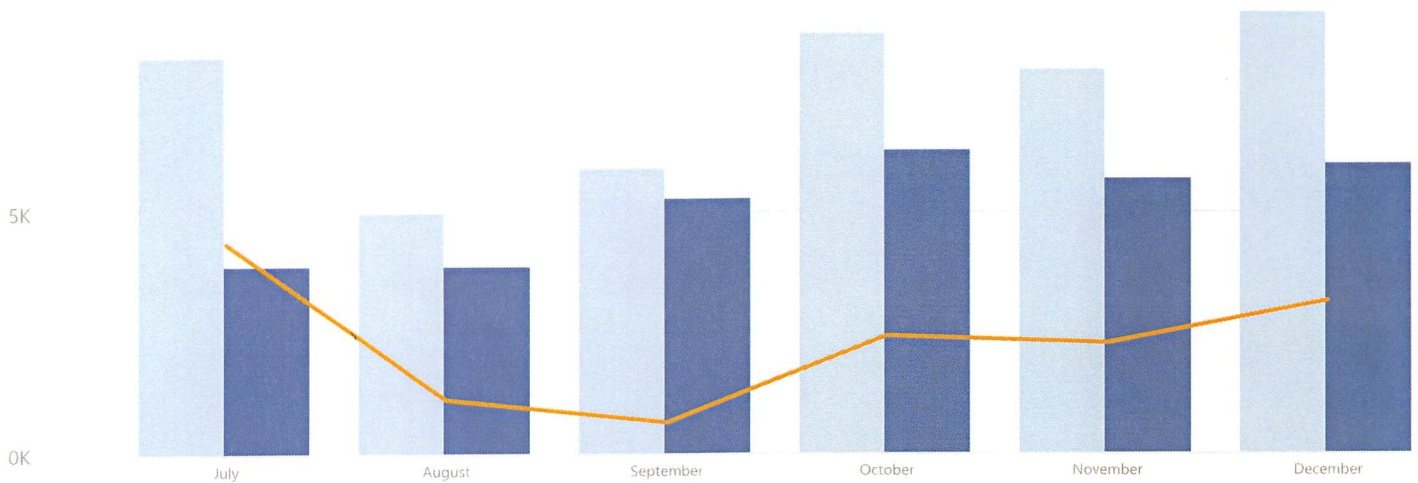
All

2020-2021

### Utility Purchased Electricity vs. Baseline

● Baseline Electric Usage (FY 2016-17) kWh ● Current Utility Usage (FY 2020-21) kWh ● Purchased Utility Savings (kWh)

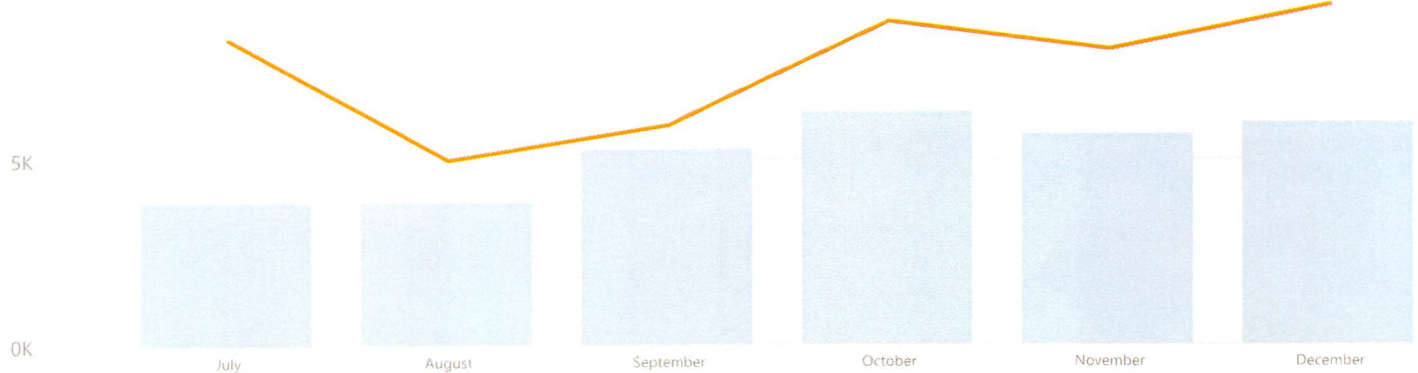
10K



### Total Electric Usage vs. Baseline

● Utility Purchased (kWh) ● Baseline Purchased Electric Usage

10K



Baseline Usage (kWh)	FY 2020-21 Utility (kWh)	FY 2020-21 Utility Rate (\$/kWh)	Total Energy (kWh) Savings
0.04M	0.03M	0.30015	13.87K
Baseline Cost (\$)	FY 2020-21 Cost (\$)	Avoided Costs (\$)	True Cost Savings (\$)
\$0.01M	\$0.01M	\$4.16K	\$3.26K

**Utility (kWh):** Purchased electricity by the District during the current fiscal year.

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**True Cost Savings (\$):** Savings based on difference in utility bills compared to baseline year.

**Total Energy kWh Savings:** Total Electricity reduction (utility purchased electricity) between current year and baseline year.



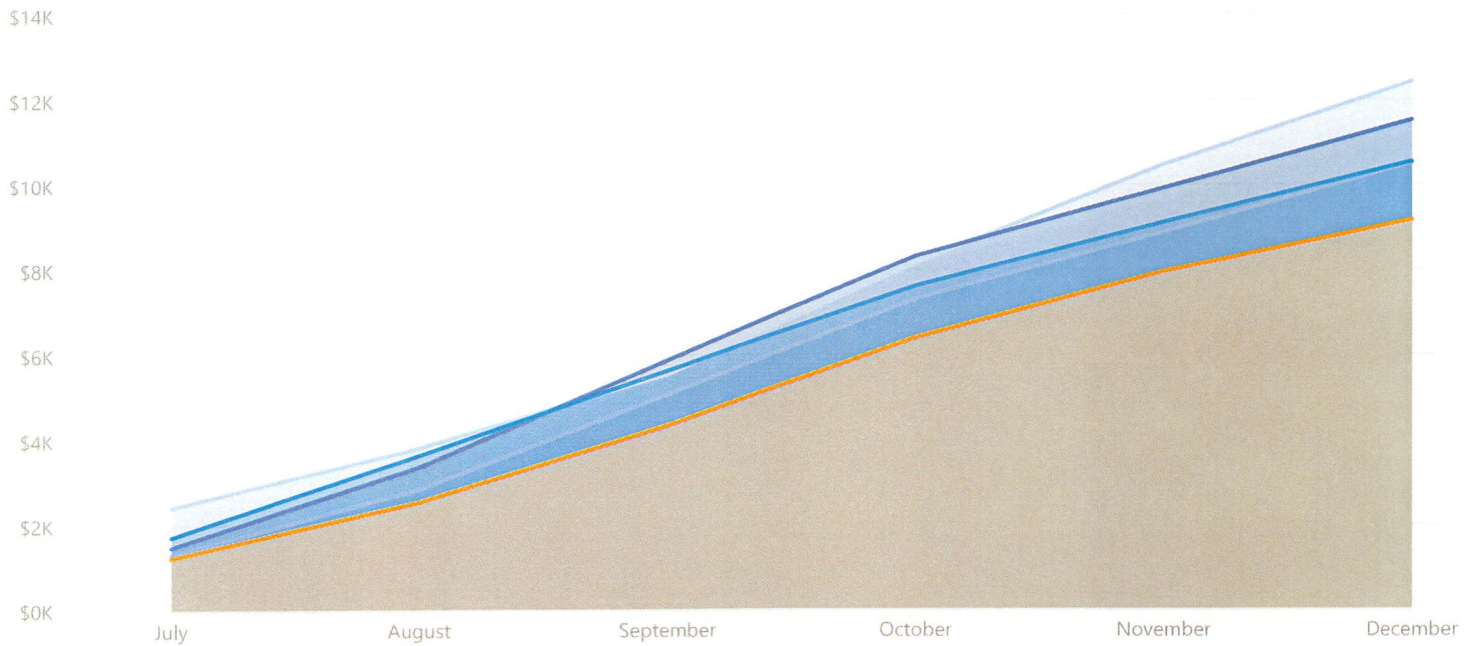


## District Electric Year-to-Date Cost

All

### Electric Cost (\$) YTD by Month and FY

FY 2016-2017 2017-2018 2018-2019 2019-2020 2020-2021



### Cumulative Total

Month	Baseline Cost	Actual Cost	Actual Cost Reduction	Avoided Cost
July	\$2,419.98	\$1,231.59	\$1,188.39	\$1,382.66
August	\$3,810.06	\$2,538.69	\$1,271.38	\$1,790.70
September	\$5,530.58	\$4,326.54	\$1,204.04	\$2,020.62
October	\$8,125.73	\$6,377.02	\$1,748.70	\$2,810.45
November	\$10,451.45	\$7,912.23	\$2,539.22	\$3,427.58
December	\$12,397.79	\$9,140.01	\$3,257.78	\$4,163.99

# Attachment 6



# 2020-2021 Statement of Economic Interests



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## Form 700

A Public Document

### ***Table of Contents***

Quick Start Guide .....	p.2
Who? Where? How? When? .....	p.3
Types of Statements.....	p.4
Cover Page and Schedules	
Cover Page .....	p.5
Schedule A-1 ( <i>Investments</i> ).....	p.7
Schedule A-2 ( <i>Business Entities/Trusts</i> ) .....	p.9
Schedule B ( <i>Real Property</i> ) .....	p.11
Schedule C ( <i>Income</i> ) .....	p.13
Schedule D ( <i>Gifts</i> ).....	p.15
Schedule E ( <i>Travel Payments</i> ).....	p.17
Restrictions and Prohibitions .....	p.19
Q & A .....	p.20

### ***Helpful Resources***

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

## California Fair Political Practices Commission

1102 Q Street, Suite 3000 • Sacramento, CA 95811

Email Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

December 2020

**Quick Start Guide**  
**Detailed instructions begin on page 3.**

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## WHEN IS THE ANNUAL STATEMENT DUE?

- March 1 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 1 – Most other filers

### WHERE DO I FILE?

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

### ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

### NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

**Note:** Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

### QUESTIONS?

- [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

### E-FILEING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to [form700@fppc.ca.gov](mailto:form700@fppc.ca.gov).



## What's New

### Gift Limit Increase

The gift limit increased to **\$520** for calendar years **2021** and **2022**. The gift limit in 2020 was \$500.

### Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers").  
**Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

#### Exception:

- Candidates for a county central committee are not required to file the Form 700.
- Members of newly created boards and commissions not yet covered under a conflict of interest code
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Where to file:

#### 87200 Filers

State offices	➔	Your agency
Judicial offices	➔	The clerk of your court
Retired Judges	➔	Directly with FPPC
County offices	➔	Your county filing official
City offices	➔	Your city clerk
Multi-County offices	➔	Your agency

#### Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

**Code:** File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

#### Members of Boards and Commissions of Newly

**Created Agencies:** File with your newly created agency or with your agency's code reviewing body.

#### Employees in Newly Created Positions of Existing

**Agencies:** File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

**Candidates:** File with your local elections office.

### How to file:

The Form 700 is available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Form 700 schedules are also available in Excel format. All

statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2.

### When to file:

#### Annual Statements

##### ➔ March 1, 2021

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

##### ➔ April 1, 2021

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their local filing officers.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

#### Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

#### Exception:

If you assumed office between October 1, 2020, and December 31, 2020, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2022, or April 1, 2022, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2021. (See Reference Pamphlet, page 6, for additional exceptions.)

#### Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

#### Late Statements

**There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)**

#### Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at [www.fppc.ca.gov](http://www.fppc.ca.gov).

# 2020-2021 Statement of Economic Interests



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## Form 700

A Public Document

### ***Table of Contents***

Quick Start Guide .....	p.2
Who? Where? How? When? .....	p.3
Types of Statements .....	p.4
Cover Page and Schedules	
Cover Page .....	p.5
Schedule A-1 ( <i>Investments</i> ) .....	p.7
Schedule A-2 ( <i>Business Entities/Trusts</i> ) .....	p.9
Schedule B ( <i>Real Property</i> ) .....	p.11
Schedule C ( <i>Income</i> ) .....	p.13
Schedule D ( <i>Gifts</i> ) .....	p.15
Schedule E ( <i>Travel Payments</i> ) .....	p.17
Restrictions and Prohibitions .....	p.19
Q & A .....	p.20

### ***Helpful Resources***

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

## California Fair Political Practices Commission

1102 Q Street, Suite 3000 • Sacramento, CA 95811

Email Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

December 2020



**Quick Start Guide**  
**Detailed instructions begin on page 3.**

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## WHEN IS THE ANNUAL STATEMENT DUE?

- March 1 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 1 – Most other filers

### WHERE DO I FILE?

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

### ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

### NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

**Note:** Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

### QUESTIONS?

- [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

### E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to [form700@fppc.ca.gov](mailto:form700@fppc.ca.gov).



## What's New

### Gift Limit Increase

The gift limit increased to **\$520** for calendar years **2021** and **2022**. The gift limit in 2020 was **\$500**.

### Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers").  
**Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

#### Exception:

- Candidates for a county central committee are not required to file the Form 700.
- Members of newly created boards and commissions not yet covered under a conflict of interest code
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Where to file:

#### 87200 Filers

State offices	➔	Your agency
Judicial offices	➔	The clerk of your court
Retired Judges	➔	Directly with FPPC
County offices	➔	Your county filing official
City offices	➔	Your city clerk
Multi-County offices	➔	Your agency

#### Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

**Code:** File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

#### Members of Boards and Commissions of Newly

**Created Agencies:** File with your newly created agency or with your agency's code reviewing body.

#### Employees in Newly Created Positions of Existing

**Agencies:** File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

**Candidates:** File with your local elections office.

### How to file:

The Form 700 is available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Form 700 schedules are also available in Excel format. All

statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2.

### When to file:

#### Annual Statements

##### ➔ March 1, 2021

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

##### ➔ April 1, 2021

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their local filing officers.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

#### Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

#### Exception:

If you assumed office between October 1, 2020, and December 31, 2020, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2022, or April 1, 2022, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2021. (See Reference Pamphlet, page 6, for additional exceptions.)

#### Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

#### Late Statements

**There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)**

#### Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## Types of Statements

### Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

### Annual Statement:

Generally, the period covered is January 1, 2020, through December 31, 2020. If the period covered by the statement is different than January 1, 2020, through December 31, 2020, (for example, you assumed office between October 1, 2019, and December 31, 2019 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2020.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

### Leaving Office Statement:

Generally, the period covered is January 1, 2020, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2020, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2019, and December 31, 2019, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2020.

### Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

### Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

**Note:** Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.



**STATEMENT OF ECONOMIC INTERESTS**  
**COVER PAGE**  
*A PUBLIC DOCUMENT*

Date Initial Filing Received  
Filing Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

**2. Jurisdiction of Office (Check at least one box)**

☐ State

☐ Judge, Retired Judge, Pro Tem Judge, or Court Commissioner  
(Statewide Jurisdiction)

☐ Multi-County

☐ County of

☐ City of

☐ Other

**3. Type of Statement (Check at least one box)**

☐ **Annual:** The period covered is January 1, 2020, through December 31, 2020.

-or-

The period covered is / / , through December 31, 2020.

☐ **Assuming Office:** Date assumed / /

☐ **Leaving Office:** Date Left / /  
(Check one circle.)

☐ The period covered is January 1, 2020, through the date of leaving office.

-or-

☐ The period covered is / / , through the date of leaving office.

☐ **Candidate:** Date of Election and office sought, if different than Part 1:

**4. Schedule Summary (must complete)**

► Total number of pages including this cover page:

**Schedules attached**

☐ **Schedule A-1 - Investments** – schedule attached

☐ **Schedule C - Income, Loans, & Business Positions** – schedule attached

☐ **Schedule A-2 - Investments** – schedule attached

☐ **Schedule D - Income – Gifts** – schedule attached

☐ **Schedule B - Real Property** – schedule attached

☐ **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or- ☐ **None** - No reportable interests on any schedule

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER  
( )

EMAIL ADDRESS

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed paper statement with your filing official.)

## Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

### Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.
  - To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

#### Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Brian will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Brian will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

### Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.

- If your agency is a multi-county office, list each county in which your agency has jurisdiction.
- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the "other" box and enter the county or city in which the agency has jurisdiction.

#### Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

<b>1. Office, Agency, or Court</b>	
Agency Name (Do not use acronyms)	
Feather River Irrigation District	
Division, Board, Department, District, if applicable	Your Position
N/A	Board Member
► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency	Position
N/A	
<b>2. Jurisdiction of Office (Check at least one box)</b>	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input type="checkbox"/> Other _____

### Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2020 annual statement, **do not** change the pre-printed dates to reflect 2021. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2021, through December 31, 2021, will be disclosed on your statement filed in 2022. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

### Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

### Part 5. Verification

Complete the verification by signing the statement and entering the date signed. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. **When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.



# SCHEDULE A-1

## Investments

### Stocks, Bonds, and Other Interests (Ownership Interest is Less Than 10%)

Investments must be itemized.

Do not attach brokerage or financial statements.

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name

NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other (Describe)  
☐ Partnership ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

/ / 20 / / 20  
ACQUIRED DISPOSED

NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other (Describe)  
☐ Partnership ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

/ / 20 / / 20  
ACQUIRED DISPOSED

NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other (Describe)  
☐ Partnership ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

/ / 20 / / 20  
ACQUIRED DISPOSED

NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other (Describe)  
☐ Partnership ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

/ / 20 / / 20  
ACQUIRED DISPOSED

NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other (Describe)  
☐ Partnership ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

/ / 20 / / 20  
ACQUIRED DISPOSED

NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other (Describe)  
☐ Partnership ☐ Income Received of \$0 - \$499  
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

/ / 20 / / 20  
ACQUIRED DISPOSED

Comments:



## Instructions – Schedules A-1 and A-2 Investments

"Investment" means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 13.)

### Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse's or registered domestic partner's business (See Reference Pamphlet, page 8, for the definition of "business entity.")
- Your spouse's or registered domestic partner's investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 16, for more information on disclosing trusts.)
- Business trusts

### You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. (See Reference Pamphlet, page 13.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

**Use Schedule A-1** to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

**Use Schedule A-2** to report ownership of 10% or greater (e.g., a sole proprietorship).

### To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively. (See page 20 for more information.)
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

### Examples:

Frank Byrd holds a state agency position. His conflict of interest code requires full disclosure of investments. Frank must disclose his stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

### Reminders

- Do you know your agency's jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

**SCHEDULE A-2**  
**Investments, Income, and Assets**  
**of Business Entities/Trusts**  
(Ownership Interest is 10% or Greater)

<b>CALIFORNIA FORM 700</b>
FAIR POLITICAL PRACTICES COMMISSION
Name _____

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

Check one

☐ Trust, go to 2      ☐ Business Entity, complete the box, then go to 2

**GENERAL DESCRIPTION OF THIS BUSINESS**

FAIR MARKET VALUE

- ☐ \$0 - \$1,999  
☐ \$2,000 - \$10,000  
☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000  
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/20      \_\_\_\_/\_\_\_\_/20  
ACQUIRED      DISPOSED

NATURE OF INVESTMENT

☐ Partnership    ☐ Sole Proprietorship    ☐ \_\_\_\_\_ Other

YOUR BUSINESS POSITION \_\_\_\_\_

**▶ 1. BUSINESS ENTITY OR TRUST**

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

Check one

☐ Trust, go to 2      ☐ Business Entity, complete the box, then go to 2

**GENERAL DESCRIPTION OF THIS BUSINESS**

FAIR MARKET VALUE

- ☐ \$0 - \$1,999  
☐ \$2,000 - \$10,000  
☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000  
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/20      \_\_\_\_/\_\_\_\_/20  
ACQUIRED      DISPOSED

NATURE OF INVESTMENT

☐ Partnership    ☐ Sole Proprietorship    ☐ \_\_\_\_\_ Other

YOUR BUSINESS POSITION \_\_\_\_\_

**▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)**

- ☐ \$0 - \$499      ☐ \$10,001 - \$100,000  
☐ \$500 - \$1,000      ☐ OVER \$100,000  
☐ \$1,001 - \$10,000

**▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)**

- ☐ \$0 - \$499      ☐ \$10,001 - \$100,000  
☐ \$500 - \$1,000      ☐ OVER \$100,000  
☐ \$1,001 - \$10,000

**▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)**

☐ None    or    ☐ Names listed below

**▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)**

☐ None    or    ☐ Names listed below

**▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST**

Check one box:

☐ INVESTMENT      ☐ REAL PROPERTY

Name of Business Entity, if Investment, or  
Assessor's Parcel Number or Street Address of Real Property

Description of Business Activity or  
City or Other Precise Location of Real Property

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000  
☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000  
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/20      \_\_\_\_/\_\_\_\_/20  
ACQUIRED      DISPOSED

NATURE OF INTEREST

☐ Property Ownership/Deed of Trust    ☐ Stock    ☐ Partnership

☐ Leasehold \_\_\_\_\_ Yrs. remaining    ☐ Other \_\_\_\_\_

☐ Check box if additional schedules reporting investments or real property are attached

**▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST**

Check one box:

☐ INVESTMENT      ☐ REAL PROPERTY

Name of Business Entity, if Investment, or  
Assessor's Parcel Number or Street Address of Real Property

Description of Business Activity or  
City or Other Precise Location of Real Property

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000  
☐ \$10,001 - \$100,000  
☐ \$100,001 - \$1,000,000  
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/20      \_\_\_\_/\_\_\_\_/20  
ACQUIRED      DISPOSED

NATURE OF INTEREST

☐ Property Ownership/Deed of Trust    ☐ Stock    ☐ Partnership

☐ Leasehold \_\_\_\_\_ Yrs. remaining    ☐ Other \_\_\_\_\_

☐ Check box if additional schedules reporting investments or real property are attached

Comments: \_\_\_\_\_



## Instructions – Schedule A-2

### Investments, Income, and Assets of Business Entities/Trusts

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Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

#### To Complete Schedule A-2:

**Part 1.** Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

**Part 2.** Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

**Part 3.** Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting

period. (See Reference Pamphlet, page 11, for examples.) Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 8.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 14, for information on procedures to request an exemption from disclosing privileged information.)

**Part 4.** Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.





# Attachment 7



# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives





Date: 02/01/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Hydesville ESD

Number of schools: 1

Enrollment: 177

Superintendent (or equivalent) Name: Kevin Trone

Address: 3050 Johnson Rd.  
Hydesville, Ca 95547

Phone Number: (707)768-3610

Email: superintendent@hydesvillesd.org

Date of proposed reopening: 08/28/2020

County: Humboldt

Current Tier: Orange  
(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Elementary School Dist

Grade Level (check all that apply)

☒ TK ☒ 2nd ☒ 5th ☒ 8th ☐ 11th

☒ K ☒ 3rd ☒ 6th ☐ 9th ☐ 12th

☒ 1st ☒ 4th ☒ 7th ☐ 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

### For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☐ I, Kevin Trone, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Amount per group will vary based on distancing and room configuratic

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If you have departmentalized classes, how will you organize staff and students in stable groups?

n/a

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If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

n/a

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☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.



**☒ Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

**☒ Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet

Minimum: 3 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Teacher will teach with a minimum of 6ft distance from students. Student:

**☒ Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

**☒ Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Any student or staff members who is identified as a contact will be called

**☒ Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

There is no planned testing cadence for students. If a child is out with COV



☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☐ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

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

☐ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

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

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

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### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

☒ **Local Health Officer Approval:** The Local Health Officer, for (state Local Health Jurisdiction ) Humboldt County. Local Health Jurisdiction has certified and approved the CSP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

# **Attachment 8**

## 2019–2020 School Accountability Report Card

[Translation Disclaimer](#)

### School Accountability Report Card

### Reported Using Data from the 2019–2020 School Year

### California Department of Education

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

#### DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

#### California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

#### Mr. Kevin Trone, Superintendent/Principal

- Principal, Hydesville Elementary

#### About Our School

Welcome to Hydesville Elementary School! Our entire community is very proud of our school and its 160 year long history serving students throughout the greater Eel River Valley. We have a long-standing tradition of excellence that is reflected in the performance and behavior of our students, and the dedication of our faculty and staff. Parents are active partners in the educational process here at Hydesville Elementary. We, as a staff, are continually striving to improve our skills through workshops, conferences, and other trainings so we can provide the best possible education to the students of our community.

At Hydesville we are committed to providing a learning environment that promotes high expectations for academic achievement at appropriate student-learning levels aligned with State standards.

All students at Hydesville Elementary will participate in a challenging, problem-solving, integrated, multi-modal instructional program to ensure their academic and social success. This child-centered learning environment will empower all participants to become lifelong learners and productive members of society. The school shall provide equal



educational opportunities for all students through a balanced, stimulating, and challenging curriculum.

We value a climate that is safe, consistent, pleasant, and orderly. We promote relationships based on clear communication, mutual respect, trust, and caring. Students, parents, staff, and community work in cooperation to help develop responsible, concerned, confident, and productive citizens whose continual self-motivation to learn and grow will greatly contribute to our society.

#### Contact

Hydesville Elementary  
3050 Johnson Rd.  
Hydesville, CA 95547-0551

Phone: 707-768-3610

Email: [superintendent@hydesvilleschool.org](mailto:superintendent@hydesvilleschool.org)

#### About This School

#### Contact Information (School Year 2020–2021)

District Contact Information (School Year 2020–2021)	
District Name	Hydesville Elementary
Phone Number	(707) 768-3610
Superintendent	Kevin Trone
Email Address	<a href="mailto:superintendent@hydesvilleschool.org">superintendent@hydesvilleschool.org</a>
Website	<a href="http://www.hydesvilleschool.org">www.hydesvilleschool.org</a>

School Contact Information (School Year 2020–2021)	
School Name	Hydesville Elementary
Street	3050 Johnson Rd.
City, State, Zip	Hydesville, Ca, 95547-0551
Phone Number	707-768-3610
Principal	Mr. Kevin Trone, Superintendent/Principal
Email Address	<a href="mailto:superintendent@hydesvilleschool.org">superintendent@hydesvilleschool.org</a>
County-District-School (CDS) Code	12628856007942

Last updated: 2/3/2021

#### School Description and Mission Statement (School Year 2020–2021)

## Empowering Students to Become Lifelong Learners and Productive Members of Society

All students at Hydesville Elementary School will participate in a challenging, problem solving, integrated, multi-modality instructional program to ensure their academic and social success. This child-centered learning environment will empower all participants to become lifelong learners and productive members of society.

At Hydesville we are committed to providing a learning environment that promotes high expectations for academic achievement at appropriate student learning levels, aligned with state standards.

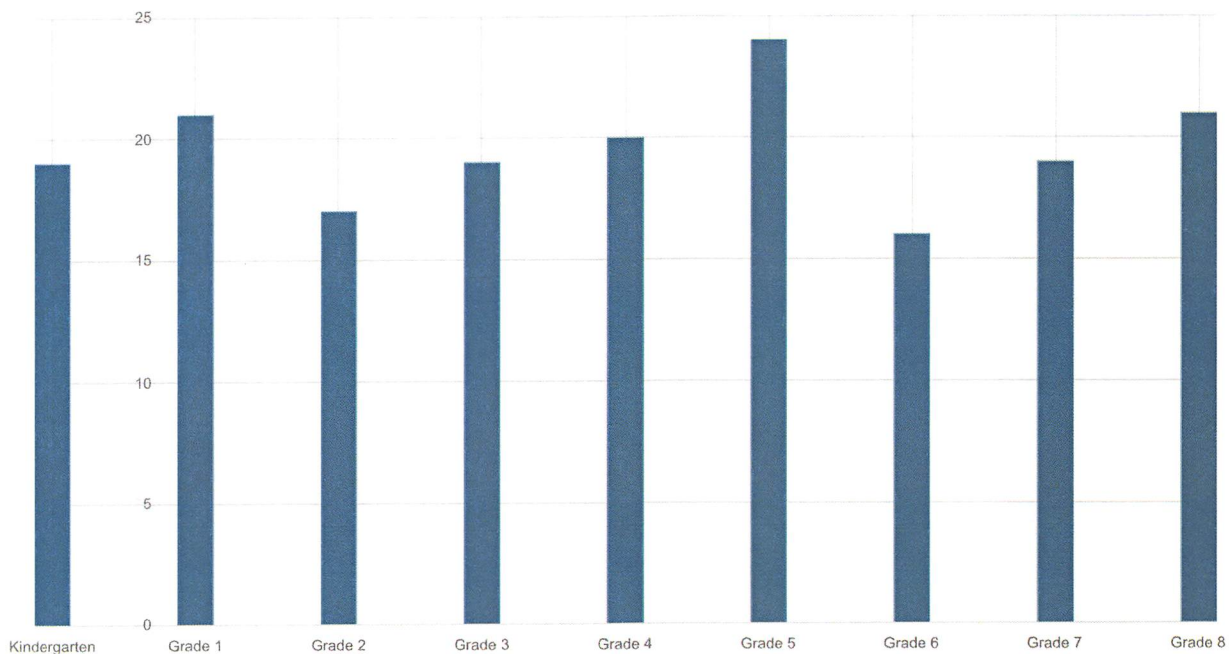
The school shall provide equal educational opportunities for all students through a balanced, stimulating and challenging curriculum.

We value a climate that is safe, consistent, pleasant, and orderly. We promote relationships based on clear communication, mutual respect, trust, and caring. Students, parents, staff, and community work in cooperation to help develop responsible, concerned, confident and productive citizens whose continual self-motivation to learn and grow will greatly contribute to our society.

*Last updated: 2/3/2021*

### Student Enrollment by Grade Level (School Year 2019–2020)

Grade Level	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Total Enrollment
Number of Students	19	21	17	19	20	24	16	19	21	176



*Last updated: 2/3/2021*

### Student Enrollment by Student Group (School Year 2019–2020)

Student Group	Black or African American	American Indian or Alaska Native	Asian	Filipino	Hispanic or Latino	Native Hawaiian or Pacific Islander
Percent of Total Enrollment	1.00 %	%	0.50 %	%	12.60 %	%

Student Group (Other)	Socioeconomically Disadvantaged	English Learners	Students with Disabilities	Foster Youth	Homeless
Percent of Total Enrollment	36.90 %	2.50 %	10.60 %	0.50 %	%

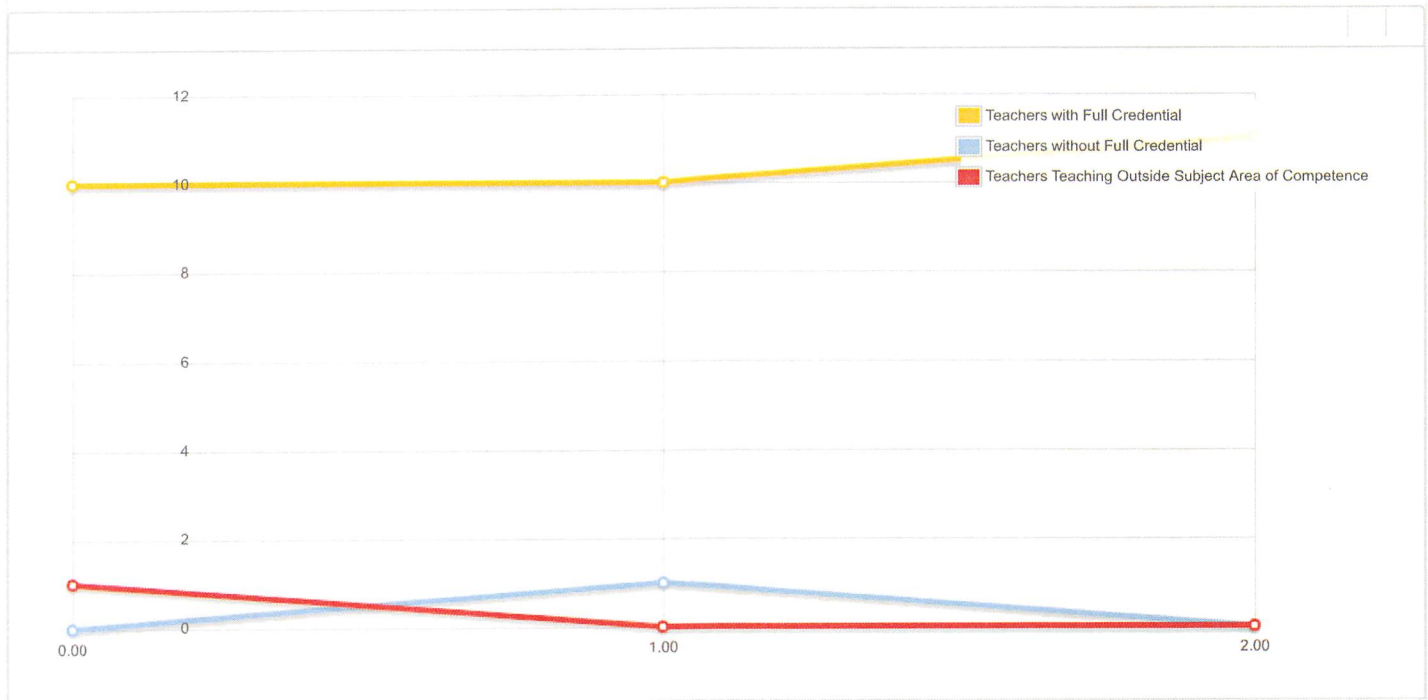
## State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

## Teacher Credentials

Teachers	School 2018–2019	School 2019–2020	School 2020–2021	District 2020–2021
With Full Credential	10	10	11	11
Without Full Credential	0	1	0	0
Teachers Teaching Outside Subject Area of Competence (with full credential)	1	0	0	0

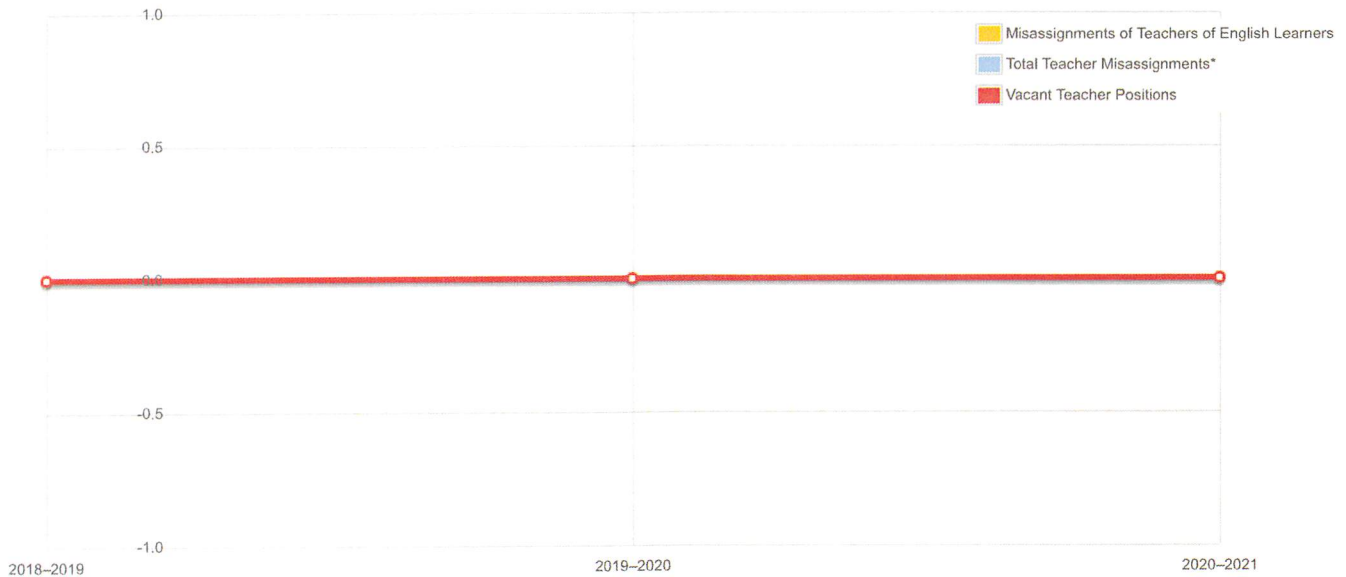


Last updated: 2/3/2021

## Teacher Misassignments and Vacant Teacher Positions

Indicator	2018–2019	2019–2020	2020–2021
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments*	0	0	0
Vacant Teacher Positions	0	0	0





Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

\* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Last updated: 2/3/2021

### Quality, Currency, Availability of Textbooks and Other Instructional Materials (School Year 2020–2021)

Year and month in which the data were collected: September 2020

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Fountas and Pinnell (K-3) 2018 Open Court (K-4) 2002 McDougal Littell (5-8) 2002 Implementing Daily Five/CAFE Instructional Program (K-8) 2017	No	0.00 %
Mathematics	Big Ideas Math 2014 (6-8) Houghton-Mifflin Harcourt 2014 (K-5)	Yes	0.00 %
Science	McGraw -Hill (K-5) 2007 Pearson-Prentice Hall (6-8) 2007	No	0.00 %
History-Social Science	Harcourt (K-4) 2006 Prentice Hall (5-8) 2006	No	0.00 %
Foreign Language	N/A		0.00 %
Health	N/A		0.00 %
Visual and Performing Arts	N/A		0.0 %
Science Lab Eqpmt (Grades 9-12)	N/A	N/A	0.0 %

Note: Cells with N/A values do not require data.

Last updated: 2/3/2021

### School Facility Conditions and Planned Improvements

Hydesville School consists of one main building built in 1964, which houses the office, eight permanent classrooms, counseling/speech lab, multipurpose room, and kitchen. A middle school wing constructed in 2016 house three classrooms. One portable classroom is dedicated to the after school program. A bus garage provides bus parking and a shop space. There are three playground areas and a large backfield.

Hydesville School provides a safe, clean environment for all of its students. Our custodial staff consists of three part-time custodians and one full-time maintenance worker/custodian. We believe that the environment students learn in is as important as the subjects that are being taught to them. As such, our grounds are immaculately kept by our maintenance staff.

#### Recent School Facilities Improvements

Hundreds of feet of new 6' chainlink fencing was recently installed to increase student safety

*Last updated: 2/3/2021*

### School Facility Good Repair Status

Using the **most recently collected** Facility Inspection Tool (FIT) data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent FIT report: October 2020

System Inspected	Rating	Repair Needed and Action Taken or Planned
<b>Systems:</b> Gas Leaks, Mechanical/HVAC, Sewer	Good	
<b>Interior:</b> Interior Surfaces	Good	
<b>Cleanliness:</b> Overall Cleanliness, Pest/Vermin Infestation	Good	
<b>Electrical:</b> Electrical	Good	
<b>Restrooms/Fountains:</b> Restrooms, Sinks/Fountains	Good	
<b>Safety:</b> Fire Safety, Hazardous Materials	Good	
<b>Structural:</b> Structural Damage, Roofs	Poor	Action Planned: Replacing siding, repairing decorative beams.
<b>External:</b> Playground/School Grounds, Windows/Doors/Gates/Fences	Good	

### Overall Facility Rate

Year and month of the most recent FIT report: October 2020

Overall Rating	Good
----------------	------

*Last updated: 2/3/2021*

### State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and

- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

**CAASPP Test Results in ELA and Mathematics for All Students**  
**Grades Three through Eight and Grade Eleven**  
**Percentage of Students Meeting or Exceeding the State Standard**

Subject	School 2018–2019	School 2019–2020	District 2018–2019	District 2019–2020	State 2018–2019	State 2019–2020
English Language Arts / Literacy (grades 3-8 and 11)	51.0%	N/A	51.0%	N/A	50%	N/A
Mathematics (grades 3-8 and 11)	46.0%	N/A	46.0%	N/A	39%	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

*Last updated: 2/3/2021*



**CAASPP Test Results in ELA by Student Group**  
**Grades Three through Eight and Grade Eleven (School Year 2019–2020)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

*Last updated: 2/3/2021*

**CAASPP Test Results in Mathematics by Student Group**  
**Grades Three through Eight and Grade Eleven (School Year 2019–2020)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waives the requirement for statewide testing for the 2019–2020 school year.

*Last updated: 2/3/2021*

**CAASPP Test Results in Science for All Students**  
**Grades Five, Eight and High School**  
**Percentage of Students Meeting or Exceeding the State Standard**

Subject	School 2018–2019	School 2019–2020	District 2018–2019	District 2019–2020	State 2018–2019	State 2019–2020
Science (grades 5, 8, and high school)	41	N/A	41	N/A	30	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

Note: The new California Science Test (CAST) was first administered operationally in the 2018–2019 school year.

*Last updated: 2/3/2021*

**CAASPP Tests Results in Science by Student Group**  
**Grades Five, Eight and High School (School Year 2019–2020)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

*Last updated: 2/3/2021*

**Career Technical Education (CTE) Participation (School Year 2019–2020)**

Measure	CTE Program Participation
Number of Pupils Participating in CTE	
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	--



Measure	CTE Program Participation
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	--
<div data-bbox="1328 229 1515 257" data-label="Text"><p><i>Last updated: 2/3/2021</i></p></div>	

## Courses for University of California (UC) and/or California State University (CSU) Admission

UC/CSU Course Measure	Percent
2019–2020 Pupils Enrolled in Courses Required for UC/CSU Admission	---
2018–2019 Graduates Who Completed All Courses Required for UC/CSU Admission	---

## State Priority: Other Pupil Outcomes

Last updated: 2/3/2021

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

## California Physical Fitness Test Results (School Year 2019–2020)

Grade Level	Percentage of Students Meeting Four of Six Fitness Standards	Percentage of Students Meeting Five of Six Fitness Standards	Percentage of Students Meeting Six of Six Fitness Standards
-------------	--	--	---

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-56-20 was issued which waived the requirement to administer the physical fitness performance test for the 2019–2020 school year.

Last updated: 2/3/2021

## State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site

## Opportunities for Parental Involvement (School Year 2020–2021)

Hydesville School enjoys a close relationship with the community. The school is the center of community activities and provides the only playground facility in the area. The community has always supported the school by expecting high academic achievement, as well as a high standard of student behavior at the school and in the community. The school receives active parent and community support. Parent participation is a key element in elevating Hydesville to a consistent level of excellence. Parent volunteers are involved in the classroom, instructional programs, and field trips. Parents and community members volunteer to be coaches for school athletics.

Parent and community involvement in the school has seen a decline this year due to COVID protocols.

The Hydesville Parent Group (HPG) is very active in supporting the school through fundraising activities, using the funds to support our school programs. The HPG was instrumental in raising money for replacement of outdated playground equipment. The community has always supported the eighth-grade graduation trip to the San Francisco Bay Area. Funds to cover the full cost of the trip are raised during a variety of fundraisers.

For more information on how to become involved at the school, contact Superintendent/Principal, Kevin Trone, at (707) 768-3610.

Last updated: 2/3/2021

## State Priority: Pupil Engagement

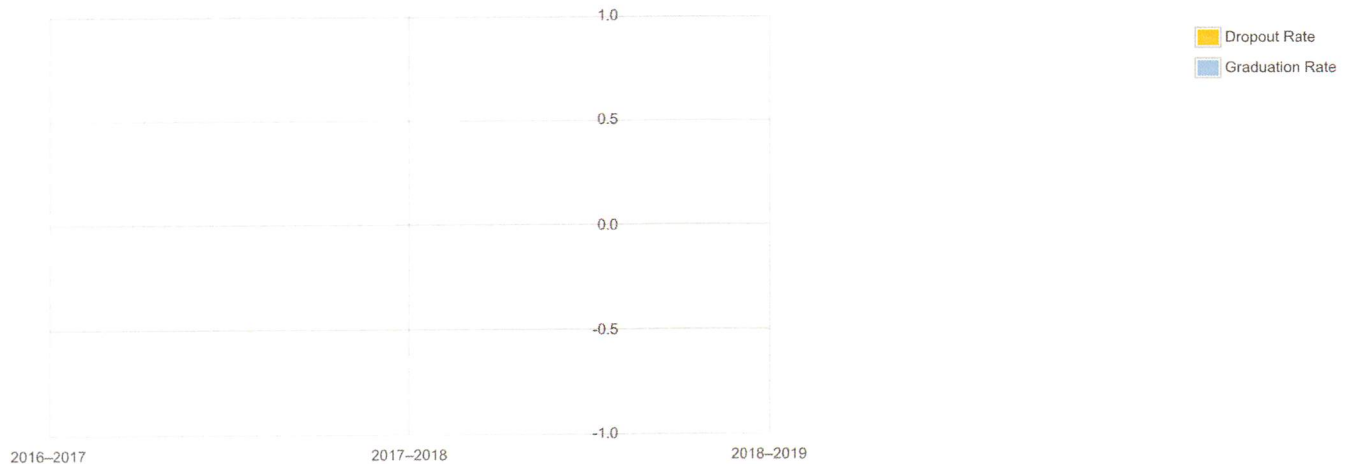
The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates; and
- High school graduation rates

## Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School 2016–2017	School 2017–2018	School 2018–2019	District 2016–2017	District 2017–2018	District 2018–2019	State 2016–2017	State 2017–2018	State 2018–2019
Indicator	School 2016–2017	School 2017–2018	School 2018–2019	District 2016–2017	District 2017–2018	District 2018–2019	State 2016–2017	State 2017–2018	State 2018–2019
Dropout Rate	--	--	--	--	--	--	9.10%	9.60%	9.00%
Graduation Rate	--	--	--	--	--	--	82.70%	83.00%	84.50%

Dropout/Graduation Rate (Four-Year Cohort Rate) Chart



Last updated: 2/3/2021

## State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

### Suspensions and Expulsions

(data collected between July through June, each full school year respectively)

Rate	Suspensions	Expulsions
School 2017–2018	2.00%	0.00%
	2.00%	0.00%
School 2018–2019	2.00%	0.00%
	2.00%	0.00%
District 2017–2018	2.00%	0.00%
	3.50%	0.10%
District 2018–2019	3.50%	0.10%
	3.50%	0.10%

State  
2017–2018

Suspensions and Expulsions for School Year 2019–2020 Only

State  
2018–2019 (data collected between July through February, partial school year due to the COVID-19 pandemic)



Rate	Suspensions	Expulsions
School 2019–2020	2.09%	0.00%
District 2019–2020	2.09%	0.00%
	2.50%	0.10%

State  
2019–2020

Note: The 2019–2020 suspensions and expulsions rate data are not comparable to prior year data because the 2019–2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019–2020 school year compared to prior years.

Last updated: 2/3/2021

### School Safety Plan (School Year 2020–2021)

The School Safety Plan was last reviewed, updated, and discussed with the school faculty during the 2019-20 school year. Key elements of the plan include crisis intervention plans, fire drills, earthquake drills, and lockdown drills.

Last updated: 2/3/2021

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

### Average Class Size and Class Size Distribution (Elementary) School Year (2017–2018)

Grade Level	K	1	2	3	4	5	6	Other**
Average Class Size	20.00	18.00	24.00	18.00	20.00	26.00	19.00	
Number of Classes * 1-20	1	1		1	1		1	
			1			1		
Number of Classes * 21-32	1							

Number of Classes \* \* Number of classes indicates how many classes fall into each size category (a range of total students per class).  
33+ \*\* "Other" category is for multi-grade level classes.

### Average Class Size and Class Size Distribution (Elementary) School Year (2018–2019)

Grade Level	K	1	2	3	4	5	6	Other**
Average Class Size	24.00	22.00	22.00	23.00	19.00	22.00	24.00	
Number of Classes * 1-20	0	0	0	0	1	0	0	
	1	1	1	1	0	1	1	
Number of Classes * 21-32								

Number of Classes \* \* Number of classes indicates how many classes fall into each size category (a range of total students per class).  
33+ \*\* "Other" category is for multi-grade level classes.

### Average Class Size and Class Size Distribution (Elementary) School Year (2019–2020)

K	1	2	3	4	5	6	Other**
24.00	22.00	20.00	21.00	26.00	19.00	23.00	
		1			1		
1	1		1	1		1	

**Grade Level****Average Class Size****Number of Classes \***

1-20

**Number of Classes \***

21-32

**Number of Classes \***

33+

\* Number of classes indicates how many classes fall into each size category (a range of total students per class).

\*\* "Other" category is for multi-grade level classes.

Last updated: 2/5/2021

**Average Class Size and Class Size Distribution (Secondary) (School Year 2017–2018)**

Subject	English	Mathematics	Science	Social Science
Average Class Size				
Number of Classes *				
1-22				
Number of Classes *	* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.			
23-32				
Number of Classes *				
33+				

**Average Class Size and Class Size Distribution (Secondary) (School Year 2018–2019)**

Subject	English	Mathematics	Science	Social Science
Average Class Size				
Number of Classes *				
1-22				
Number of Classes *	* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.			
23-32				
Number of Classes *				
33+				

**Average Class Size and Class Size Distribution (Secondary) (School Year 2019–2020)**

Subject	English	Mathematics	Science	Social Science
Average Class Size				
Number of Classes *				
1-22				
Number of Classes *				
23-32				
Number of Classes *				
33+				

\* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Last updated: 2/3/2021

**Ratio of Pupils to Academic Counselor (School Year 2019–2020)**

Title	Ratio
Pupils to Academic Counselor*	198.0

\*One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Last updated: 2/3/2021

#### Student Support Services Staff (School Year 2019–2020)

	Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	0.60
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	0.40
Psychologist	
Social Worker	
Nurse	
Speech/Language/Hearing Specialist	
Resource Specialist (non-teaching)	
Other	

\*One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Last updated: 2/5/2021

#### Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2018–2019)

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	\$10422.84	\$2449.63	\$7973.20	\$61492.00
District	N/A	N/A	\$10422.84	\$61492.00
Percent Difference – School Site and District	N/A	N/A	0.00%	0.00%
State	N/A	N/A	\$7750.12	\$71448.00
Percent Difference – School Site and State	N/A	N/A	--	--

Note: Cells with N/A values do not require data.

Last updated: 2/5/2021

#### Types of Services Funded (Fiscal Year 2019–2020)

Hydesville Elementary offers a variety of programs to support students in academically, socially, and emotionally. These include:

Schoolwide Positive Behavior Intervention Program

Resource Specialist Program

Speech Pathology Program

Intervention Services

Technology Program, approaching a 1:3 student device ratio



Counceling Serives

After School Program

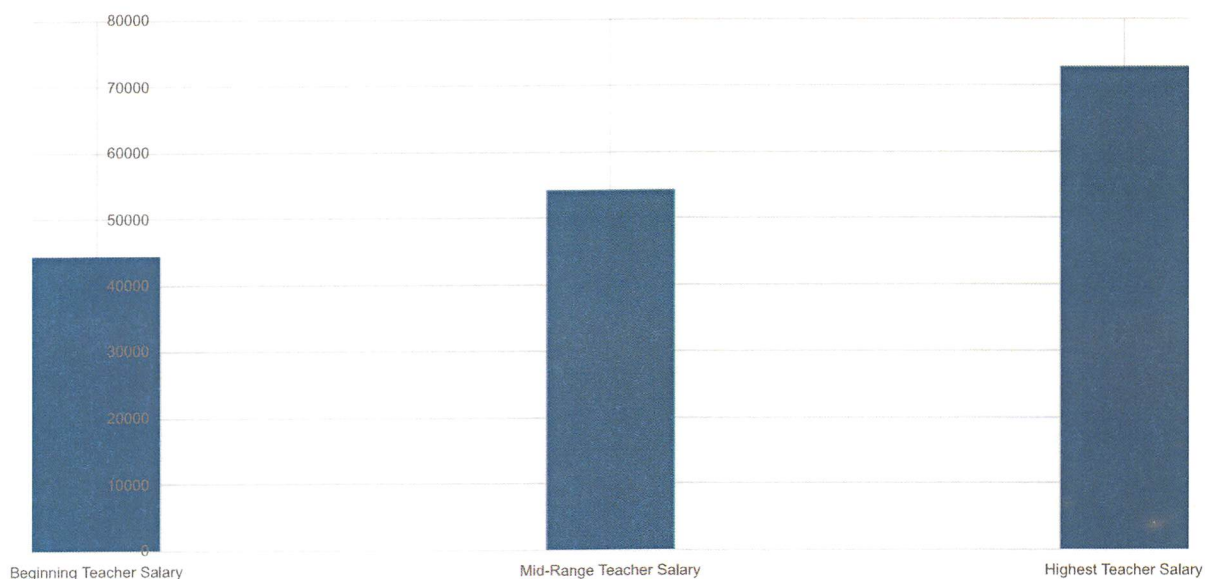
*Last updated: 2/3/2021*

## Teacher and Administrative Salaries (Fiscal Year 2018–2019)

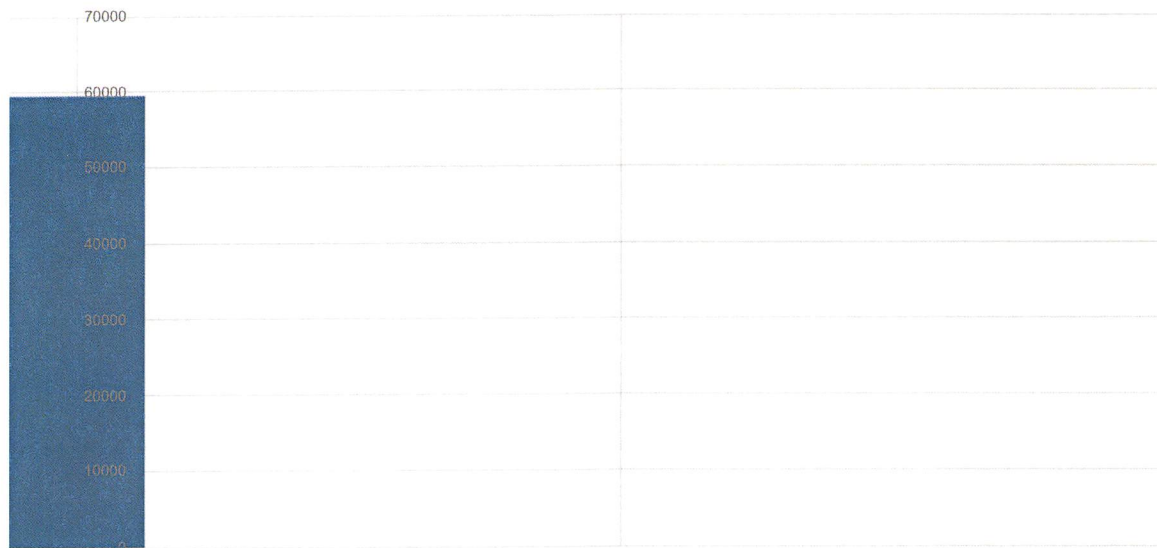
Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	\$44,362	\$46,965
Mid-Range Teacher Salary	\$54,206	\$67,638
Highest Teacher Salary	\$72,814	\$88,785
Average Principal Salary (Elementary)	\$59,500	\$112,524
Average Principal Salary (Middle)	--	\$117,471
Average Principal Salary (High)	--	--
Superintendent Salary	\$25,500	\$128,853
Percent of Budget for Teacher Salaries	34.28%	30.00%
Percent of Budget for Administrative Salaries	4.00%	6.00%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at <https://www.cde.ca.gov/ds/fd/cs/>.

Teacher Salary Chart



Principal Salary Chart



Average Principal Salary (Elementary)

Average Principal Salary (Middle)

Average Principal Salary (High)

*Last updated: 2/5/2021*



Advanced Placement (AP) Courses (School Year 2019–2020)

Percent of Students in AP Courses --

Subject	Number of AP Courses Offered*
Computer Science	0
English	0
Fine and Performing Arts	0
Foreign Language	0
Mathematics	0
Science	0
Social Science	0
Total AP Courses Offered*	0

\*Where there are student course enrollments of at least one student.

Last updated: 2/3/2021

Professional Development

Measure	2018–2019	2019–2020	2020–2021
Number of school days dedicated to Staff Development and Continuous Improvement	2	2	4

# Attachment 9



California School Boards Association

***REQUIRES BOARD ACTION***

**Due: Mon. March 15—return ballot in enclosed envelope**

January 29, 2021

**MEMORANDUM**

To: All Board Presidents and Superintendents — CSBA Member Boards  
From: Suzanne Kitchens, CSBA President  
Re: 2021 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Mon. March 15**

---

Enclosed is the ballot material for election to CSBA's Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper), the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA. It must be postmarked by the U.S. Post Office on or before Monday, March 15, 2021.**

Your Board may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot).

If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2021 – March 31, 2023. Following the election, an updated list of all Delegates will be available on CSBA's website no later than April 1, 2021. The next meeting of the Delegate Assembly takes place on Saturday, May 15 and Sunday, May 16, 2021. Please do not hesitate to contact Jamille Peters at [jpeters@csba.org](mailto:jpeters@csba.org) should you have any questions.

Encs: Ballot on red paper and watermarked "copy" of ballot on white paper  
List of all current Delegates on reverse side of ballot  
Candidate(s)' required Biographical Sketch Forms and optional resumes  
CSBA-addressed envelope to send back ballots



**REQUIRES BOARD ACTION**

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **MONDAY, MARCH 15, 2021**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2021 DELEGATE ASSEMBLY BALLOT  
SUBREGION 1-A  
(Del Norte, Humboldt Counties)

Number of vacancies: 1 (Vote for no more than 1 candidate)

---

*Delegates will serve two-year terms beginning April 1, 2021 - March 31, 2023*

*\*denotes incumbent*

☐ Donald McArthur (Del Norte County USD)\*

---

*Provision for Write-in Candidate Name*

---

*School District*

---

*Signature of Superintendent or Board Clerk*

---

*Title*

---

*School District Name*

---

*Date of Board Action*

*See reverse side for list of all current Delegates in your Region.*

## **REGION 1 – 4 Delegates (4 elected)**

**Director: Frank Magarino (Del Norte County USD)**

**Below is a list of all elected or appointed Delegates from this Region.**

### **Subregion 1-A (Del Norte, Humboldt)**

Donald McArthur (Del Norte County & USD), term expires 2021

Lisa Ollivier (Eureka City SD), term expires 2022

### **Subregion 1-B (Lake, Mendocino)**

Tyler Nelson (Ukiah USD), term expires 2022

### **County Delegate:**

David Browning (Lake COE), term expires 2021

## **Counties**

Del Norte, Humboldt (Subregion A)

Lake, Mendocino (Subregion B)

## Delegate Assembly Biographical Sketch Form for 2021 Election



**Deadline: Thursday, January 7, 2021 | No late submissions accepted**

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to [nominations@csba.org](mailto:nominations@csba.org) no later than 11:59 p.m. on January 7, 2021. Forms may also be submitted via mail to CSBA's Executive Office at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2021.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: \_\_\_\_\_

Date: 1.6.21

Name: Don McArthur

CSBA Region & subregion #: 1A

District or COE: Del Norte County Unified School District

Years on board: 10

Profession: Oregon Psychologist Associate, Learning Disability Specialist \_\_\_\_\_ Contact Number ( ☒ Cell ☐ Home ☐ Bus.): (541)297-4694

Primary E-mail: dmcarthur@delnorte.k12.ca.us

Are you an Incumbent Delegate? ☒ Yes ☐ No If yes, year you became Delegate: 2017

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

As a community college faculty member, I am familiar with the k12 educational system and with the issues and struggles of the students it produces. As a mental health/psychological practitioner, I have an understanding of the many stressors present in the lived experience of students and staff. my commitment is to create an optimal environment for learning and thriving - for students, staff and the community generally. I have found the Delegate Assembly a good way to stay informed regarding the resources and constraints affecting the educational environment and hope that my participation and advocacy on behalf of rural districts and students has been productive.

Please describe your activities and involvement on your local board, community, and/or CSBA.

Since 2010 I have been a member of the board in Del Norte County. I am a past president of the board, and have been active in various local grass-roots efforts to address issues in the community

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

Currently, of course, the biggest challenge facing local governing boards is coping with the COVID-19 pandemic, with all the demands on resources the emergency demands. Going forward, the challenge will be remedial and developmental. We will need to identify those students who have been hurt educationally and socially by the interruptions in schooling and address their needs. We have an opportunity to reinvent how schooling happens, and to develop systems which encourage resilience in students and staff and provide flexible educational opportunities. Of course, underlying this work is the work of securing and providing the resources necessary. CSBA can directly help in coordinating the advocacy for resource and serves as a good clearinghouse for ideas for educational innovation.



# Attachment 10



# Hydesville Elementary School District

3050 Johnson Rd. • Hydesville, CA • 95547-0551

Negotiations 2019-2020

To: Hydesville School District Certificated Staff (H.T.A.)  
Contact Persons: Rachael Riggs, Tessa Griffith, Nikolos Croinex

From: Hydesville School District Board of Trustees  
Hydesville Elementary School District  
Kevin Trone, Superintendent/Principal

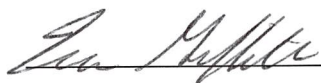
February 2, 2021

## TENTATIVE AGREEMENT

between the Hydesville Elementary School District Board of Trustees and the Hydesville Teachers Association.

**Salary Schedule:** 3% increase on the salary schedule effective July 1, 2019.

The parties also agree to the adopt the 3 year Collectively Bargained Agreement effective beginning July 1, 2019.

 2/5/2021

Tessa Griffith, HTA

 2/5/2021

Kevin Trone, HESD



**DRAFT**

# Collective Bargaining Agreement

Between

the Governing Board of the  
Hydesville School District

and

the Hydesville Teachers Association

*July 1, 2019-June 30, 2022*



**DRAFT**





**DRAFT**

## **Table of Contents**

• Assignments, Reassignments and Vacancies	25-26
• Class Size	29
• Classroom Budget	30
• Complaint Procedure	10-11
• District Rights	4
• Evaluation	19-20
• Grievance Procedure	7-9
• Leaves	
○ Sick Leave	12
○ Personal Necessity Leave	12
○ Bereavement Leave	13
○ Judicial Leave	13
○ Maternity Leave	14
○ General Unpaid Leave	15
○ Extended Illness Leave	15
○ Industrial Accident and Illness Leave	15-16
○ Professional Growth Leave	16
○ Benefits While on Leave	16
○ Other Leave Benefits	16
• Maintenance of Standards	27
• Negotiations	31
• Nondiscrimination	17
• Permanent Employee Status	28
• Recognition	2
• Savings	3
• Salaries and Benefits	
○ Salaries	21-22
○ Extracurricular Positions	23
○ Medical Benefits	24
• Term of Agreement	11
• Union Rights	5-6
• Workday/Work Year/Calendar	18
• Personal Necessity Leave Request	
• Conference or Visitation Request	
• 2015-2016 Salary Schedule (Appendix A)	
• Signature Page	32



**DRAFT**

**Article 1 - Recognition**

- 1.1 The articles and provisions contained herein constitute a bilateral and binding agreement ("Agreement") by and between the Governing Board of the Hydesville School District and the Hydesville Teachers Association, CTA/NEA ("Association"), an employee organization.
- 1.2 This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549, of the Government Code ("Act").



**DRAFT**

**Article 2 - Savings**

- 2.1 If any provisions of the Agreement or any application of this Agreement to any member of the bargaining unit is held to be contrary to law by a court of competent jurisdiction, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.
- 2.2 It is further agreed that within twenty days of receipt of notification of the court's decision, negotiations shall commence regarding matters related to such provision.





**DRAFT**

### **Article 3 - District Rights**

- 3.1 It is understood and agreed that the District retains all of its powers and authorities to direct, manage and control its operations to the full extent of the law. Exercise of these powers, rights, authorities, duties and responsibilities by the District, the adoption of the policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited by its conformance with the law and the collective bargaining agreement.

## **Article 4 - Union Rights**

### **4.1 Dues Deduction:**

- 4.1.1 The right of payroll deduction for payment of organizational dues shall be accorded to the Association in accordance with the applicable Government Code sections.
- 4.1.2 Pursuant to authorization cards by the unit member collected by the Association and given to the District, the District shall deduct one-tenth (1/10) of the Association dues and fees from the unit member's regular salary check each month. Deductions for unit members who sign such authorization cards after the commencement of the school year shall be appropriately pro-rated to complete the payment by the end of the school year.

### **4.2 Withdrawal of Membership:**

- 4.2.1 If a unit member wishes to withdraw from union membership, the District will cease payroll deductions of Association dues and fees upon 30 calendar days' written notice to the District from the Association. Any dispute about the unit member's right to withdraw membership from the Association will be solely between the individual unit member and the Association.
- 4.2.2 In accordance with state law, current Government Code § 3546(e), the Association shall indemnify and hold the District harmless against any legal fees, legal costs, and settlement or judgment liability arising from any court or administrative action relating to the District's compliance with this Article.

### **4.3 Agreement to Furnish Information:**

- 4.3.1 The Association agrees to furnish the District with any information necessary to fulfill the District's obligations under this article.

### **4.4 Association Leave:**

- 4.4.1 Released Time – Two (2) unit members shall have the right to reasonable periods of released time without loss of compensation when meeting and negotiating and for the processing of grievances.
- 4.4.2 Union Officer Leave of Absence – At the request of the Association, the District shall release without loss of compensation a unit member elected to serve as an officer of the Association or one of its state or national affiliates. The Association will comply with the reimbursement requirements under Education Code section 44987.
- 4.4.3 Association Leave – At the written request of the Association, the District shall



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release without loss of compensation up to two (2) unit members at a time for up to three (3) school days total to attend Association conferences or other official Association programs and events. The Association agrees to reimburse the District for the cost of a substitute. Released time in addition to the two unit members for up to three school days may be granted at the discretion of the Superintendent/Principal.





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## **Article 5 - Grievance Procedure**

5.1 A "grievance" is a formal written allegation by one or more unit members or by the Association that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement.

5.2 A "day" is any teacher duty day.

### **5.3 Informal Level**

Within twenty (20) days after the occurrence of the act or omission giving rise to the grievance, or after the grievant should reasonably have been aware of the act or omission giving rise to the grievance, and before filing a formal written grievance at Level I, the grievant shall attempt to resolve the issue by an informal conference with the immediate supervisor.

### **5.4 Level I: Superintendent**

Within fifteen days after an attempt to informally resolve the issue with his/her immediate supervisor, the grievant must present the grievance in writing to the Superintendent. This statement shall be a clear, concise statement of the grievance, the circumstances involved, the specific provisions of the Agreement alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

The Superintendent shall communicate the decision to the grievant in writing within twenty days after receiving the grievance.

### **5.5 Level II: Mediation**

In the event the Superintendent does not respond within the prescribed time limit or the grievant is not satisfied with the decision at Level I, the grievant may within ten days refer the decision in writing to the Association with a copy to the Superintendent. Within ten days of receipt of this request, the Association may submit the grievance to mediation by notifying the Superintendent in writing.

The Association submission to mediation may be withdrawn at any time prior to the mediation and shall not be re-filed.

The parties shall request a mediator from the California State Mediation and Conciliation Service be assigned to assist the parties in the resolution of the grievance. If an agreement is reached, the agreement shall be reduced to writing and shall be signed by the grievant, the Association, and the Superintendent or designee.



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The fees and expenses of the mediator shall be borne equally by the parties.

**5.6**      Level III: Arbitration

In the event that mediation does not resolve the grievance at Level II, the Association may submit within ten days the grievance to arbitration by notifying the Superintendent and Board President in writing.

The Association submission to arbitration may be withdrawn at any time prior to the hearing before the arbitrator and shall not be re-filed.

The parties shall request a list of arbitrators from the California State Mediation and Conciliation Service. The parties will be bound by the rules and procedures of the American Arbitration Association in the selection of the arbitrator, and the arbitrator shall proceed under the Voluntary Labor Arbitration Rules of said Association, except as provided herein.

The fees and expenses of the arbitrator and the hearing shall be borne equally by the parties. All other expenses shall be borne by the party incurring them.

If a question is raised about the arbitrability of an issue, the arbitrator shall rule on the question.

The arbitrator will be without power to add to, delete, or modify the terms of this Agreement. The decision of the arbitrator will be final and binding upon the parties of this Agreement.

By mutual agreement of the parties, the expedited labor arbitration rules of the American Arbitration Association may be used. In the event this mutual agreement does not exist, then the provisions, as set forth above shall apply.

- 5.7      The time limits specified at each level should be considered to be maximums. The time limits may, however, be extended by mutual written agreement.
- 5.8      In the event a grievance is filed at such time that it cannot proceed through steps in this grievance procedure by the end of the school year and, if left unresolved until the summer break or the beginning of the following school year could result in harm to the grievant, the time limits set forth herein may, by mutual agreement of the parties, be reduced so that the procedure may be exhausted as close to the end of the school year as possible.
- 5.9      All documents, communications, and records generated from the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any unit member.



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- 5.10 No party shall take any reprisals against any other party because of participation in the grievance procedure.
- 5.11 A decision rendered at any step in these procedures becomes final unless appealed within the time limit specified.
- 5.12 If the same complaint or substantially the same complaint is made by more than one unit member, only one grievance may be processed through the grievance procedure. This provision may be waived by mutual agreement of all parties concerned.
- 5.13 The District shall not agree to the final resolution of the grievance prior to Level II until the proposed solution has been provided to the Association and the Association has been given an opportunity to file a response.
- 5.14 A grievant may be represented at all stages of the grievance procedure by an Association-designated representative.



## **Article 6 – Complaint Procedure**

6.1 If a complaint is of a type that falls within existing District complaint procedures, this article shall not apply. Any changes to the District’s existing complaint procedures, unless otherwise deemed necessary by law, may trigger a reopener for negotiations on this article if either party chooses.

6.2 In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints not covered by existing District complaint procedures. Every effort should be made to resolve a complaint at the earliest possible stage.

### **6.3 Level 1**

If a complaint is issued against unit members the administrator will direct the complainant to the unit member in an effort to resolve the issue at the lowest level possible. Unless otherwise required by law, complaints concerning teachers shall be reported to the unit member by the administrator receiving the complaint within 2 days. Should the involved unit member, an administrator, or the complainant believe the concerns expressed in the complaint may be constructively addressed in a meeting involving the unit member and the complaining party, the administrator shall attempt to schedule such a meeting at a time that is mutually convenient for the unit member and the complaining party. Upon request of either the complainant or the teacher, the Superintendent/Principal shall be present during any discussion. At the request of the unit member, an Association representative(s) may be present at the meeting.

### **6.4 Level 2**

If the complaint is not resolved within ten days after informing the unit member of the complaint, the complainant may submit the complaint in writing to the Superintendent/Principal.

If the complainant chooses to submit the complaint in writing, the complainant will be encouraged to include the name of the teacher involved and a brief but specific summary of the complaint and the facts surrounding it, including a specific description of a prior attempt to discuss the complaint with the teacher involved and the failure to resolve the matter, if applicable.

The Superintendent/Principal is responsible for investigating complaints and will attempt



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to resolve the complaint to the satisfaction of the person(s) involved, if possible. If the complaint is resolved the Superintendent/Principal will so advise all concerned parties and no further investigation will be necessary. The decision of the Superintendent/Principal at this stage shall be final.

The District may be required by law to investigate the complaint regardless of whether a written complaint or an anonymous complaint is received (e.g., the District has an independent obligation to investigate allegations of sex discrimination, sexual harassment, hostile work environment, or child abuse).

- 6.5 Complaints which are unfounded or not substantiated, and complaints that are not related to the job performance of the teacher, shall neither be placed in the teacher's personnel file, nor utilized in any evaluation or disciplinary action against the teacher.
- 6.6 Teachers have the right to have an Association representative present at any meeting concerning a complaint against them.
- 6.7 The outcome of the District's investigation into a complaint under this article shall not be subject to the grievance procedure. However, a party may grieve and alleged failure to comply with the procedural requirements in this article.
- 6.8 The employee has the right to have a written response permanently attached to the complaint if placed in the employee's personnel file

## **Article 7 - Leaves**

### **7.1 Sick Leave**

7.1.1 Each full-time unit member shall be entitled to ten (10) paid sick leave days per year plus one (1) bonus day. The bonus will be given if no sick leave/personal necessity days are used within the year with a maximum of 10 bonus days allowed during a tenure of employment. Unused sick leave shall accrue from school year to school year and district to district, as provided by law. Part time unit members shall receive pro-rated sick leave.

7.1.2 At the beginning of each school year, the District shall provide each teacher with a written statement of his/her accrued sick leave total and his/her sick leave entitlement for the school year.

### **7.2 Personal Necessity Leave**

7.2.1 Personal necessity leave is credited against unused accrued sick leave in cases of compelling personal importance or necessity. Circumstances for which personal necessity leave may be taken include:

- a. Death of a member of the unit member's immediate family, when the number of days of absence exceeds the limits set by bereavement leave.
- b. An accident involving the employee's person or property or the person or property of a member of the unit member's immediate family.
- c. A serious illness of a member of the unit member's immediate family.
- d. Fire, flood, or other immediate danger to the home of the employee.
- e. Personal business of a serious nature, which the employee cannot disregard and which cannot be completed during the unit member's non-work time.

7.2.2 All requests for use of personal necessity leave days shall be submitted to the Superintendent and approved by the Superintendent prior to the taking of leave. Requests for use of days shall not be denied arbitrarily or capriciously. Personal necessity days may be taken before or after holidays if timely requested and approved. For emergencies, the employee shall submit the form immediately upon return to work. Unit members have ten personal necessity days per year.

### **7.3 No-Tell Discretionary Days**

Five of the personal necessity days can be used as discretionary days. Unit members shall not be required to explain the reason for attending to these matters of personal significance. For non-emergency use, the employee shall submit a district form no later





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than three (3) working days in advance. Discretionary days may be taken before or after holidays upon approval of the Superintendent and no more than two teachers will be allowed to simultaneously take discretionary days contingent upon no more than one other certificated staff member has pre scheduled professional development training.

#### 7.4 Bereavement Leave

7.4.1 In the event of a death in the immediate family, a unit member shall be granted a paid leave of absence. The leave shall be five (5) days and shall not be deducted from accumulated sick leave or salary.

7.4.2 "Immediate family" is defined as parents, grandparents, grandchildren of the employee or spouse, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister of the employee or spouse, any person living in the household of the employee, or the domestic partner of the employee.

7.4.3 In the event of a death of a non-immediate family, a unit member may be granted a paid leave of absence. The leave shall be three (3) days and shall not be deducted from accumulated sick leave or salary.

#### 7.5 Judicial Leave

7.5.1 Teachers shall be entitled to paid leave for as many days as are necessary while serving as a juror or a non-litigant, subpoenaed witness in a superior, municipal or justice court of this state.

7.5.2 All monies received as a juror or witness fees, except mileage, shall be remitted to the district.

#### 7.6 Parental/Child Bonding Leave

7.6.1 Unit members with at least 12 months of service at the District are eligible to take up to 12 work weeks of leave for parental leave/child bonding reasons. Such leave may be taken intermittently, in accordance with law.

7.6.2 Such leave allows bonding time with a new child and shall be completed within one (1) year of the child's birth or arrival via adoption or foster placement with the unit member. Leave in this section and sick leave are separate and distinct.

7.6.3 The unit member shall provide the District with at least 30 days' advance notice of the expected date of delivery signed by a healthcare provider, or with the

expected date of placement of the child in the home of the unit member in the case of adoption or foster care.

- 7.6.4 Eligible unit members may request and be approved for up to twelve (12) workweeks of leave for parental leave/child bonding under this section. During this approved leave the employee must use all available and accumulated sick leave. Upon exhaustion of accumulated sick leave, employees eligible for CFRA (under Government Code § 12945.2) will be paid for the remaining portion of the 12 workweek period either the differential rate (the difference between his/her regular salary and the substitute's salary, or the salary a substitute would have received), or 50% of the employee's regular salary, whichever is greater. The employee shall continue to receive health and welfare benefits. No unit member will receive both regular and differential pay.
- 7.6.5 If both parents are employees of the District, both shall be entitled to leave under this section up to a cumulative 12 weeks, unless the law requires more.
- 7.6.6 Following the 12 work week period of parental/child bonding leave, the unit member may request, and the Board in its sole discretion may grant, an additional unpaid leave in accordance with the other provisions of this Article.

## 7.7 Pregnancy Disability Leave

- 7.7.1 A unit member who is disabled due to pregnancy, childbirth, miscarriage, recovery therefrom, or a related medical condition is entitled to up to four (4) months of unpaid pregnancy disability leave. The unit member shall be required to use sick leave and accumulated sick leave during any period of pregnancy disability leave. The unit member may elect to use other accrued leave for which she is eligible.
- 7.7.2 Pregnancy disability leave may be taken intermittently or on a reduced work schedule when medically necessary, as determined by the unit member's health care provider.
- 7.7.3 The length of the leave of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician. The District may require a medical certification from the unit member's health care provider after receipt of the unit member's notice that she has elected to take pregnancy



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disability leave. The District may also require a release to return to work from the unit member's health care provider.

## 7.8 General Unpaid Leave

Teachers shall be entitled to request from the school board unpaid leaves of absence for the remainder of the current school year and up to one additional year. Under this section, teachers may apply for leaves for such purposes as travel, study, health, CalSTRS disability, and child rearing.

## 7.9 Extended Illness Leave (Differential Pay)

7.9.1 During each school year, when a unit member has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of illness or injury for an additional period of up to five school months, or 100 duty days, whichever provides more leave, the District shall deduct from the employee's regular salary for that period the actual cost of a substitute to fill the position, or if no substitute was employed, the amount that would have been paid to a substitute.

7.9.2 The unit member may take only one (1) five-month period per illness or accident.

7.9.3 If a school year terminates before the five-month period is exhausted, the employee may take the balance of the five-month period for that illness or accident in a subsequent school year.

## 7.10 Industrial Accident and Illness Leave

7.10.1 A unit member shall be entitled to a leave for each accident or illness whose cause falls within the scope of the performance of service to the district. Such leave shall be granted to a unit member for up to sixty (60) working days. This type of leave is not accumulated from year to year. This leave shall commence on the first day of absence.

7.10.2 Unit members entitled to this leave shall be paid their regular monthly salary, provided that the unit member remits to the district the amount of any temporary disability indemnity check received due to the accident or illness. The District shall deduct normal retirement and other authorized contributions.





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7.10.3 This leave is reduced by one day for each day of absence, regardless of a temporary disability indemnity.

7.10.4 When this leave overlaps into the next school year, the employee is entitled only to the amount of leave due him/her for the same illness or injury.

7.11 Professional Growth Leave

Unit members will be granted at least two release days per school year for professional development. The release day(s) shall be scheduled by the unit member and approved by the Superintendent. The Superintendent may consider the impact of the number of requests for the same period. Applications must be received by the Superintendent at least one week prior to the requested release date.

7.12 Benefits While on Leave

7.12.1 Teachers on paid leave of absence shall continue to accrue sick leave benefits and shall continue to receive district paid insurance benefits.

7.12.2 Teachers on unpaid leaves of absence shall not accrue sick leave but shall have the option to continue to receive district insurance coverage for the period of the leave upon payment to the district of the monthly premium, which shall be remitted to the District no later than the first of each month.

7.13 Other Leave Benefits

7.13.1 Leave benefits provided to teachers by the Education Code are incorporated into this Agreement, except as supplemented in the Article.

7.13.2 Unit members returning from leave shall, whenever possible, be reinstated in the position held at the time they went on leave, unless the unit member agrees otherwise.



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### **Article 8 - Non-discrimination**

- 8.1 The Board shall not discriminate against any unit member on the basis of race, color, creed, age, sex, national origin, political affiliation, domicile, marital status, sexual orientation, physical handicap, membership in an employee organization or participation in the protected activities of an employee organization.
- 8.2 Application forms and oral interview procedures shall not refer to membership in or preferences for employee organization.



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## **Article 9 - Workday/Work Year/Calendar**

- 9.1 The teacher workday shall begin at 8:05 a.m. and shall end at 3:30 p.m. However, the Superintendent/Principal may schedule a late Wednesday release day of 4:30 p.m. at his/her discretion with at least two (2) weeks advance notice. In the case that a late release day of 4:30 p.m. is scheduled, an early release day of 2:30 p.m. shall be scheduled that same month, or at another date as agreed upon between the District and the Association. Staff meetings will be scheduled on Wednesdays; on those days, the duty day will end no later than 4:30 p.m.
- 9.2 Prior to District approval of in-service days, the bargaining Unit shall be given the opportunity to make recommendations on the purpose and dates of in-service days. Prior to adoption of the school calendar, the Superintendent will seek input from stakeholders.
- 9.3 Teachers shall attend Back-to-School Night, the Winter Program, Open House, and Parent Conferences. (The first trimester parent conferences are mandatory. The second trimester conferences will be held only at the request of the teacher or parent.) In addition, teachers shall attend two Educational Nights along with one extra curricular event.
- 9.4 Work year to include 180 student contact days and one teacher duty day per year for a total of 181 contracted days.



## **Article 10 - Evaluation**

- 10.1 The purpose of the evaluation process is to raise the quality of and to assist individual employees in professional growth.
- 10.2 The evaluator is the Principal/Superintendent.
- 10.3 Evaluation shall be made on a continuing basis at least once each school year for probationary personnel, and every other year for permanent employees. And every 5th year for every permanent employee that has worked in the district for more than 10 years.
- 10.4 Unit members shall be evaluated and assessed on reasonable student progress toward established standards, instructional techniques and strategies, the employee's adherence to curricular objectives, and the establishment and maintenance of a suitable learning environment within the scope of the teacher's responsibilities. The evaluation instrument shall be mutually agreed upon by the Association and the Superintendent.
- 10.5 Teachers shall be notified that they will be evaluated that year at the preservice meeting date and shall be furnished a copy of the evaluation procedures and advised of the criteria upon which the evaluation is to be based on.
- 10.6 The teacher being evaluated and the evaluator shall meet no later than November 1st to mutually agree upon the objectives and standards to be achieved during the evaluation period.
- 10.7 The evaluation shall include the following observation:
- a. A formal classroom observation shall be no less than thirty (30) minutes and be followed by a post observation conference within ten (10) days of the observation. A teacher who receives an unsatisfactory or improvement needed evaluation shall, upon request, be entitled to not less than one additional classroom observation, evaluation conference, and written evaluation.
  - b. In case of an unsatisfactory or improvement-needed evaluation, the evaluator shall take positive action to assist the teacher in correcting any cited deficiencies. The evaluator's role to assist the teacher shall include, but not be limited to, the

following:

- Specific recommendations for improvement
- Provision of additional resources such as visitations, in-service training, educational literature, and access to local specialists
- Techniques to measure improvement
- Time schedule to monitor progress

- c. A reasonable number of classroom observations, formal and informal, with or without notice, may be conducted for any reasonable period of time at the discretion of the evaluator. Additional observations for the purposes of evaluation shall be documented and a copy shall be given to the unit member who may request a conference to discuss the report. The unit member shall have the right to attach a written response.
- d. In preparing the final evaluation form for placement in the teacher's personnel file, the evaluator shall rely primarily upon data collected through classroom observations and evaluation conferences. Any information used on the evaluation report, other than that obtained through observation by the evaluator must relate to job performance and shall be verified and identified as to its source.

10.8 The final evaluation and assessment shall be in writing and shall be given to the employee no later than 30 days before the last school day. The employee has the right to have a written response permanently attached to the evaluation in the employee's personnel file. A meeting to discuss the evaluation shall be held before the last day of school.

## **Article 11 - Salaries**

- 11.1 2019-2020 Salary Schedule
- 11.2 For purposes of salary schedule movement, one year of service is defined as serving 60% or more of the regular school days in any one (1) school year. Unit members serving between 40-59.9% of the regular school days in any two (2) consecutive school years shall be considered to have served one year of service. Unit Members serving below 40% of the regular school days in any (4)consecutive school years shall be considered to have served one year of service.
- 11.3 Salary schedule placement for service outside the District shall be allowed at the rate of one vertical step for one year of service to a maximum of ten years. Private school experience will be allowed for state-accredited schools and where the unit member held a valid credential. Earned degrees received and units of study in an accredited institution of higher learning shall be allowed for initial placement and subsequent horizontal movement on the salary schedule.
- 11.4 All unit members shall advance one vertical step on the salary schedule for each year of service, until the maximum vertical step placement is reached.
- 11.5 Course credit for salary placement and horizontal column movement shall be given for post-graduate, upper division or graduate courses taken at four-year colleges, universities or graduate schools, which are accredited.
- 11.6 Transcripts or other acceptable proof of course completion shall be filed with the District by August 31st of the school year which the unit member qualifies for advancement.
- 11.7 Longevity Pay Increase
- 11.7.1 Longevity pay will increase the amount on the salary schedules by \$500.00 at each longevity anniversary beginning at the 20<sup>th</sup> year of service to the District and increasing at the 25<sup>th</sup> and 30<sup>th</sup> years. Longevity pay increases shall initially accrue at the beginning of the 20<sup>th</sup> of service; it shall be given again at the beginning of the 25<sup>th</sup> year of service, and the 30<sup>th</sup> year of service.
- 11.7.2 All such longevity pay increases shall become an integral part of the salary schedule and accrue from year to year.
- 11.8 Supplemental Pay
- Compensation for the position of Teacher-in-Charge will be a \$1500.00 stipend per year





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in addition to the salary earned from the unit member's placement on the salary schedule.



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## **Article 12 - Extracurricular Stipend Positions**

- 12.1 All extracurricular positions such as coaching, athletic director and summer school shall be voluntary. Supplemental contracts shall be provided to unit members hired to supervise or otherwise participate in such extracurricular activities or render services beyond the teacher work day for compensation. Supplemental contracts shall continue from year to year unless terminated in writing by either party (not less than thirty days prior to the commencement of the activity).
- 12.2 These positions will be offered to unit members before they are offered outside the unit. The positions shall be posted and awarded to the most senior qualified applicant.
- 12.3 Extracurricular stipends are reflected in Stipend Schedule in the Appendix. All coaching stipends are paid out at the end of the program except for the Athletic Director and the Teacher in Charge which shall be paid out monthly.

### **12.4 Professional Development Allowance**

Full-time unit members are allotted \$250.00 PD Allowance per school year for professional development activities, prorated for part-time unit members. To be eligible for PD Allowance, unit members must submit a PD Request Form at least 5 business days in advance of the proposed PD activity. The PD Request Form must contain the date(s), any travel required, and the subject matter of the activity. Within 10 business days of the PD activity, the unit member shall submit verification of attendance to the Superintendent/Principal. Any costs associated with PD above the \$250.00 PD Allowance shall be the responsibility of the unit member. Units funded by the District shall not qualify for salary schedule advancement, however, units funded by the unit member shall qualify for salary schedule advancement in accordance with the other provisions in the collective bargaining agreement.



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### **Article 13 - Benefits**

#### **13.1 Medical/Dental/Vision Benefits**

13.1.1 For all full-time teachers, the District shall contribute \$13,200 per year for the Health Plan, Vision, and Dental plans.

13.1.2 The benefits of part-time teachers will be pro-rated. Part-time teachers have the option of purchasing benefits at their own expense with regard to the rules and regulations set by the insurance carrier.

13.1.3 A newly hired unit member wishing District paid medical benefits must enroll within 31 days of initial employment. To the extent permitted by NCSMIG, a unit member whose FTE is increased, or who loses medical coverage eligibility on a spouse's (or equivalent) health plan has 31 days after such change is effective to enroll in the District plan. To the extent permitted by NCSMIG, unit members who have previously elected not to participate in the medical plan, must enroll during the month of May each year, to be effective on the following July 1. Part-time members will receive District paid premium contributions based upon their FTE.

#### **13.2 Miscellaneous Benefits**

13.2.1 The District will provide the opportunity for the employee group to participate in auxiliary or supplemental group programs at employee expense. The District will provide such administrative and accounting processes as necessary to support the program (s) selected.

13.2.2 The District will offer an IRC-125 Cash Option Plan.





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#### **Article 14 - Assignments, Reassignments and Vacancies**

- 14.1 Seniority date is defined as the unit member's initial date of service to the school district in a Probationary/Permanent certificated position, based on the member's full time equivalence (FTE). Unit members with the same initial day of service and the same FTE shall have their seniority determined by lottery. The lottery shall be conducted by the Superintendent in the presence of at least two Association representatives. Once the lottery is used to determine a unit member's seniority, that seniority date shall remain in effect for the unit member while employed in the District.
- 14.2 A reassignment is a movement of a unit member from one teaching position to another teaching position within the school.
- 14.3 A vacancy is any vacant position.
- 14.4 If either an opportunity for reassignment or a new position is created through death, retirement, leave, or change in enrollment, the certificated staff shall be given a reasonable amount of time to make a recommendation to the Board, should the staff decide to do so. The Board shall consider this recommendation before making its final decision. In making assignments/reassignments, the Board shall take the following criteria into consideration: the best interest of the students, credential(s), experience and training, teacher requests, and seniority. Outside applicants may be selected to fill a vacancy or new position only if there is no qualified unit member volunteer.
- 14.5 A unit member may submit a written request for reassignment to the District at any time, whether or not a vacancy exists. The District shall, upon written request by a unit member, notify that unit member during summer recess or leave of any posted vacancies which may arise during the summer recess or period of leave.
- 14.6 A unit member returning from an approved leave shall be assigned or reassigned based on the unit member's preference and the current needs of the District.
- 14.7 Each unit member shall be given written notice of his/her tentative assignment by June 1 for the following year. Should it be necessary for the assignment to change after such notification is given, the District shall inform the unit member as soon as reasonably possible. Unit member's assignments for the following year shall be posted no later than August 1.
- 14.8 An involuntary reassignment may be made under the following conditions:



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- a. No involuntary reassignment shall be made unless there is no volunteer available to fill said vacancy. The Board shall take into consideration the recommendation of the certificated staff, should one be made.
- b. Before an involuntary reassignment is acted upon, the unit member shall be advised through a personal meeting with the Superintendent. Upon request of the unit member, the reasons for the reassignment shall be in writing.
- c. If a unit member objects to the reassignment on the basis of the reasons provided at this meeting, then the unit member may appeal the decision to the Board.

14.9 If the unit member is reassigned after the first duty day of the school year, she/he shall be provided at least five (5) days' notice and one (1) day release time before the actual reassignment occurs. The District shall provide assistance to the unit member in moving to any new work location.

14.10 The Superintendent shall deliver to the association and post in the school building a list of all certificated vacancies, which occur during the school year and the following school year upon knowledge of vacancies.



### **Article 15 - Maintenance of Standards**

- 15.1 The Board shall not reduce or eliminate any benefits, which were enjoyed by the unit members as of the effective date of this Agreement unless otherwise provided by the express terms of this Agreement.
- 15.2 This agreement shall supersede any rules, regulations or practice of the Board, which are contrary to or inconsistent with its terms.
- 15.3 Rules, which are designed to implement this Agreement, shall be uniform in application and effect.





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**Article 16 - Permanent Employee Status**

- 16.1 Unit members employed by the District for two (2) consecutive years shall be granted permanent status at the beginning of the third year of District employment.



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### **Article 17 - Class Size**

- 17.1 The District will attempt to keep class size to a manageable number. Whenever possible, combination classes shall be at a lower number than straight grades. In the event that any individual class enrollment exceeds thirty (30) students, the administrator will meet with the staff to discuss possible methods for mitigation, including but not limited to:
- Restructuring of classes to provide equalization
  - Redistribution of aide time
  - Assisting the teacher by providing additional aide time
  - Adding of a teacher(s) to provide assistance during a particular period or subject
  - Considering other possibilities as may be economically feasible
- 17.2 The association and the District may mutually agree to modify the above. All such input shall be considered by the District.



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### **Article 18 - Classroom Budget**

- 18.1 Each certificated employee shall be allocated an \$800 classroom budget each school year for purposes of classroom supplies and activities related to the curriculum. The classroom budget shall be prorated for part-time certificated employees.
- 18.2 Certificated employees shall submit itemized receipts to the District Office for reimbursement by June 1st of the school year in order to receive classroom budget reimbursement. If an expense is anticipated after June 1st, it may be submitted for advance approval to the Superintendent/Principal. Advance approval shall be at the discretion of the Superintendent/Principal.



### **Article 19 - Negotiations**

- 19.1 The parties shall meet and negotiate in good faith for a successor Agreement. Any Tentative Agreement (TA) reached between parties shall be reduced to writing, signed by both parties.
- 19.2 Within (30) days after adoption of Agreement by the Board, the Agreement shall be posted to the District's website.
- 19.3 During the term of this Agreement, the Association and the District may mutually agree to re-open negotiations on any topic.
- 19.4 For the second and third year of this agreement, the following shall be open for negotiation:
- a. Salary Schedule
  - b. Health and Welfare benefits and District contributions as specified in Article 13
  - c. Up to two (2) additional items from each party

Negotiations on these topics shall begin after both parties exchange initial proposals, following completion of the “public sunshine” process of those proposals at a public meeting of the Board of Trustees. Normally, the exchange of initial proposals will take place no later than the month of March.

- 19.5 Annually, the District and the Association shall meet to negotiate pre-service days, instructional days, in-service days and post-service days based on the district adopted calendar. District will seek input from the unit prior to adoption of the school year calendar.
- 19.6 The Term of this Agreement shall be July 1, 2019 through June 30, 2022.



DRAFT

\_\_\_\_\_  
Kevin Trone, Superintendent/Principal  
Hydesville Elementary School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tessa Griffith, Negotiations Chair  
Hydesville Elementary School District

\_\_\_\_\_  
Date