

**SCOTT VALLEY UNIFIED SCHOOL DISTRICT**  
**Board Packet**



**BOARD OF TRUSTEES**  
Tammi Bennett, President  
Brandon Fawaz, Clerk  
Jason Finley  
Sandy Hogge  
Jennifer Thackeray

**SUPERINTENDENT**  
Micheline G Miglis

**EXECUTIVE ASSISTANT**  
Julie Hogun

*"ENSURING HIGH LEVELS OF LEARNING FOR ALL STUDENTS"*

**Scott Valley Unified School District**  
Micheline Miglis, Superintendent  
Julie Hogun, Executive Assistant  
11918 Main Street  
Fort Jones, CA 96032  
(530) 468-2727



**Board of Trustees**  
Tammi Bennett, President  
Brandon Fawaz, Clerk  
Jason Finley  
Sandy Hogge  
Jennifer Thackeray

*Ensuring High Levels of Learning for All Students*

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## **Regular Meeting of the Board of Trustees**

Wednesday, February 15, 2023  
Closed Session 5 p.m. • Open Session 6 p.m.  
Etna High School, Multi-purpose Room  
400 Howell Avenue, Etna, California

### **AGENDA**

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*Agenda and supporting documents are available on the district website, [www.svUSD.us](http://www.svUSD.us) as well as at the District Office during normal business hours. Meeting facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting, please provide a written request to: Julie Hogun, Executive Assistant at the Scott Valley Unified School District Office at least three working days prior to any public meeting. All Board of Education meetings are audio recorded and kept on file for 30 days after Board approval of the meeting minutes.*

#### **1.0 CALL TO ORDER**

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- 1.1 Roll Call
  - Tammi Bennett, President of the Board
  - Brandon Fawaz, Clerk of the Board
  - Jason Finley, Trustee
  - Sandy Hogge, Trustee
  - Jennifer Thackeray, Trustee
- 1.2 Public Comment regarding Closed Session items

#### **2.0 CLOSED SESSION**

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- Personnel Matters Pursuant to Government Code Section 54957
- 2.1 Public Employee Discipline/Dismissal/Release/Complaint
- 2.2 Employment for 2022-23 School Year
  - 2.2.1 Paraprofessional, EES, 6.5 hrs/M-Th, 4.5 hrs/Friday
  - 2.2.2 After School Assistant, SVJH, 3.5 hrs/M-Th, 5 hrs/Friday
  - 2.2.3 After School Assistant, EES, 1.5 hrs/M-Th, effective 8/24/22

- 2.3 Volunteer Employment
  - 2.3.1 Assistant Softball Coach, EHS

**3.0 OPEN SESSION – CALL TO ORDER**

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- 3.1 Flag Salute
- 3.2 Approve the agenda for the Regular Meeting of the SVUSD Board of Trustees for February 15, 2023
- 3.3 Reportable Action taken in Closed Session as per Government Code Section 54957.1(A)(5)

**4.0 PUBLIC COMMENT**

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*Public comment is invited on any matter included on the agenda or items not on the agenda. Presentations are limited to three minutes. Please be aware that this is a private meeting held in a public place and the Board is prohibited by law from taking action on any item presented if it is not listed on the agenda.*

**5.0 CONSENT AGENDA**

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

- 5.1 Approve Minutes
  - 5.1.1 Regular Board Meeting: January 25, 2023 7 - 12
- 5.2 Approve Warrants 13 - 50
- 5.3 Approve Stipends 51
- 5.4 Ratify Employment listed on Closed Session Agenda
- 5.5 Approve Extra Duty Hours for Classified, Short Term, and Certificated Employees 52
- 5.6 Approve Contracts for Services and Materials 53
- 5.7 Approve Over-night/Out of State/Special Risk Trips, February – July 2023 54

**6.0 REPORTS AND COMMUNICATIONS**

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6.1 Reports

6.1.1 Tribal Report – Indian Parents Committee  
*(Per PL874 Grant: This allows the parents/guardians of the Indian children time to present to the school Board Members any issues or questions that they may have.)*

6.1.2 Upward Bound Brit March, UC Davis

6.1.3 Principals/Instructional Leadership Team  
 Fort Jones Elementary, Raylene Lang  
 Etna Elementary School, Jim Pindell  
 Etna High School and Scott River High, Joy Isbell/Matt Chester  
 Scott Valley Junior High, Tana Piersall

6.1.4 Superintendent’s Report

- 6.1.4.1 District News and Updates
  - 6.1.4.1.1 Reconfiguring Etna and Fort Jones Elementary Schools
- 6.1.4.2 Resignations/Retirements
  - 6.1.4.2.1 Business Manager/CBO, Lillian Eastlick
  - 6.1.4.2.2 Principal, SVJH, Tana Piersall
  - 6.1.4.2.3 School Secretary, EHS, Manu Iannios
  - 6.1.4.2.4 Maintenance/Custodian, Alan Kramer
  - 6.1.4.2.5 Resource Paraprofessional, FJE, Laurie Sweezey

<b>7.0</b>	<b>REGULAR AGENDA</b>	<b>Discussion and/or Action</b>
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- |        |  |           |
|--------|--|-----------|
| 7.1    | Approve District Comprehensive Safety Plan   | 56 - 103  |
| 7.2    | Approve 2nd Reading, Board Policies and Administrative Regulations - December 2023 Batch |           |
| 7.2.1  | BP 0430, Comprehensive Local Plan for Special Education                                  | 104 - 112 |
| 7.2.2  | AR 0430, Comprehensive Local Plan for Special Education                                  |           |
| 7.2.3  | BP 0450, Comprehensive Safety Plan   |           |
| 7.2.4  | AR 0450, Comprehensive Safety Plan   |           |
| 7.2.5  | BP 0460, Local Control and Accountability Plan   |           |
| 7.2.6  | AR 0460, Local Control and Accountability Plan   |           |
| 7.2.7  | BP 3250, Transportation Fees   |           |
| 7.2.8  | AR 3250, Transportation Fees   |           |
| 7.2.9  | AR 3260, Fees and Charges  |           |
| 7.2.10 | BP 3460, Financial Reports and Accountability  |           |
| 7.2.11 | AR 3460, Financial Reports and Accountability  |           |
| 7.2.12 | BP 3515, Campus Security   |           |
| 7.2.13 | AR 3515, Campus Security   |           |
| 7.2.14 | AR 3516.2, Bomb Threats  |           |
| 7.2.15 | BP 3540, Transportation  |           |
| 7.2.16 | BP 5131.7, Weapons and Dangerous Instrument  |           |
| 7.2.17 | AR 5131.7, Weapons and Dangerous Instrument  |           |



- 7.2.18 AR 5141.3, Health Examinations
  - 7.2.19 BP 5142, Safety
  - 7.2.20 AR 5142, Safety
  - 7.2.21 AR 5142.2, Safe Routes to School Program
  - 7.2.22 BP 5148.2, Before/After School Program
  - 7.2.23 AR 5148.2, Before/After School Program
  - 7.2.24 BP 5148.3, Preschool/Early Childhood Education
  - 7.2.25 AR 5148.3, Preschool/Early Childhood Education
  - 7.2.26 AR 6164.4, Identification and Evaluation of Individuals for Special Education
  - 7.2.27 BB 9220, Governing Board Elections
  - 7.2.28 BB 9223, Filling Vacancies
  - 7.2.29 BB 9323, Meeting Conduct
- 
- 7.3 Review/Discuss Draft 2023-24 Instructional Calendar 113
  - 7.4 Discuss and/or Approve Board Meeting Locations for 2023
  - 7.5 Approve Application for Exemption from the Minimum Classroom Compensation Requirement 114 & 115
  - 7.6 Approve Memo of Understanding with SVTA RE: Early Notification Incentive 116
  - 7.7 Approve Memo of Understanding with CSEA RE: Early Notification Incentive 117

**8.0 BOARD REPORTS**

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Board Member Reports and/or comments, requests for information or future agenda items

**9.0 RECONVENE TO CLOSED SESSION**

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Personnel Matters Pursuant to Government Code Section 54957

- 9.1 Public Employee Discipline/Dismissal/Release/Complaint

**10.0 RECONVENE TO OPEN SESSION**

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- 10.1 Reportable Action taken in Closed Session as per Government Code Section 54957.1(A)(5)

**11.0 ADJOURNMENT**

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The next Regular Board Meeting is scheduled for:  
March 15, 2023  
5:00 p.m. Closed Session, 6:00 p.m. Open Session



# Consent

Scott Valley Unified School District  
Micheline Miglis, Superintendent  
Julie Hogun, Executive Assistant  
11918 Main Street  
Fort Jones, CA 96032  
(530) 468-2727



**Board of Trustees**  
Tammi Bennett, President  
Brandon Fawaz, Clerk  
Jason Finley  
Sandy Hogge  
Jennifer Thackeray

*Ensuring High Levels of Learning for All Students*

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## **Regular Meeting of the Board of Trustees**

Wednesday, January 25, 2023

### **MINUTES**

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#### **CALL TO ORDER**

A Regular meeting of the Governing Board of the Scott Valley Unified School District was called to order by Tammi Bennett at 5:00 p.m. on Wednesday, January 25, 2023 at Etna High School.

Roll Call - Members Present

Tammi Bennett, President of the Board

Brandon Fawaz, Clerk of the Board

Jason Finley

Sandy Hogge

Jennifer Thackeray

Members Absent: None

Public Comment regarding Closed Session items: None

#### **CLOSED SESSION**

The Board adjourned to Closed Session from 5:00 – 6:00 p.m.

#### **OPEN SESSION**

President Tammi Bennett called the meeting to order at 6:02 p.m. and led the Board and Audience in the Pledge of Allegiance.

Jennifer Thackeray moved, seconded by Sandy Hogge, to approve the agenda for the Regular Meeting of the SVUSD Board of Trustees for January 25, 2023

The motion passed with a vote of 5 – 0

Ayes:

Tammi Bennett

Brandon Fawaz

Jason Finley

Sandy Hogge

Jennifer Thackeray

Noes: None

Absent: None

Reportable action taken in Closed Session

- The Board unanimously voted to release Maintenance/Custodian in probationary period, Josh Soule

**PUBLIC COMMENT FOR OPEN SESSION**

- Kip Van de Water, parent, appreciates how much communication has been sent out from Board and District on reconfiguration and the communication from the junior high on the 6<sup>th</sup> grade staffing changes

Item 7.9 Reconfiguring Etna and Fort Jones Elementary Schools, Public Comment

- Ginger Moyles, parent/Special Education Advocate, asked Board to take into consideration 2<sup>nd</sup> – 4<sup>th</sup> grade kids whose education was interrupted by Covid. Please consider parent requests for teacher, placing students with their friends, etc
- Amanda Schmalenberger, parent, in favor of reconfiguration, thanked Board for looking into it. Would like to request all students be placed in Etna
- Prarie Temple, parent, feels blindsided by reconfiguration, didn't catch her eye on the Board agenda. Appreciated latest email with information, would like to see a survey sent to parents, after Covid, concerns with emotional/academic foundation for students. Feels this is a lot the Board is asking of parents
- Tony Stacher, parent, believes Fort Jones Elementary is a well-oiled machine that the district should model Etna Elementary after. Combining EES and FJE will scramble things up that will take years to work out. Would like to see Etna Elementary built into Fort Jones Elementary

**CONSENT AGENDA**

- 5.1 Approved Minutes
  - 5.1.1 Regular Board Meeting: December 14, 2022
- 5.2 Approved Warrants
- 5.3 Approved Stipends
- 5.4 Ratified Employment listed on Closed Session Agenda
  - Employment for 2022-23 School Year
    - Paraprofessional, FJE, 6.5 hrs/M-Th and 4.5 hrs/Friday, Samantha Paladeni
    - Paraprofessional, SVJH, 6.5 hrs/M-Th and 4.5 hrs/Friday, Kelsey McEwen
    - After School Assistant, EES, 2 hrs/M – Th, Tssiuvvu "Huvi" Dewey
  - Volunteer Employment
    - Assistant Baseball Coach, EHS, Jim Harris
- 5.5 Approved Extra Duty Hours for Classified, Short Term, and Certificated Employees
- 5.6 Approved Contracts for Services and Materials
- 5.7 Approved Quarterly Report Williams Uniform Complaints

5.8 Approved Update to 2020-21 School Accountability Report Cards Section, School Facility Conditions and Planned Improvements: Etna Elementary School, Etna High School, Fort Jones Elementary School, and Scott Valley Community Day School

5.9 Approved Surplus Items

Motion to Approve Consent Agenda: Jennifer Thackeray, 2<sup>nd</sup>: Sandy Hogge

Vote of 5 – 0

Ayes:

Tammi Bennett

Brandon Fawaz

Jason Finley

Sandy Hogge

Jennifer Thackeray

Noes: None

Absent: None

## REPORTS AND COMMUNICATIONS

6.1 Reports

6.1.1 Tribal Report – Indian Parents Committee: None

6.1.2 Scott Valley Junior High Block Schedule, Power Point by Tana Piersall, Principal  
6:04 – 6:24 p.m.

6.1.3 Principals/Instructional Leadership Team: SEL/Social Emotional Learning at school sites  
Etna High School and Scott River High, Joy Isbell/Matt Chester  
Scott Valley Junior High, Tana Piersall  
Fort Jones Elementary, Raylene Lang  
Etna Elementary School, Jim Pindell

6.1.4 Superintendent's Report

6.1.4.1 Resignations

6.1.4.1 Teacher, 6<sup>th</sup> Grade, SVJH, Drew Nobles

6.1.4.2 Teacher, TK, FJE, Mukti Friden

6.1.4.3 After School Assistant, SVJH, Kelsey McEwen

6.1.4.4 Assistant Football Coach, Shayne Hammond

6.1.4.5 Head Tennis Coach, EHS, Jami Houston

6.1.4.6 Head Wrestling Coach, SVJH, Dave Downey

6.1.4.7 Head Boys Track Coach, SVJH, Danielle Yokel

6.1.4.2 District News and Updates

- Pleased to have friend and colleague Joy Isbell back with us
- Thanked Jim Isbell for his time at Etna High School
- ILT/Care Team working together on professional development learning

- 1<sup>st</sup> blanket reading of policies tonight with next meeting 2<sup>nd</sup> reading listed one by one

**REGULAR AGENDA**

- 7.1 Approved 1st Reading, Board Policies and Administrative Regulations  
December 2023 Batch  
Motion to Approve: Jason Finley, 2<sup>nd</sup>: Brandon Fawaz  
Vote of 5 – 0  
Ayes:  
Tammi Bennett  
Brandon Fawaz  
Jason Finley  
Sandy Hogge  
Jennifer Thackeray  
Noes: None  
Absent: None
- 7.2 Approved Provisional Internship Permit to teach 6<sup>th</sup> grade, Caitlin Bennett  
Motion to Approve: Jennifer Thackeray, 2<sup>nd</sup>: Brandon Fawaz  
Vote of 4 – 0 - 1  
Ayes:  
Brandon Fawaz  
Jason Finley  
Sandy Hogge  
Jennifer Thackeray  
Noes: None  
Absent: None  
Abstained: Tammi Bennett
- 7.3 Approved Provisional Internship Permit to teach 3<sup>rd</sup> grade, Alyssa Burrone  
Motion to Approve: Brandon Fawaz, 2<sup>nd</sup>: Jennifer Thackeray  
Vote of 5 – 0  
Ayes:  
Tammi Bennett  
Brandon Fawaz  
Jason Finley  
Sandy Hogge  
Jennifer Thackeray  
Noes: None  
Absent: None
- 7.4 Approved Resolution #23-015, National Benefit Service’s Secure Act Amendment for Employers  
Motion to Approve: Sandy Hogge, 2<sup>nd</sup>: Jason Finley  
Vote of 5 – 0  
Ayes:

Tammi Bennett  
Brandon Fawaz  
Jason Finley  
Sandy Hogge  
Jennifer Thackeray  
Noes: None  
Absent: None

7.5 Approved Certificated and Classified Day-to-Day Substitute, and Title VI and Supplemental Programs Salary Schedules

Motion to Approve: Jennifer Thackeray, 2<sup>nd</sup>: Sandy Hogge

Vote of 5 – 0

Ayes:

Tammi Bennett  
Brandon Fawaz  
Jason Finley  
Sandy Hogge  
Jennifer Thackeray

Noes: None

Absent: None

7.6 Approved 2021-22 School Accountability Report Cards (SARC): Etna Elementary School, Etna High School, Fort Jones Elementary School, Scott River High School, Scott Valley Community Day School, and Scott Valley Junior High

Motion to Approve: Jason Finley, 2<sup>nd</sup>: Jennifer Thackeray

Vote of 5 – 0

Ayes:

Tammi Bennett  
Brandon Fawaz  
Jason Finley  
Sandy Hogge  
Jennifer Thackeray

Noes: None

Absent: None

7.7 Approved Indian Policies and Procedures PL 874 Grant

Motion to Approve: Sandy Hogge, 2<sup>nd</sup>: Jason Finley

Vote of 5 – 0

Ayes:

Tammi Bennett  
Brandon Fawaz  
Jason Finley  
Sandy Hogge  
Jennifer Thackeray

Noes: None

Absent: None

- 7.8 Approved Revised Declaration of Need for Fully Qualified Educators  
Motion to Approve: Brandon Fawaz, 2<sup>nd</sup>: Jennifer Thackeray

Vote of 5 – 0

Ayes:

Tammi Bennett

Brandon Fawaz

Jason Finley

Sandy Hogge

Jennifer Thackeray

Noes: None

Absent: None

- 7.9 Reconfiguring Etna and Fort Jones Elementary Schools, Grades TK – 5th

Board discussion: 6:39 – 7:32 p.m.

Motion by Jason Finley, for the 2023-24 school year, PK – 2<sup>nd</sup> at Fort Jones Elementary with Raylene Lang, Principal and 3<sup>rd</sup> – 5<sup>th</sup> at Etna Elementary with Jim Pindell, Principal

Vote of 3 – 0 - 2

Ayes:

Tammi Bennett

Jason Finley

Sandy Hogge

Noes:

Brandon Fawaz

Jennifer Thackeray

Absent: None

## BOARD REPORTS

Board Member Reports and/or comments, requests for information or future agenda items

**Reconvened to Closed Session: 7:40 – 8:55 p.m.**

No Reportable Action taken in Closed Session

## ADJOURNMENT

President Bennett adjourned the meeting at 8:55 p.m.

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Julie Hogun, Executive Assistant

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Tammi Bennett  
President, SVUSD Board of Trustees

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Brandon Fawaz  
Clerk, SVUSD Board of Trustees



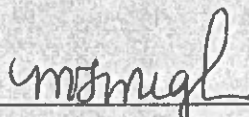
**SISKIYOU COUNTY OFFICE OF EDUCATION  
REQUEST FOR WARRANT PROCESSING**

District # 40 District Name: Scott Valley Unified

Fund #	Fund Name	District Total	Audited Total
01	General Fund	20,694. <sup>07</sup>	
11	Adult Education Fund	861.43	
12	Child Development Fund		
13	Cafeteria Fund		
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund (Other than Capital Outlay)	XXXXXXXX	XXXXXXXX
25	Capital Facilities Fund (Developer Fees)		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
35	County School Facility	11,706.83	
	Batch Total	33,262.33	

By order of the governing board, the Siskiyou County Office of Education is authorized to draw warrants to the claimants of said school district as per attached listing:

Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_

District Superintendent/Administrator:  Date: 2/3/23

Board Approval Date: \_\_\_\_\_ Mail: \_\_\_\_\_ Hold: \_\_\_\_\_

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*For Siskiyou County Office of Education Use Only*

Audited By: \_\_\_\_\_ Audited Date: \_\_\_\_\_

040 SCOTT VALLEY UNIFIED  
 BATCH 203

J67675

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0203 BATCH 203  
 FUND : 01 GENERAL FUND

APY500 L.00.21 02/03/23 13:42 PAGE 1  
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD	RESC	Y OBJT GOAL FUNC SCH LOCAL T9MPS	Liq	Amount	Net	Amount
-----									
301253/00	ARAMARK UNIFORM SERVICE								
PO-004502	01/25/2023	5066208193 SVJH	1	01-0000-0-5500-0000-8100-002-00000	NN P		99.28	99.28	
PO-004502	01/25/2023	5066208214 EES	2	01-0000-0-5500-0000-8100-010-00000	NN P		99.17	99.17	
PO-004502	01/25/2023	5066208198 FJE	3	01-0000-0-5500-0000-8100-020-00000	NN P		121.99	121.99	
PO-006019	01/18/2023	5066202832 TRANSP	1	01-0000-0-5500-0000-8100-006-00000	NN P		55.24	55.24	
PO-006019	02/01/2023	5066213484 TRANSP	1	01-0000-0-5500-0000-8100-006-00000	NN P		67.53	67.53	
TOTAL PAYMENT AMOUNT							443.21	443.21	*
200853/00	COLLEGE BOARD								
PO-001115	01/09/2023	382338062A EHS	1	01-6388-0-4300-1500-1000-001-00000	NN F		352.00	352.00	
TOTAL PAYMENT AMOUNT							352.00	352.00	*
040880/00	CROSS PETROLEUM								
PO-006022	01/03/2023	0369860	1	01-0000-0-4341-0000-3600-006-00000	NN P		458.62	458.62	
PO-006022	01/16/2023	0369946	1	01-0000-0-4341-0000-3600-006-00000	NN P		1,025.38	1,025.38	
PO-006022	01/30/2023	0369242	1	01-0000-0-4341-0000-3600-006-00000	NN P		1,232.45	1,232.45	
PO-006022	01/03/2023	0369891	2	01-0000-0-4342-0000-3600-006-00000	NN P		1,034.42	1,034.42	
PO-006022	01/30/2023	0369241	2	01-0000-0-4342-0000-3600-006-00000	NN P		1,940.86	1,940.86	
PO-006022	01/16/2023	0369945	2	01-0000-0-4342-0000-3600-006-00000	NN P		988.45	988.45	
PO-006022	01/03/2023	0369859	2	01-0000-0-4342-0000-3600-006-00000	NN P		313.25	313.25	
PO-006022	01/23/2023	0369992	2	01-0000-0-4342-0000-3600-006-00000	NN P		1,375.03	1,375.03	
TOTAL PAYMENT AMOUNT							8,368.46	8,368.46	*
302204/00	CSU, CHICO								
PO-004067	12/31/2022	012356	1	01-0006-0-5200-1500-1000-001-00000	NN P		1,500.00	1,500.00	
TOTAL PAYMENT AMOUNT							1,500.00	1,500.00	*
302288/00	KERRY TOWNE								
PO-020024	08/29/2022	FJE	1	01-0000-0-4300-0000-2700-020-00000	NN F		112.61	112.61	
PO-020057	12/08/2022	FJE	1	01-0000-0-4300-0000-2700-020-00000	NN F		107.25	107.25	
TOTAL PAYMENT AMOUNT							219.86	219.86	*
200080/00	KIM E STACHER								
TC-230009	02/02/2023	JANUARY PER DIEM		01-0000-0-5200-0000-3600-006-00000	NNM			100.00	
TOTAL PAYMENT AMOUNT							100.00	100.00	*

040 SCOTT VALLEY UNIFIED  
 BATCH 203

J67675

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0203 BATCH 203  
 FUND : 01 GENERAL FUND

APY500 L.00.21 02/03/23 13:42 PAGE 2  
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD	RESC	Y OBJT GOAL	FUNC	SCH LOCAL	T9MPS	Liq Amt	Net Amount

200036/00	LILLIAN E EASTLICK									
	PO-004032	02/02/2023	MILEAGE			1	01-0000-0-5200-0000-7300-004-00000	NN F	363.84	341.67
	TOTAL PAYMENT AMOUNT								341.67 *	341.67

300261/00	U.S. BANK									
	PO-001107	02/03/2023	EHS			1	01-6387-0-4400-3802-1000-001-00000	NN F	5,201.71	5,201.71
	PO-001108	02/03/2023	EHS			3	01-6387-0-4400-3802-1000-001-00000	YN F	1,392.50	1,392.50
	PO-002510	02/03/2023	SVJH SAFE			1	01-6010-0-5200-7110-1000-002-00000	NN F	130.00	129.04
	PO-002511	02/03/2023	SVJH SAFE			1	01-6010-0-5200-7110-1000-002-00000	NN P	1,016.80	1,016.80
	PO-004036	02/03/2023	DO			6	01-0000-0-5200-0000-7100-004-00000	NN F	300.00	300.00
	PO-006027	02/03/2023	TRANSP			1	01-0000-0-4300-0000-3600-006-00000	NN F	89.36	89.36
	PO-020055	02/03/2023	FJE			1	01-3219-0-4100-1150-1000-020-00000	NN F	950.81	950.81
	TOTAL PAYMENT AMOUNT								9,080.22 *	9,080.22
	TOTAL USE TAX AMOUNT									100.96

201040/00	VERIZON WIRELESS									
	PV-230105	02/02/2023	9925904862				01-0000-0-5900-0000-7200-004-00000	NN		64.31
	PV-230105	02/02/2023	9925904862				01-0000-0-5900-0000-2700-001-00000	NN		94.15
	PV-230105	02/02/2023	9925904862				01-0000-0-5900-0000-3600-006-00000	NN		1.92
	PV-230105	02/02/2023	9925904862				01-6010-0-5900-0000-2700-002-00000	NN		34.39
	PV-230105	02/02/2023	9925904862				01-6010-0-5900-0000-2700-010-00000	NN		42.12
	PV-230105	02/02/2023	9925904862				01-6010-0-5900-0000-2700-020-00000	NN		51.76
	TOTAL PAYMENT AMOUNT								288.65 *	288.65
	TOTAL FUND PAYMENT								20,694.07 **	20,694.07
	TOTAL USE TAX AMOUNT									100.96

040 SCOTT VALLEY UNIFIED  
BATCH 203

J67675

ACCOUNTS PAYABLE PRELIST  
BATCH: 0203 BATCH 203  
FUND : 11 ADULT EDUCATION

APY500 L.00.21 02/03/23 13:42 PAGE 3  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Reg Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC SCH LOCAL T9MPS	Liq Amt	Net Amount	
300261/00	U.S. BANK							
PO-003207	02/03/2023	ADULT ED		1 11-6391-0-4400-4110-1000-008-00000	NN F	890.93	861.43	
TOTAL PAYMENT AMOUNT						861.43 *	861.43	
TOTAL FUND PAYMENT						861.43 **	861.43	

040 SCOTT VALLEY UNIFIED  
 BATCH 203

J67675

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0203 BATCH 203  
 FUND : 35 SCHOOL FACILITIES FUND

APY500 L.00.21 02/03/23 13:42 PAGE 4  
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC SCH LOCAL	T9MPS	Liq Amt	Net Amount
-----								
044710/00	DEPT OF GENERAL SERVICES							
PV-230106	02/02/2023	02-12568 FJE			35-7810-0-5800-0000-8100-020-00000 NN			1,720.83
PV-230106	02/02/2023	02-12568 FJE			35-7810-0-5800-0000-8100-010-00000 NN			860.00
TOTAL PAYMENT AMOUNT								2,580.83
302304/00	NEW EMPIRE AGGREGATE INC							
PV-230107	02/03/2023	005 EES			35-7810-0-6400-0000-8100-010-00000 NN			9,126.00
TOTAL PAYMENT AMOUNT								9,126.00
TOTAL FUND PAYMENT								11,706.83 **
TOTAL BATCH PAYMENT							0.00	33,262.33
TOTAL USE TAX AMOUNT								100.96
TOTAL DISTRICT PAYMENT							0.00	33,262.33
TOTAL USE TAX AMOUNT								100.96
TOTAL FOR ALL DISTRICTS:							0.00	33,262.33
TOTAL USE TAX AMOUNT								100.96

Number of checks to be printed: 12, not counting voids due to stub overflows.

33,262.33

Batch # 202

**SISKIYOU COUNTY OFFICE OF EDUCATION  
REQUEST FOR WARRANT PROCESSING**

District # 40 District Name: Scott Valley Unified

Fund #	Fund Name	District Total	Audited Total
01	General Fund	11,481. <sup>12</sup>	
11	Adult Education Fund	1,881. <sup>25</sup>	
12	Child Development Fund		
13	Cafeteria Fund	124,82	
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund (Other than Capital Outlay)	XXXXXXXX	XXXXXXXX
25	Capital Facilities Fund (Developer Fees)		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
35	County School Facility		
	Batch Total	13,487. <sup>19</sup>	

By order of the governing board, the Siskiyou County Office of Education is authorized to draw warrants to the claimants of said school district as per attached listing:

Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_

District Superintendent/Administrator: *mmugh* Date: 1/31/23

Board Approval Date: \_\_\_\_\_ Mail: \_\_\_\_\_ Hold: \_\_\_\_\_

*For Siskiyou County Office of Education Use Only*

Audited By: \_\_\_\_\_ Audited Date: \_\_\_\_\_

*File: Business Services; Forms; SCOE Forms; Business Department Forms: Request for Warrant Processing //jc  
1.18.17*

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef		
Req Reference	Date	Description	FD	RESC	Y OBJT GOAL	FUNC	SCH	LOCAL	T9MPS	Liq Amt	Net Amount
200546/00	AMAZON/SYNCB										
PO-001006	01/30/2023	EHS	1	01-0000-0-4300-1500-1000-001-00000	NN	P				36.21	36.21
PO-001006	01/30/2023	EHS	1	01-0000-0-4300-1500-1000-001-00000	NN	P				210.28	210.28
PO-001006	01/30/2023	EHS	1	01-0000-0-4300-1500-1000-001-00000	NN	P				167.95	167.95
PO-001020	01/30/2023	EHS	2	01-0000-0-4300-0000-2700-001-00000	NN	P				72.24	72.24
PO-001020	01/30/2023	EHS	2	01-0000-0-4300-0000-2700-001-00000	NN	P				37.99	37.99
PO-001020	01/30/2023	EHS	2	01-0000-0-4300-0000-2700-001-00000	NN	P				36.30	36.30
PO-001020	01/30/2023	EHS	2	01-0000-0-4300-0000-2700-001-00000	NN	P				192.80	192.80
PO-001028	01/30/2023	EHS	2	01-0000-0-4300-1647-1000-001-00000	NN	P				105.52	105.52
PO-001034	01/30/2023	EHS	1	01-0000-0-4300-1500-2420-001-00000	NN	P				25.73	25.73
PO-001034	01/30/2023	EHS	1	01-0000-0-4300-1500-2420-001-00000	NN	P				13.52	13.52
PO-001053	01/30/2023	EHS	1	01-6387-0-4300-3802-1000-001-00000	NN	P				227.34	227.34
PO-001053	01/30/2023	EHS	1	01-6387-0-4300-3802-1000-001-00000	NN	P				30.29	30.29
PO-001053	01/30/2023	EHS	1	01-6387-0-4300-3802-1000-001-00000	NN	P				32.18	32.18
PO-001053	01/30/2023	EHS	1	01-6387-0-4300-3802-1000-001-00000	NN	P				40.70	40.70
PO-001053	01/30/2023	EHS	1	01-6387-0-4300-3802-1000-001-00000	NN	P				40.64	40.64
PO-001053	01/30/2023	EHS	1	01-6387-0-4300-3802-1000-001-00000	NN	P				39.67	39.67
PO-001053	01/30/2023	EHS	1	01-6387-0-4300-3802-1000-001-00000	NN	F				42.00	10.71
PO-001053	01/30/2023	EHS	2	01-6387-0-4300-3802-1000-001-00000	NN	F				150.12	150.12
PO-001086	01/30/2023	EHS	1	01-6387-0-4400-3803-1000-001-00000	NN	P				131.98	131.98
PO-001086	01/30/2023	EHS	1	01-6387-0-4400-3803-1000-001-00000	NN	F				1,394.14	1,394.14
PO-001091	01/30/2023	EHS	1	01-6387-0-4300-3800-1000-001-00000	NN	P				83.60	83.60
PO-001091	01/30/2023	EHS	1	01-6387-0-4300-3800-1000-001-00000	NN	F				77.21	77.21
PO-001098	01/30/2023	EHS	1	01-0000-0-4300-1651-1000-001-00000	NN	P				9.20	9.20
PO-001098	01/30/2023	EHS	1	01-0000-0-4300-1651-1000-001-00000	NN	F				42.68	42.68
PO-001100	01/30/2023	EHS	1	01-6387-0-4300-3801-1000-001-00000	NN	P				136.14	136.14
PO-001100	01/30/2023	EHS	1	01-6387-0-4300-3801-1000-001-00000	NN	P				155.02	155.02
PO-001100	01/30/2023	EHS	1	01-6387-0-4300-3801-1000-001-00000	NN	P				359.76	359.76
PO-001100	01/30/2023	EHS	1	01-6387-0-4300-3801-1000-001-00000	NN	P				215.20	215.20
PO-001100	01/30/2023	EHS	1	01-6387-0-4300-3801-1000-001-00000	NN	F				49.96	49.96
PO-002055	01/30/2023	SVJH	1	01-0000-0-4300-1280-2420-002-00000	NN	P				152.35	152.35
PO-002055	01/30/2023	SVJH	1	01-0000-0-4300-1280-2420-002-00000	NN	P				8.57	8.57
PO-002055	01/30/2023	SVJH	1	01-0000-0-4300-1280-2420-002-00000	NN	F				208.48	208.48
PO-002059	01/30/2023	SVJH	1	01-0000-0-4300-1647-1000-002-00208	NN	F				23.76	23.76
PO-002509	01/30/2023	SVJH SAFE	1	01-6010-0-4300-7110-1000-002-00000	NN	P				44.63	44.63
PO-002509	01/30/2023	SVJH SAFE	1	01-6010-0-4300-7110-1000-002-00000	NN	P				30.02	30.02
PO-002509	01/30/2023	SVJH SAFE	1	01-6010-0-4300-7110-1000-002-00000	NN	P				49.21	49.21
PO-002509	01/30/2023	SVJH SAFE	1	01-6010-0-4300-7110-1000-002-00000	NN	P				62.15	62.15
PO-002509	01/30/2023	SVJH SAFE	1	01-6010-0-4300-7110-1000-002-00000	NN	P				187.05	187.05
PO-002509	01/30/2023	SVJH SAFE	1	01-6010-0-4300-7110-1000-002-00000	NN	P				58.52	58.52
PO-002509	01/30/2023	SVJH SAFE	1	01-6010-0-4300-7110-1000-002-00000	NN	P				31.21	31.21
PO-002509	01/30/2023	SVJH SAFE	1	01-6010-0-4300-7110-1000-002-00000	NN	P				625.23	625.23
PO-002509	01/30/2023	SVJH SAFE	1	01-6010-0-4300-7110-1000-002-00000	NN	F				711.98	711.98
PO-003012	01/30/2023	SRHS	1	01-0000-0-4300-3200-1000-003-00000	NN	F				146.98	146.98
PO-003502	01/30/2023	SVO	2	01-0000-0-4300-0000-2700-009-00000	NN	P				17.67	17.67
PO-003504	01/30/2023	SVO	2	01-0000-0-4300-1150-1000-009-00000	NN	P				44.64	44.64



Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC SCH LOCAL T9MPS	Liq Amt	Net	Amount
-----								
200546	(CONTINUED)							
PO-003504	01/30/2023	SVO	2	01-0000-0-4300-1150-1000-009-00000	NN F	23.25		14.76
PO-003504	01/30/2023	SVO	3	01-0000-0-4300-1150-1000-009-00000	NN P	64.34		64.34
PO-003504	01/30/2023	SVO	3	01-0000-0-4300-1150-1000-009-00000	NN P	5.58		5.58
PO-003504	01/30/2023	SVO	3	01-0000-0-4300-1150-1000-009-00000	NN P	45.98		45.98
PO-003504	01/30/2023	SVO	3	01-0000-0-4300-1150-1000-009-00000	NN P	29.99		29.99
PO-003504	01/30/2023	SVO	3	01-0000-0-4300-1150-1000-009-00000	NN P	117.28		117.28
PO-003504	01/30/2023	SVO	3	01-0000-0-4300-1150-1000-009-00000	NN P	14.74		14.74
PO-003504	01/30/2023	SVO	3	01-0000-0-4300-1150-1000-009-00000	NN P	15.00		15.00
PO-003504	01/30/2023	SVO	3	01-0000-0-4300-1150-1000-009-00000	NN P	14.73		14.73
PO-003504	01/30/2023	SVO	3	01-0000-0-4300-1150-1000-009-00000	NN P	12.00		12.00
PO-003504	01/30/2023	SVO	3	01-0000-0-4300-1150-1000-009-00000	NN F	80.36		75.00
PO-003504	01/30/2023	SVO	1	01-0000-0-4300-0000-2700-009-00000	NN P	50.04		50.04
PO-003506	01/30/2023	SVO	1	01-0000-0-4300-0000-2700-009-00000	NN F	142.08		142.08
PO-004033	01/30/2023	DO	3	01-0000-0-5800-0000-7200-004-00000	NN P	3.00		3.00
PO-004033	01/30/2023	DO	2	01-0000-0-4300-0000-7200-004-00000	NN P	12.74		12.74
PO-004517	01/30/2023	EHS	1	01-0000-0-4300-0000-8100-001-00000	NN P	51.47		51.47
PO-004542	01/30/2023	SVJH	1	01-0000-0-4300-0000-8100-002-00000	NN F	40.35		40.35
PO-004544	01/30/2023	EES	1	01-0000-0-4300-0000-8100-010-00000	NN P	156.19		156.19
PO-004544	01/30/2023	EES	1	01-0000-0-4300-0000-8100-010-00000	NN P	25.08		25.08
PO-004547	01/30/2023	EHS	1	01-0000-0-4300-0000-8100-001-00000	NN F	55.73		55.72
PO-008014	01/30/2023	FJE	1	01-0000-0-4300-0000-8100-020-00000	NN F	155.51		155.51
PO-010019	01/30/2023	EES	2	01-3213-0-4300-1150-3110-010-00000	NN P	52.37		52.37
PO-010019	01/30/2023	EES	2	01-3213-0-4300-1150-3110-010-00000	NN P	13.83		13.83
PO-010019	01/30/2023	EES	2	01-3213-0-4300-1150-3110-010-00000	NN P	32.16		32.16
PO-010019	01/30/2023	EES	2	01-3213-0-4300-1150-3110-010-00000	NN P	64.94		64.94
PO-010019	01/30/2023	EES	2	01-3213-0-4300-1150-3110-010-00000	NN F	36.70		19.50
PO-010022	01/30/2023	EES	1	01-0000-0-4300-0000-2700-010-00000	NN F	353.88		315.24
PO-010023	01/30/2023	EES	6	01-6300-0-4100-1110-1000-010-00000	NN F	93.66		93.66
PO-010023	01/30/2023	EES	7	01-6300-0-4100-1110-1000-010-00000	NN F	53.89		53.89
PO-010028	01/30/2023	EES SAFE	8	01-6010-0-4300-7110-1000-010-00000	NN P	50.90		50.90
PO-010028	01/30/2023	EES SAFE	8	01-6010-0-4300-7110-1000-010-00000	NN P	22.50		22.50
PO-010028	01/30/2023	EES SAFE	8	01-6010-0-4300-7110-1000-010-00000	NN P	118.64		118.64
PO-010028	01/30/2023	EES SAFE	8	01-6010-0-4300-7110-1000-010-00000	NN P	20.27		20.27
PO-010028	01/30/2023	EES SAFE	8	01-6010-0-4300-7110-1000-010-00000	NN P	240.18		240.18
PO-010028	01/30/2023	EES SAFE	8	01-6010-0-4300-7110-1000-010-00000	NN P	31.98		31.98
PO-010028	01/30/2023	EES SAFE	8	01-6010-0-4300-7110-1000-010-00000	NN F	15.53		46.50
PO-010028	01/30/2023	EES SAFE	9	01-6010-0-4300-7110-1000-010-00000	NN F	86.03		86.03
PO-010033	01/30/2023	EES	3	01-0000-0-4300-0000-2700-010-00000	NN F	31.19		31.19
PO-010035	01/30/2023	EES	1	01-0000-0-4300-1150-1000-010-01007	NN F	53.16		53.52
PO-010041	01/30/2023	EES	1	01-0000-0-4300-1150-2420-010-00000	NN P	176.63		176.63
PO-010041	01/30/2023	EES	1	01-0000-0-4300-1150-2420-010-00000	NN F	18.09		18.09
PO-020034	01/30/2023	FJE	1	01-0000-0-4300-1150-1000-020-00000	NN F	990.81		1,050.70
PO-020038	01/30/2023	FJE	1	01-0000-0-4300-1150-1000-020-00000	NN P	140.85		140.85
PO-020040	01/30/2023	FJE	1	01-0000-0-4300-1150-1000-020-00000	NN F	327.92		327.92
PO-020041	01/30/2023	FJE	1	01-0000-0-4300-1150-1000-020-00000	NN F	151.60		151.60



040 SCOTT VALLEY UNIFIED  
 BATCH 202 AMAZON

J67021

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0202 BATCH 202  
 FUND : 01 GENERAL FUND

APY500 L.00.21 01/31/23 10:24 PAGE 3  
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC SCH LOCAL T9MPS	Liq Amt	Net Amount	
-----								
200546	{CONTINUED}							
PO-020044	01/30/2023	FJE	1	01-0000-0-4300-1150-1000-020-00000	NN P	45.56	45.56	
PO-020044	01/30/2023	FJE	1	01-0000-0-4300-1150-1000-020-00000	NN P	44.28	44.28	
PO-020044	01/30/2023	FJE	1	01-0000-0-4300-1150-1000-020-00000	NN P	122.71	122.71	
PO-020044	01/30/2023	FJE	1	01-0000-0-4300-1150-1000-020-00000	NN P	42.14	42.14	
PO-020044	01/30/2023	FJE	1	01-0000-0-4300-1150-1000-020-00000	NN F	377.59	377.59	
TOTAL PAYMENT AMOUNT						11,481.12	*	11,481.12
TOTAL FUND				PAYMENT		11,481.12	**	11,481.12

040 SCOTT VALLEY UNIFIED  
 BATCH 202 AMAZON

J67021

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0202 BATCH 202  
 FUND : 11 ADULT EDUCATION

APY500 L.00.21 01/31/23 10:24 PAGE 4  
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef				
Req Reference	Date	Description	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	T9MPS	Liq Amt	Net Amount
-----													
200546/00	AMAZON/SYNCB												
PO-003203	01/30/2023	ADULT ED	1	11-6391-0-4300-4110-1000-008-00000	NN	P						39.18	39.18
PO-003203	01/30/2023	ADULT ED	1	11-6391-0-4300-4110-1000-008-00000	NN	P						15.95	15.95
PO-003203	01/30/2023	ADULT ED	1	11-6391-0-4300-4110-1000-008-00000	NN	P						47.65	47.65
PO-003203	01/30/2023	ADULT ED	1	11-6391-0-4300-4110-1000-008-00000	NN	P						47.65	47.65
PO-003203	01/30/2023	ADULT ED	1	11-6391-0-4300-4110-1000-008-00000	NN	P						33.44	33.44
PO-003203	01/30/2023	ADULT ED	1	11-6391-0-4300-4110-1000-008-00000	NN	P						75.05	75.05
PO-003203	01/30/2023	ADULT ED	1	11-6391-0-4300-4110-1000-008-00000	NN	P						1,774.93	1,622.33
PO-003206	01/30/2023	ADULT ED	1	11-6391-0-4400-4110-1000-008-00000	NN	F							1,881.25
			TOTAL PAYMENT AMOUNT				1,881.25		*				1,881.25
			TOTAL FUND		PAYMENT		1,881.25		**				1,881.25

040 SCOTT VALLEY UNIFIED  
 BATCH 202 AMAZON

J67021

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0202 BATCH 202  
 FUND : 13 CAFETERIA

APY500 L.00.21 01/31/23 10:24 PAGE 5  
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef					
Req Reference	Date	Description	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	T9MPS	Liq Amt	Net Amount	
200546/00	AMAZON/SYNCB													
PO-008015	01/30/2023	FJE				1	13-5310-0-4300-0000-3700-020-00000	NN	P			87.92	87.92	
PO-008015	01/30/2023	FJE				1	13-5310-0-4300-0000-3700-020-00000	NN	F			36.90	36.90	
TOTAL PAYMENT AMOUNT												124.82 *	124.82	
TOTAL FUND PAYMENT												124.82 **	124.82	
TOTAL BATCH PAYMENT												13,487.19 ***	0.00	13,487.19
TOTAL DISTRICT PAYMENT												13,487.19 ****	0.00	13,487.19
TOTAL FOR ALL DISTRICTS:												13,487.19 ****	0.00	13,487.19
Number of checks to be printed:												3, not counting voids due to stub overflows.		13,487.19

**SISKIYOU COUNTY OFFICE OF EDUCATION  
REQUEST FOR WARRANT PROCESSING**

District # 40 District Name: Scott Valley Unified

Fund #	Fund Name	District Total	Audited Total
01	General Fund	84,387.85	
11	Adult Education Fund		
12	Child Development Fund	1,034.24	
13	Cafeteria Fund	3,992.17	
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund (Other than Capital Outlay)	XXXXXXXX	XXXXXXXX
25	Capital Facilities Fund (Developer Fees)		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
35	County School Facility		
	Batch Total	89,414.26	

By order of the governing board, the Siskiyou County Office of Education is authorized to draw warrants to the claimants of said school district as per attached listing:

Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_

District Superintendent/Administrator: unsmugh Date: 1/30/23

Board Approval Date: \_\_\_\_\_ Mail: \_\_\_\_\_ Hold: \_\_\_\_\_

*For Siskiyou County Office of Education Use Only*

Audited By: \_\_\_\_\_ Audited Date: \_\_\_\_\_

*File: Business Services; Forms; SCOE Forms; Business Department Forms: Request for Warrant Processing /jc  
1.18.17*

040 SCOTT VALLEY UNIFIED  
SPECIAL BATCH 201

J66829

ACCOUNTS PAYABLE PRELIST  
BATCH: 0201 SPECIAL BATCH 201  
FUND : 01 GENERAL FUND

APY500 L.00.21 01/30/23 10:43 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC SCH LOCAL	T9MPS	Liq Amt	Net Amount
-----								
200793/00	AFLAC							
PV-230101	01/30/2023	PREMIUMS		01-0000-0-9514-0000-0000-0000-000000	NN			92.78
PV-230101	01/30/2023	PREMIUMS		01-0000-0-9556-0000-0000-0000-000000	NN			923.77
TOTAL PAYMENT AMOUNT								1,016.55 *
030185/00	CALIFORNIA'S VALUED TRUST							
PV-230102	01/30/2023	PREMIUMS		01-0000-0-9514-0000-0000-0000-000000	NN			80,056.30
TOTAL PAYMENT AMOUNT								80,056.30 *
301766/00	HEALTH EQUITY							
PV-230103	01/30/2023	23250 HEALTH SAVINGS		01-0000-0-9514-0000-0000-0000-000000	NN			2,940.00
TOTAL PAYMENT AMOUNT								2,940.00 *
301995/00	NBS RETIREMENT SERVICES							
PV-230104	01/30/2023	TSA PLAN		01-0000-0-3902-1150-1000-010-000000	NN			62.50
PV-230104	01/30/2023	TSA PLAN		01-3010-0-3902-1150-1000-010-000000	NN			62.50
PV-230104	01/30/2023	TSA PLAN		01-6500-0-3902-5760-1120-020-000000	NN			92.20
PV-230104	01/30/2023	TSA PLAN		01-0000-0-3902-1150-1000-020-000000	NN			32.80
PV-230104	01/30/2023	TSA PLAN		01-0000-0-3902-1150-1000-010-000000	NN			64.87
PV-230104	01/30/2023	TSA PLAN		01-0000-0-3902-1150-1000-020-000000	NN			60.13
TOTAL PAYMENT AMOUNT								375.00 *
TOTAL FUND PAYMENT							84,387.85 **	84,387.85

040 SCOTT VALLEY UNIFIED  
SPECIAL BATCH 201

J66829

ACCOUNTS PAYABLE PRELIST  
BATCH: 0201 SPECIAL BATCH 201  
FUND : 12 CHILD DEVELOPMENT

APY500 L.00.21 01/30/23 10:43 PAGE 2  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef				
Req Reference	Date	Description	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	T9MPS	Liq Amt	Net Amount

030185/00 CALIFORNIA'S VALUED TRUST

PV-230102 01/30/2023 PREMIUMS

12-6105-0-9514-0000-0000-000-00000 NN

TOTAL PAYMENT AMOUNT 1,034.24 \* 1,034.24

TOTAL FUND PAYMENT 1,034.24 \*\* 1,034.24

040 SCOTT VALLEY UNIFIED  
SPECIAL BATCH 201

J66829

ACCOUNTS PAYABLE PRELIST  
BATCH: 0201 SPECIAL BATCH 201  
FUND : 13 CAFETERIA

APY500 L.00.21 01/30/23 10:43 PAGE 3  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS	Liq Amt	Net Amount			
030185/00	CALIFORNIA'S VALUED TRUST							
PV-230102	01/30/2023	PREMIUMS		13-5310-0-9514-0000-0000-000-00000	NN			3,992.17
			TOTAL PAYMENT AMOUNT		3,992.17 *			3,992.17
			TOTAL FUND PAYMENT		3,992.17 **			3,992.17
			TOTAL BATCH PAYMENT		89,414.26 ***	0.00		89,414.26
			TOTAL DISTRICT PAYMENT		89,414.26 ****	0.00		89,414.26
			TOTAL FOR ALL DISTRICTS:		89,414.26 ****	0.00		89,414.26
Number of checks to be printed: 6, not counting voids due to stub overflows.								89,414.26

**SISKIYOU COUNTY OFFICE OF EDUCATION  
REQUEST FOR WARRANT PROCESSING**

District # 40 District Name: Scott Valley Unified

Fund #	Fund Name	District Total	Audited Total
01	General Fund	2,669.14	
11	Adult Education Fund	111.34	
12	Child Development Fund		
13	Cafeteria Fund	15,117.62	
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund (Other than Capital Outlay)	XXXXXXXX	XXXXXXXX
25	Capital Facilities Fund (Developer Fees)		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
35	County School Facility		
	Batch Total	17,898.10	

By order of the governing board, the Siskiyou County Office of Education is authorized to draw warrants to the claimants of said school district as per attached listing:

Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_

District Superintendent/Administrator: emomugl Date: 1/25/23

Board Approval Date: \_\_\_\_\_ Mail: \_\_\_\_\_ Hold: \_\_\_\_\_

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*For Siskiyou County Office of Education Use Only*

Audited By: \_\_\_\_\_ Audited Date: \_\_\_\_\_

*File: Business Services; Forms; SCOE Forms; Business Department Forms: Request for Warrant Processing /jc  
1.18.17*



040 SCOTT VALLEY UNIFIED  
 BATCH 108 CAFETERIA

J66407

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0108 BATCH 108 CAFETERIA  
 FUND : 01 GENERAL FUND

APY500 L.00.21 01/25/23 15:24 PAGE 1  
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y OBJT GOAL	FUNC	SCH LOCAL T9MPS	Liq Amt	Net Amount	
-----								
300071/00	RAY'S FOOD PLACE ETNA							
	PO-010042	01/17/2023	1763486	EES SAFE	1 01-6010-0-4300-7110-1000-010-00000	NN P	14.26	14.26
	TOTAL PAYMENT AMOUNT				14.26 *			14.26
300063/00	RAY'S FOOD PLACE FORT JONES							
	PO-002501	01/12/2023	1778370	SVJH SAFE	1 01-6010-0-4300-7110-1000-002-00000	NN P	76.12	76.12
	PO-002501	01/04/2023	1778435	SVJH SAFE	1 01-6010-0-4300-7110-1000-002-00000	NN P	11.45	11.45
	PO-002501	01/06/2023	1778436	SVJH SAFE	1 01-6010-0-4300-7110-1000-002-00000	NN P	46.31	46.31
	TOTAL PAYMENT AMOUNT				133.88 *			133.88
302335/00	SISKIYOU WORKS							
	PO-001113	11/11/2022	YS11	ETNA HIGH SCHOOL	1 01-6388-0-5800-1500-1000-001-00000	NN F	2,521.00	2,521.00
	TOTAL PAYMENT AMOUNT				2,521.00 *			2,521.00
	TOTAL FUND			PAYMENT	2,669.14 **			2,669.14

040 SCOTT VALLEY UNIFIED  
BATCH 108 CAFETERIA

J66407

ACCOUNTS PAYABLE PRELIST  
BATCH: 0108 BATCH 108 CAFETERIA  
FUND : 11 ADULT EDUCATION

APY500 L.00.21 01/25/23 15:24 PAGE 2  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description		FD RESC Y	OBJT GOAL FUNC SCH LOCAL T9MPS	Liq Amt	Net Amount	

-----  
300071/00 RAY'S FOOD PLACE ETNA

PO-003204	01/13/2023	1763480	ADULT ED	1	11-6391-0-4300-4110-1000-008-00000	NN F	110.16	111.34
				TOTAL PAYMENT AMOUNT		111.34 *		111.34

TOTAL FUND	PAYMENT			111.34 **				111.34
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040 SCOTT VALLEY UNIFIED  
BATCH 108 CAFETERIA

J66407

ACCOUNTS PAYABLE PRELIST  
BATCH: 0108 BATCH 108 CAFETERIA  
FUND : 13 CAFETERIA

APY500 L.00.21 01/25/23 15:24 PAGE 3  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC SCH LOCAL	T9MPS	Liq Amt	Net Amount

300147/00 CA DEPT. OF EDUCATION

PV-230100	01/25/2023	23 SF-43228	COMMODITY ORDER	13-5310-0-4700-0000-3700-001-00000	NN			83.85
PV-230100	01/25/2023	23 SF-43228	COMMODITY ORDER	13-5310-0-4700-0000-3700-010-00000	NN			87.75
PV-230100	01/25/2023	23 SF-43228	COMMODITY ORDER	13-5310-0-4700-0000-3700-020-00000	NN			124.80
TOTAL PAYMENT AMOUNT								296.40 *

200455/00 FRANZ FAMILY BAKERIES

PO-008000	01/09/2023	140380006432	FJE/SVJH	2 13-5310-0-4700-0000-3700-020-00000	NN P		51.84	51.84
PO-008000	01/03/2023	140380006376	FJE/SVJH	2 13-5310-0-4700-0000-3700-020-00000	NN P		250.80	250.80
PO-008000	01/16/2023	140380006499	FJE/SVJH	2 13-5310-0-4700-0000-3700-020-00000	NN P		185.60	185.60
PO-008000	01/18/2023	140380006528	FJE/SVJH	2 13-5310-0-4700-0000-3700-020-00000	NN P		46.08	46.08
TOTAL PAYMENT AMOUNT								534.32 *

065280/00 GENERAL PRODUCE CO LTD

PO-008001	09/13/2022	04805418	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		109.55	109.55
PO-008001	12/13/2022	04846898	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		135.85	135.85
PO-008001	12/06/2022	00859740	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN M		0.00	-2.00
PO-008001	12/06/2022	04843689	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN F		92.05	217.20
PO-008001	01/06/2023	04856541	FJE/SVJH	3 13-5310-0-4700-0000-3700-020-00000	NN P		381.95	381.95
PO-008001	01/13/2023	04859669	FJE/SVJH	3 13-5310-0-4700-0000-3700-020-00000	NN P		353.85	353.85
TOTAL PAYMENT AMOUNT								1,196.40 *

300071/00 RAY'S FOOD PLACE ETNA

PO-008004	11/28/2022	1763437	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		58.84	58.84
PO-008004	12/12/2022	1763458	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		11.98	11.98
PO-008004	12/06/2022	1763304	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		38.54	38.54
PO-008004	12/08/2022	1763454	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		22.99	22.99
PO-008004	12/06/2022	1763452	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		4.99	4.99
PO-008004	11/30/2022	1763440	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		23.16	23.16
PO-008004	12/16/2022	1763463	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		13.96	13.96
PO-008004	12/19/2022	1763466	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		5.49	5.49
PO-008004	12/14/2022	1763461	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		9.16	9.16
PO-008004	11/29/2022	1763438	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		46.57	46.57
PO-008004	12/01/2022	1763441	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		41.33	41.33
PO-008004	12/02/2022	1763442	EHS	1 13-5310-0-4700-0000-3700-001-00000	NN P		18.55	18.55
PO-008004	01/10/2023	1763475	EES	3 13-5310-0-4700-0000-3700-010-00000	NN P		29.44	29.44
PO-008004	01/09/2023	1763472	EES	3 13-5310-0-4700-0000-3700-010-00000	NN P		20.11	20.11
PO-008004	01/11/2023	1763478	EES	4 13-5310-0-4300-0000-3700-010-00000	NN P		14.47	14.47
TOTAL PAYMENT AMOUNT								359.58 *

040 SCOTT VALLEY UNIFIED  
 BATCH 108 CAFETERIA

J66407

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0108 BATCH 108 CAFETERIA  
 FUND : 13 CAFETERIA

APY500 L.00.21 01/25/23 15:24 PAGE 4  
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD	RESC	Y OBJT GOAL FUNC SCH LOCAL T9MPS	Liq	Amt	Net	Amount
-----									
300063/00	RAY'S FOOD PLACE FORT JONES								
PO-008005	01/04/2023	1778369 FJE/SVJH	2	13-5310-0-4300-0000-3700-020-00000	NN P		16.07		16.07
PO-008005	01/17/2023	1778371 FJE/SVJH	2	13-5310-0-4300-0000-3700-020-00000	NN P		16.23		16.23
PO-008005	01/17/2023	1778371 FJE/SVJH	1	13-5310-0-4700-0000-3700-020-00000	NN P		22.74		22.74
TOTAL PAYMENT AMOUNT									55.04 *

149643/00 SISKIYOU DISTRIBUTING CO

PO-008002	01/23/2023	425099A EHS	7	13-5310-0-4700-0000-3700-001-00000	NN P		437.62		437.62
PO-008002	01/19/2023	425014 EHS	7	13-5310-0-4700-0000-3700-001-00000	NN P		411.86		411.86
PO-008002	01/12/2023	424784A EHS	7	13-5310-0-4700-0000-3700-001-00000	NN P		250.86		250.86
PO-008002	01/09/2023	424664 EHS	7	13-5310-0-4700-0000-3700-001-00000	NN P		146.66		146.66
PO-008002	01/02/2023	424505A EHS	7	13-5310-0-4700-0000-3700-001-00000	NN P		229.43		229.43
PO-008002	01/02/2023	424413A EHS	7	13-5310-0-4700-0000-3700-001-00000	NN P		263.26		263.26
PO-008002	10/10/2022	421485A EHS	7	13-5310-0-4700-0000-3700-001-00000	NN P		105.51		105.51
PO-008002	10/08/2022	421507 EHS	7	13-5310-0-4700-0000-3700-001-00000	NN M		0.00		-209.87
PO-008002	01/19/2023	424996A EES	2	13-5310-0-4700-0000-3700-010-00000	NN P		371.00		371.00
PO-008002	01/16/2023	424850 EES	2	13-5310-0-4700-0000-3700-010-00000	NN P		210.73		210.73
PO-008002	01/12/2023	424768 EES	2	13-5310-0-4700-0000-3700-010-00000	NN F		199.69		409.72
PO-008002	01/09/2023	424649B EES	9	13-5310-0-4700-0000-3700-010-00000	NN P		570.58		570.58
PO-008002	01/02/2023	424412 EES	9	13-5310-0-4700-0000-3700-010-00000	NN P		182.50		182.50
PO-008002	01/05/2023	424553C EES	9	13-5310-0-4700-0000-3700-010-00000	NN P		319.22		319.22
PO-008002	01/23/2023	425088 FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		131.00		131.00
PO-008002	01/23/2023	425087A FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		386.66		386.66
PO-008002	01/16/2023	424878 FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		411.01		411.01
PO-008002	01/12/2023	424782 FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		44.50		44.50
PO-008002	01/19/2023	425006 FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		320.67		320.67
PO-008002	01/16/2023	424880 FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		79.00		79.00
PO-008002	01/12/2023	424781 FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		162.54		162.54
PO-008002	01/12/2023	424780 FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		44.50		44.50
PO-008002	01/09/2023	424651 FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		148.50		148.50
PO-008002	01/09/2023	424650 FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		407.17		407.17
PO-008002	01/05/2023	424560 FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		44.50		44.50
PO-008002	01/02/2023	424415 FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		182.08		182.08
PO-008002	01/02/2023	424416 FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		96.50		96.50
PO-008002	01/05/2023	424559B FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		300.69		300.69
PO-008002	01/26/2023	425242 FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		179.54		179.54
PO-008002	01/26/2023	425243A FJE/SVJH	3	13-5310-0-4700-0000-3700-020-00000	NN P		62.00		62.00
TOTAL PAYMENT AMOUNT									6,699.94 *

040 SCOTT VALLEY UNIFIED  
 BATCH 108 CAFETERIA

J66407

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0108 BATCH 108 CAFETERIA  
 FUND : 13 CAFETERIA

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 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC SCH LOCAL T9MPS	Liq Amt	Net Amount	
-----								
201090/00	SYSKO							
PO-008009	01/09/2023	431129096 EHS	1	13-5310-0-4700-0000-3700-001-00000	NN P	1,893.07	1,893.07	
PO-008009	01/09/2023	431129096 EHS	2	13-5310-0-4300-0000-3700-001-00000	NN P	346.55	346.55	
PO-008009	01/09/2023	431129095 EES	3	13-5310-0-4700-0000-3700-010-00000	NN P	1,202.22	1,202.22	
PO-008009	01/09/2023	431129095 EES	4	13-5310-0-4300-0000-3700-010-00000	NN P	47.19	47.19	
PO-008009	01/12/2023	431134353 FJE/SVJH	6	13-5310-0-4300-0000-3700-020-00000	NN P	21.32	21.32	
PO-008009	01/09/2023	431129092 FJE/SVJH	6	13-5310-0-4300-0000-3700-020-00000	NN F	85.14	499.14	
PO-008009	01/09/2023	431129092 FJE/SVJH	5	13-5310-0-4700-0000-3700-020-00000	NN P	1,998.66	1,998.66	
PO-008009	01/19/2023	431146591 FJE/SVJH	5	13-5310-0-4700-0000-3700-020-00000	NN M	0.00	-32.21	
TOTAL PAYMENT AMOUNT						5,975.94	*	5,975.94
TOTAL FUND PAYMENT						15,117.62	**	15,117.62
TOTAL BATCH PAYMENT						17,898.10	***	17,898.10
TOTAL DISTRICT PAYMENT						17,898.10	****	17,898.10
TOTAL FOR ALL DISTRICTS:						17,898.10	****	17,898.10
Number of checks to be printed: 11, not counting voids due to stub overflows.								17,898.10

*Special*

Batch # 107

**SISKIYOU COUNTY OFFICE OF EDUCATION  
REQUEST FOR WARRANT PROCESSING**

District # 40 District Name: Scott Valley Unified

Fund #	Fund Name	District Total	Audited Total
01	General Fund	5,950. <sup>00</sup>	
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Fund		
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund (Other than Capital Outlay)	XXXXXXXX	XXXXXXXX
25	Capital Facilities Fund (Developer Fees)		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
35	County School Facility		
	Batch Total	5,950. <sup>00</sup>	

By order of the governing board, the Siskiyou County Office of Education is authorized to draw warrants to the claimants of said school district as per attached listing:

Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_

District Superintendent/Administrator: *umomugl* Date: 1/23/23  
 Board Approval Date: \_\_\_\_\_ Mail: \_\_\_\_\_ Hold: \_\_\_\_\_

*For Siskiyou County Office of Education Use Only*

Audited By: \_\_\_\_\_ Audited Date: \_\_\_\_\_

*File: Business Services; Forms; SCOE Forms; Business Department Forms: Request for Warrant Processing /jc  
1.18.17*

040 SCOTT VALLEY UNIFIED  
SPECIAL BATCH 107

J65901

ACCOUNTS PAYABLE PRELIST  
BATCH: 0107 SPECIAL BATCH 107  
FUND : 01 GENERAL FUND

APY500 L.00.21 01/23/23 10:26 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC SCH LOCAL	T9MPS	Liq Amt	Net Amount
301760/00	OLD ETNA TREE SERVICES							
PV-230099	01/23/2023	266 ETNA ELEM		01-8150-0-5800-0000-8100-010-00000	NY			5,950.00
			TOTAL PAYMENT AMOUNT			5,950.00 *		5,950.00
			TOTAL FUND PAYMENT			5,950.00 **		5,950.00
			TOTAL BATCH PAYMENT			5,950.00 ***	0.00	5,950.00
			TOTAL DISTRICT PAYMENT			5,950.00 ****	0.00	5,950.00
			TOTAL FOR ALL DISTRICTS:			5,950.00 ****	0.00	5,950.00
Number of checks to be printed: 1, not counting voids due to stub overflows.								5,950.00

**SISKIYOU COUNTY OFFICE OF EDUCATION  
REQUEST FOR WARRANT PROCESSING**

District # 40 District Name: Scott Valley Unified

Fund #	Fund Name	District Total	Audited Total
01	General Fund	32,975. <sup>69</sup>	
11	Adult Education Fund	129.94	
12	Child Development Fund	1,515. <sup>00</sup>	
13	Cafeteria Fund	36.26	
14	Deferred Maintenance Fund	646. <sup>00</sup>	
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund (Other than Capital Outlay)	XXXXXXXX	XXXXXXXX
25	Capital Facilities Fund (Developer Fees)		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund	15,365. <sup>00</sup>	
35	County School Facility	1,377. <sup>50</sup>	
	Batch Total	52,045. <sup>39</sup>	

By order of the governing board, the Siskiyou County Office of Education is authorized to draw warrants to the claimants of said school district as per attached listing:

Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_

District Superintendent/Administrator: unsmugl Date: 1/23/23

Board Approval Date: \_\_\_\_\_ Mail: \_\_\_\_\_ Hold: \_\_\_\_\_

*For Siskiyou County Office of Education Use Only*

Audited By: \_\_\_\_\_ Audited Date: \_\_\_\_\_

*File: Business Services; Forms; SCOE Forms; Business Department Forms: Request for Warrant Processing /jc  
1.18.17*



040 SCOTT VALLEY UNIFIED  
 BATCH 106

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ACCOUNTS PAYABLE PRELIST  
 BATCH: 0106 BATCH 106  
 FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y OBJT GOAL	FUNC SCH LOCAL	T9MPS	Liq Amt	Net Amount	

301253/00	ARAMARK UNIFORM SERVICE							
PO-004502	01/11/2023	5066197780 SVJH	1	01-0000-0-5500-0000-8100-002-00000	NN P	86.26	86.26	
PO-004502	01/11/2023	5066197803 EES	2	01-0000-0-5500-0000-8100-010-00000	NN P	85.60	85.60	
PO-004502	01/11/2023	5066197790 FJE	3	01-0000-0-5500-0000-8100-020-00000	NN P	101.63	101.63	
PO-006019	01/04/2023	5066192346 TRANSP	1	01-0000-0-5500-0000-8100-006-00000	NN P	65.44	65.44	
TOTAL PAYMENT AMOUNT						338.93 *		338.93

300026/00	BAXTER AUTO PARTS							
PO-006001	01/03/2023	45232 TRANSP	1	01-0000-0-4300-0000-3600-006-00000	NN P	45.63	45.63	
PO-006001	01/09/2023	45611 TRANSP	1	01-0000-0-4300-0000-3600-006-00000	NN P	202.49	202.49	
PO-006001	12/27/2022	44728 TRANSP	1	01-0000-0-4300-0000-3600-006-00000	NN P	53.94	53.94	
PO-006001	12/27/2022	44734 TRANSP	1	01-0000-0-4300-0000-3600-006-00000	NN P	100.92	100.92	
PO-006001	01/02/2023	45156 TRANSP	1	01-0000-0-4300-0000-3600-006-00000	NN P	330.27	330.27	
PO-006001	12/27/2022	73678 TRANSP	1	01-0000-0-4300-0000-3600-006-00000	NN P	37.32	37.32	
PO-006001	12/27/2022	44743 TRANSP	1	01-0000-0-4300-0000-3600-006-00000	NN P	82.57	82.57	
PO-006001	12/14/2022	43879 TRANSP	1	01-0000-0-4300-0000-3600-006-00000	NN P	269.02	269.02	
PO-006001	12/19/2022	44221 TRANSP	1	01-0000-0-4300-0000-3600-006-00000	NN P	36.07	36.07	
PO-006001	12/20/2022	72833 TRANSP	1	01-0000-0-4300-0000-3600-006-00000	NN P	36.07	36.07	
PO-006001	12/23/2022	44583 TRANSP	1	01-0000-0-4300-0000-3600-006-00000	NN P	166.94	166.94	
PO-006001	01/09/2023	45609 EHS MAINT	2	01-0000-0-4300-0000-8100-001-00000	NN P	163.10	163.10	
TOTAL PAYMENT AMOUNT						1,524.34 *		1,524.34

301718/00	BAY ALARM							
PO-004007	05/15/2022	19646952 EHS	1	01-0000-0-5500-0000-8100-001-00000	NN P	771.33	771.33	
TOTAL PAYMENT AMOUNT						771.33 *		771.33

301620/00	BUSWEST							
PO-006020	01/12/2023	XA410039044:01 TRANSP	1	01-0000-0-4300-0000-3600-006-00000	NN P	339.16	339.16	
TOTAL PAYMENT AMOUNT						339.16 *		339.16

300383/00	DOWNEY HEATING & COOLING INC							
PO-004504	01/19/2023	8574 EES	3	01-0000-0-4300-0000-8100-010-00000	NN P	480.32	480.32	
PO-004504	01/19/2023	8574 SVJH	5	01-0000-0-4300-0000-8100-002-00000	NN P	330.91	330.91	
TOTAL PAYMENT AMOUNT						811.23 *		811.23

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ACCOUNTS PAYABLE PRELIST  
 BATCH: 0106 BATCH 106  
 FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC SCH LOCAL T9MPS	Liq Amt	Net Amount	

302023/00	EDGEIUM							
	PO-005082	01/09/2023	4314	IT	1 01-9621-0-4300-0000-2460-004-00000 NN F	295.00	341.41	
	TOTAL PAYMENT AMOUNT					341.41 *	341.41	

061060/00	FORT JONES ACE HARDWARE							
	PO-004508	01/02/2023	003360	SVJH	6 01-0000-0-4300-0000-8100-002-00000 NN P	53.24	53.24	
	PO-004508	01/03/2023	003366	SVJH	6 01-0000-0-4300-0000-8100-002-00000 NN P	3.85	3.85	
	PO-004508	01/06/2023	3416	FJE	8 01-0000-0-4300-0000-8100-020-00000 NN P	6.41	6.41	
	PO-004508	01/05/2023	3405	FJE	8 01-0000-0-4300-0000-8100-020-00000 NN P	51.62	51.62	
	PO-004508	01/06/2023	3418	FJE	8 01-0000-0-4300-0000-8100-020-00000 NN P	12.84	12.84	
	TOTAL PAYMENT AMOUNT					127.96 *	127.96	

061100/00	FORT JONES LUMBER YARD							
	PO-004505	12/28/2022	268805	SVJH	5 01-0000-0-4300-0000-8100-002-00000 NN P	16.39	16.39	
	PO-004505	12/28/2022	268806	FJE	6 01-0000-0-4300-0000-8100-020-00000 NN P	18.39	18.39	
	PO-004505	12/28/2022	268803	FJE	7 01-0000-0-4400-0000-8100-020-00000 NN F	830.97	830.97	
	TOTAL PAYMENT AMOUNT					865.75 *	865.75	

200338/00	GRAINGER							
	PO-006008	12/07/2022	9537135155	TRANSP	1 01-0000-0-4300-0000-3600-006-00000 NN P	441.25	441.25	
	PO-006008	12/07/2022	9537871437	TRANSP	1 01-0000-0-4300-0000-3600-006-00000 NN P	113.70	113.70	
	TOTAL PAYMENT AMOUNT					554.95 *	554.95	

200106/00	HUE & CRY SECURITY SYSTEMS							
	PO-004009	01/01/2023	822399	SVJH	1 01-0000-0-5500-0000-8100-002-00000 NN P	495.00	495.00	
	PO-004009	01/01/2023	822399	FJE	3 01-0000-0-5500-0000-8100-020-00000 NN P	165.00	165.00	
	PO-004009	01/01/2023	822399	EES	2 01-0000-0-5500-0000-8100-010-00000 NN P	190.00	190.00	
	PO-004009	02/01/2023	824645	EES	2 01-0000-0-5500-0000-8100-010-00000 NN P	190.00	190.00	
	TOTAL PAYMENT AMOUNT					1,040.00 *	1,040.00	

301859/00	KRM SERVICES							
	PO-004055	12/27/2022	4264	TRANSP	2 01-0000-0-5300-0000-3600-006-00000 NN F	500.00	170.00	
	PO-004055	12/27/2022	4264	TRANSP	1 01-0000-0-5800-0000-3600-006-00000 NY F	715.00	595.00	
	TOTAL PAYMENT AMOUNT					765.00 *	765.00	

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ACCOUNTS PAYABLE PRELIST  
 BATCH: 0106 BATCH 106  
 FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC SCH LOCAL T9MPS	Liq Amt	Net Amount	
-----								
300730/00	LOZANO SMITH LLP							
	PO-004006	01/11/2023	1687 DO		1 01-0000-0-5801-0000-7100-004-00000 NY P	1,012.50	1,012.50	
	TOTAL PAYMENT AMOUNT				1,012.50 *		1,012.50	
201030/00	MEAN GENE'S GAS							
	PO-004037	01/06/2023	160148 FJE		2 01-0000-0-5510-0000-8100-020-00000 NN P	4,390.78	4,390.78	
	TOTAL PAYMENT AMOUNT				4,390.78 *		4,390.78	
111076/00	MT SHASTA SPRING WATER							
	PO-002032	01/18/2023	398583 SVJH		1 01-9624-0-4300-0000-2700-002-00000 NN P	87.50	87.50	
	PO-002032	01/18/2023	398583 SVJH		2 01-9624-0-5600-0000-2700-002-00000 NN P	13.41	13.41	
	TOTAL PAYMENT AMOUNT				100.91 *		100.91	
300155/00	NEW MANAGEMENT							
	PO-020032	12/06/2022	6982 FJE		1 01-0000-0-4300-0000-2700-020-00000 NN F	292.79	292.79	
	TOTAL PAYMENT AMOUNT				292.79 *		292.79	
119783/00	ODP BUSINESS SOLUTIONS INC							
	PO-001021	12/08/2022	278834158001 EHS		1 01-0000-0-4300-0000-2700-001-00000 NN P	4.60	4.60	
	PO-001021	12/08/2022	278854409001 EHS		1 01-0000-0-4300-0000-2700-001-00000 NN P	8.03	8.03	
	PO-001099	12/14/2022	282711812001 EHS		1 01-0000-0-4300-1651-1000-001-00000 NN P	189.88	189.88	
	PO-001099	12/14/2022	282712948001 EHS		1 01-0000-0-4300-1651-1000-001-00000 NN P	5.77	5.77	
	PO-001099	12/14/2022	282712949001 EHS		1 01-0000-0-4300-1651-1000-001-00000 NN P	17.07	17.07	
	PO-004011	12/09/2022	281983894001 DO		1 01-0000-0-4300-0000-7200-004-00000 NN P	143.68	143.68	
	PO-004011	12/09/2022	281984304001 DO		1 01-0000-0-4300-0000-7200-004-00000 NN P	35.86	35.86	
	PO-004011	12/30/2022	283989355001 DO		1 01-0000-0-4300-0000-7200-004-00000 NN P	35.86	35.86	
	TOTAL PAYMENT AMOUNT				440.75 *		440.75	
300053/00	RAYLENE M LANG							
	PO-020051	01/18/2023	FJE REIMB		1 01-0000-0-4300-0000-2700-020-00000 NN F	180.23	180.23	
	TOTAL PAYMENT AMOUNT				180.23 *		180.23	

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ACCOUNTS PAYABLE PRELIST  
 BATCH: 0106 BATCH 106  
 FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef					
Req Reference	Date	Description	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	T9MPS	Liq Amt	Net Amount	
-----														
143300/00	SCOTT VALLEY AUTO PARTS													
	PO-006012	12/28/2022	364522	TRANSP	6	01-0000-0-4300-0000-3600-006-00000	NN	P				115.75	115.75	
	PO-006012	01/05/2023	364842	TRANSP	6	01-0000-0-4300-0000-3600-006-00000	NN	P				73.76	73.76	
	PO-006012	01/03/2023	364753	TRANSP	6	01-0000-0-4300-0000-3600-006-00000	NN	P				27.78	27.78	
	PO-006012	12/28/2022	364523	SVJH	7	01-0000-0-4300-0000-8100-002-00000	NN	P				2.99	2.99	
	TOTAL PAYMENT AMOUNT											220.28	*	220.28
146600/00	SHASTA FOREST PRODUCTS													
	PO-004522	01/17/2023	0111221	SVJH	4	01-0000-0-4300-0000-8100-002-00000	NN	F				158.40	158.40	
	TOTAL PAYMENT AMOUNT											158.40	*	158.40
146900/00	SHASTA VALLEY CHAINSAW													
	PO-006024	12/12/2022	38622	SVJH MAINT	1	01-0000-0-4300-0000-8100-002-00000	NN	F				151.91	151.91	
	TOTAL PAYMENT AMOUNT											151.91	*	151.91
301282/00	SISKIYOU COUNTY COMMUNITY													
	PO-004027	01/20/2023	0327044	ETNA HIGH	1	01-0000-0-5800-0000-8100-001-00000	NN	F				407.50	460.00	
	PO-004027	01/20/2023	0327012	SCOTT VALLEY JR HIGH	2	01-0000-0-5800-0000-8100-002-00000	NN	F				355.00	390.00	
	PO-004027	01/20/2023	0326906	ETNA ELEM	3	01-0000-0-5800-0000-8100-010-00000	NN	F				194.00	194.00	
	PO-004027	01/20/2023	0322713	FORT JONES ELEM	4	01-0000-0-5800-0000-8100-020-00000	NN	F				604.00	639.00	
	TOTAL PAYMENT AMOUNT											1,683.00	*	1,683.00
149460/00	SISKIYOU COUNTY OFFICE OF EDU													
	PO-001058	01/05/2023	230477	EHS	1	01-4035-0-5200-1500-1000-001-00000	NN	P				120.00	120.00	
	PO-003010	01/05/2023	230477	SRHS	1	01-0000-0-5200-3200-2700-003-00000	NN	F				60.00	60.00	
	PO-004005	01/12/2023	230503	FINGERPRINTING	1	01-0000-0-5800-0000-7200-004-00000	NN	P				72.00	72.00	
	PO-004005	12/16/2022	230404	FINGERPRINTING	1	01-0000-0-5800-0000-7200-004-00000	NN	P				72.00	72.00	
	PO-004005	01/04/2023	230463	NURSING SERV AUG-DEC	10	01-7422-0-5800-1110-3140-000-00000	NN	P				4,815.30	4,815.30	
	PO-004069	12/16/2022	230429	SVJH SAFE	1	01-6010-0-5800-7110-1000-002-00000	NN	F				724.98	724.98	
	PO-004069	12/16/2022	230418	EES SAFE	2	01-6010-0-5800-7110-1000-010-00000	NN	F				1,030.48	1,030.48	
	PO-004069	12/16/2022	230420	FJE SAFE	3	01-6010-0-5800-7110-1000-020-00000	NN	F				975.76	975.76	
	TOTAL PAYMENT AMOUNT											7,870.52	*	7,870.52

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ACCOUNTS PAYABLE PRELIST  
 BATCH: 0106 BATCH 106  
 FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD	RESC	Y OBJT GOAL	FUNC	SCH	LOCAL	T9MPS
						Liq Amt	Net Amount		
301761/00	SISKIYOU COUNTY PROBATION DEPT								
PO-004056	01/09/2023	SV2223-02	2	01-0000-0-5800-0000-7200-004-00000	NN	P			
						1,470.00	1,470.00		
TOTAL PAYMENT AMOUNT						1,470.00	1,470.00		*
301869/00	SMARTTRASH								
PO-004515	01/01/2023	010947	1	01-0000-0-5800-0000-8100-001-00000	NN	P			
						80.00	80.00		
TOTAL PAYMENT AMOUNT						80.00	80.00		*
155320/00	SPORTSMEN'S DEN								
PO-004061	01/02/2023	2200000100750 DO	2	01-0000-0-4300-0000-7200-004-00000	NN	F			
						153.31	153.31		
TOTAL PAYMENT AMOUNT						153.31	153.31		*
159310/00	SUBURBAN PROPANE								
PO-004003	01/04/2023	204235 SVJH	2	01-0000-0-5515-0000-8100-002-00000	NN	P			
						3,247.64	3,247.64		
TOTAL PAYMENT AMOUNT						3,247.64	3,247.64		*
300726/00	ULINE								
PO-020046	12/06/2022	157271112 FJE	1	01-0000-0-4300-0000-2700-020-00000	NN	F			
						286.02	286.02		
TOTAL PAYMENT AMOUNT						286.02	286.02		*
301677/00	WALTER E NELSON CO								
PO-004506	12/21/2022	151699 EHS	1	01-0000-0-4300-0000-8100-001-00000	NN	P			
						747.63	747.63		
PO-004506	12/21/2022	151700 EHS	1	01-0000-0-4300-0000-8100-001-00000	NN	P			
						940.68	940.68		
PO-004506	12/20/2022	151646 EHS	1	01-0000-0-4300-0000-8100-001-00000	NN	P			
						62.04	62.04		
PO-004506	12/20/2022	151676 EHS	1	01-0000-0-4300-0000-8100-001-00000	NN	P			
						187.90	187.90		
PO-004506	12/30/2022	151937 SVJH	2	01-0000-0-4300-0000-8100-002-00000	NN	P			
						152.84	152.84		
PO-004506	12/30/2022	151996 SVJH	2	01-0000-0-4300-0000-8100-002-00000	NN	P			
						77.58	77.58		
PO-004506	12/13/2022	151449 EES	3	01-0000-0-4300-0000-8100-010-00000	NN	P			
						804.70	804.70		
PO-004506	12/13/2022	151425 EES	3	01-0000-0-4300-0000-8100-010-00000	NN	P			
						69.35	69.35		
PO-004506	12/13/2022	151424 EES	3	01-0000-0-4300-0000-8100-010-00000	NN	P			
						69.35	69.35		
PO-004506	12/13/2022	151442 FJE	4	01-0000-0-4300-0000-8100-020-00000	NN	P			
						520.53	520.53		
PO-004506	12/21/2022	1910 FJE	4	01-0000-0-4300-0000-8100-020-00000	NN	M			
						0.00	-131.21		
PO-004506	12/20/2022	151650 FJE	4	01-0000-0-4300-0000-8100-020-00000	NN	P			
						125.27	125.27		
TOTAL PAYMENT AMOUNT						3,626.66	3,626.66		*

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0106 BATCH 106  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef						
Req Reference	Date	Description	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	T9MPS	Liq Amt	Net Amount		
-----															
182731/00	XEROX FINANCIAL SERVICES														
PO-004079	01/10/2023	3728830	SRHS	1	01-0000-0-5600-3200-1000-003-00000	NN	P					90.95	90.95		
PO-004079	01/10/2023	3728830	SRHS	2	01-0000-0-5600-0000-2700-003-00000	NN	P					38.98	38.98		
TOTAL PAYMENT AMOUNT												129.93	*	129.93	
TOTAL FUND												PAYMENT	32,975.69	**	32,975.69

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0106 BATCH 106  
FUND : 11 ADULT EDUCATION

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC SCH LOCAL T9MPS	Liq Amt	Net Amount	
-----								
182731/00	XEROX FINANCIAL SERVICES							
PO-004079	01/10/2023	3728830 ADULT ED	3	11-6391-0-5600-4110-1000-008-00000	NN P	90.95	90.95	
PO-004079	01/10/2023	3728830 ADULT ED	4	11-6391-0-5600-4110-2700-008-00000	NN P	38.99	38.99	
TOTAL PAYMENT AMOUNT					129.94 *		129.94	
TOTAL FUND			PAYMENT	129.94 **			129.94	

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BATCH: 0106 BATCH 106  
FUND : 12 CHILD DEVELOPMENT

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef				
Req Reference	Date	Description	FD	RESC	Y	OBJT	GOAL	FUNC	SCH	LOCAL	T9MPS	Liq Amt	Net Amount
-----													
302338/00	CAAEYC	CONFERENCE											
PO-020053	01/20/2023	954972 TRINITY MARKHAM	1	12-6105-0-5200-0001-1000-022-00000	NN	P						505.00	505.00
PO-020053	01/20/2023	956653 GERIE CHRESTENSEN	1	12-6105-0-5200-0001-1000-022-00000	NN	P						505.00	505.00
PO-020053	01/20/2023	274909 MELANIE MENDENHALL	1	12-6105-0-5200-0001-1000-022-00000	NN	F						505.00	505.00
		TOTAL PAYMENT AMOUNT										1,515.00 *	1,515.00
		TOTAL FUND	PAYMENT									1,515.00 **	1,515.00



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ACCOUNTS PAYABLE PRELIST  
BATCH: 0106 BATCH 106  
FUND : 13 CAFETERIA

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC SCH LOCAL	T9MPS	Liq Amt	Net Amount
-----								
111076/00	MT SHASTA SPRING WATER							
PO-002503	01/18/2023	398584 SVJH SAFE	1	13-5310-0-4300-0000-3700-020-00000	NN P		22.85	22.85
PO-002503	01/18/2023	398584 SVJH SAFE	2	13-5310-0-5600-0000-3700-020-00000	NN P		13.41	13.41
TOTAL PAYMENT AMOUNT							36.26 *	36.26
TOTAL FUND				PAYMENT			36.26 **	36.26

040 SCOTT VALLEY UNIFIED  
BATCH 106

J65876

ACCOUNTS PAYABLE PRELIST  
BATCH: 0106 BATCH 106  
FUND : 14 DEFERRED MAINTENANCE

APY500 L.00.21 01/23/23 09:36 PAGE 10  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description		FD RESC Y	OBJT GOAL FUNC SCH LOCAL T9MPS	Liq Amt	Net Amount	

-----  
300132/00 SVM PLUMBING INC

PV-230098	01/20/2023	22455219 SCOTT VALLEY JR HIGH	14-0000-0-5600-0000-8100-002-00000	NN		646.00	646.00	
		TOTAL PAYMENT AMOUNT			646.00 *		646.00	

TOTAL FUND	PAYMENT	646.00 **	646.00
------------	---------	-----------	--------

040 SCOTT VALLEY UNIFIED  
BATCH 106

J65876

ACCOUNTS PAYABLE PRELIST  
BATCH: 0106 BATCH 106  
FUND : 35 SCHOOL FACILITIES FUND

APY500 L.00.21 01/23/23 09:36 PAGE 11  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD	RESC	Y OBJT GOAL FUNC SCH LOCAL T9MPS	Liq Amt	Net	Amount	
-----									
302078/00	MID PACIFIC ENGINEERING INC								
PO-004026	12/31/2022	20222872 EES	1	35-7810-0-5800-0000-8100-010-00000	NN F	332.60	800.00		
TOTAL PAYMENT AMOUNT						800.00 *		800.00	
301732/00	SEMINGSON ARCHITECTS INC								
PV-230097	01/13/2022	183680 183679		35-7810-0-5800-0000-8100-020-00000	NN		275.00		
PV-230097	01/13/2022	183680 183679		35-7810-0-5800-0000-8100-010-00000	NN		302.50		
TOTAL PAYMENT AMOUNT						577.50 *		577.50	
TOTAL FUND PAYMENT						1,377.50 **		1,377.50	

040 SCOTT VALLEY UNIFIED  
 BATCH 106

J65876

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0106 BATCH 106  
 FUND : 40 SPECIAL RESERVE - CAP OUTLAY

APY500 L.00.21 01/23/23 09:36 PAGE 12  
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y OBJT GOAL FUNC SCH LOCAL T9MPS	Liq Amt	Net Amount			
-----								
301096/00	CAPITAL ONE PUBLIC FUNDING							
PO-004046	01/18/2023	0010139844	1	40-0000-0-7438-0000-9100-004-00000	NN P	7,919.24		7,919.24
PO-004046	01/18/2023	0010139844	2	40-0000-0-7439-0000-9100-004-00000	NN F	5,899.70		7,445.76
TOTAL PAYMENT AMOUNT				15,365.00	*			15,365.00
TOTAL FUND PAYMENT				15,365.00	**			15,365.00
TOTAL BATCH PAYMENT				52,045.39	***	0.00		52,045.39
TOTAL DISTRICT PAYMENT				52,045.39	****	0.00		52,045.39
TOTAL FOR ALL DISTRICTS:				52,045.39	****	0.00		52,045.39
Number of checks to be printed:				36, not counting voids due to stub overflows.				52,045.39

*Special*

**SISKIYOU COUNTY OFFICE OF EDUCATION  
REQUEST FOR WARRANT PROCESSING**

District # 40 District Name: Scott Valley Unified

Fund #	Fund Name	District Total	Audited Total
01	General Fund	14,009. <sup>63</sup>	
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Fund		
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund (Other than Capital Outlay)	XXXXXXXX	XXXXXXXX
25	Capital Facilities Fund (Developer Fees)		
30	State School Building/Lease Purchase Fund		
40	Special Reserve Capital Outlay Projects		
71	Retiree Benefit Fund		
35	County School Facility		
Batch Total		14,009. <sup>63</sup>	

By order of the governing board, the Siskiyou County Office of Education is authorized to draw warrants to the claimants of said school district as per attached listing:

Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_ Trustee \_\_\_\_\_  
 Trustee \_\_\_\_\_

District Superintendent/Administrator: *Mongh* Date: 1/11/23  
 Board Approval Date: \_\_\_\_\_ Mail: \_\_\_\_\_ Hold: \_\_\_\_\_

---

*For Siskiyou County Office of Education Use Only*

Audited By: \_\_\_\_\_ Audited Date: \_\_\_\_\_

040 SCOTT VALLEY UNIFIED  
SPECIAL BATCH 104

J64648

ACCOUNTS PAYABLE PRELIST  
BATCH: 0104 SPECIAL BATCH 104  
FUND : 01 GENERAL FUND

APY500 L.00.21 01/11/23 15:38 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESC Y	OBJT GOAL	FUNC SCH LOCAL	T9MPS	Liq Amt	Net Amount

200895/00	FAMILY CARPET-N-THINGS							
PV-230089	01/11/2023	008278 ETNA HIGH SCHOOL		01-3213-0-5600-0000-8100-001-00000	NY			7,578.00
		TOTAL PAYMENT AMOUNT		7,578.00 *				7,578.00

302302/00	JASON FINLEY							
PV-230090	01/11/2023	HEALTH INS REIMB 4TH QTR		01-0000-0-3402-0000-7110-004-00000	NN			3,686.55
		TOTAL PAYMENT AMOUNT		3,686.55 *				3,686.55

302301/00	JENNIFER THACKERAY							
PV-230092	01/11/2023	HEALTH INS REIMB 4TH QTR		01-0000-0-3402-0000-7110-004-00000	NN			709.55
		TOTAL PAYMENT AMOUNT		709.55 *				709.55

302299/00	SANDY HOGGE							
PV-230093	01/11/2023	HEALTH INS REIMB 4TH QTR		01-0000-0-3402-0000-7110-004-00000	NN			760.23
		TOTAL PAYMENT AMOUNT		760.23 *				760.23

302300/00	TAMMI BENNETT							
PV-230091	01/11/2023	HEALTH INS REIMB 4TH QTR		01-0000-0-3402-0000-7110-004-00000	NN			1,275.30
		TOTAL PAYMENT AMOUNT		1,275.30 *				1,275.30

TOTAL FUND	PAYMENT	14,009.63 **						14,009.63
TOTAL BATCH PAYMENT		14,009.63 ***	0.00					14,009.63
TOTAL DISTRICT PAYMENT		14,009.63 ****	0.00					14,009.63
TOTAL FOR ALL DISTRICTS:		14,009.63 ****	0.00					14,009.63

Number of checks to be printed: 5, not counting voids due to stub overflows. 14,009.63

# 2022-2023 Stipend List

## Certificated and Classified

Board approval: presented for approval 2/15/2023

<b>Description</b>
Class Advisor - Freshman
Class Advisor - Freshman
Class Advisor - Sophomore
Class Advisor - Sophomore
Class Advisor - Junior
Class Advisor - Junior
Class Advisor - Senior
Class Advisor - Senior
CALI Reads Spring Semester (to re reimb. by SCOE)

Extra Duty hours for Classified, Short Term, and Certificated Employees-02/15/2023  
Extra hours Copy SIPPS Sets of Assessments and Materials



**SCOTT VALLEY UNIFIED SCHOOL DISTRICT**  
**2022-2023 CONTRACTS FOR SERVICES AND MATERIALS**  
**LISTING FOR BOARD REVIEW**

The Board shall review all transactions entered into by the Superintendent or designee on behalf of the Board every 60 days. (Education Code 17605)

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings. (BP 3300)

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order. (BP 3300)

<b>CONTRACTS</b>				
<b>CONTRACT NO. / PROJECT NO.</b>	<b>CONTRACTOR</b>	<b>AMOUNT</b>	<b>PROJECT</b>	<b>BOARD APPROVAL DATE</b>
23-016	SVM PLUMBING	\$6,000	DISTRICT-WIDE BLANKET PERMIT	2/15/2023

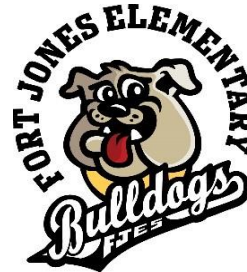
**Over-night/Out of State/Special Risk Trips  
February - July 2023**

<b>Date(s)</b>	<b>Site/Program</b>	<b>Activity</b>	<b>Place</b>
Feb. 3-4, 2023	FFA	Field Day	Arbuckle, CA
Feb. 9-10, 2023	FFA	Welding Competiton	Chico, CA
March 3-4, 2023	FFA	Field Day	UC Davis, CA
March 9-10, 2023	FFA	Superior Region FFA Meeting, Speaking,	Chico CA
March 15-20, 2023	FFA	State Conference	Ontario
March 24-25, 2023	FFA	Modesto JC Field Day	Modesto
March 30-31, 2023	FFA	Superior Region Meeting & State Degree Ceremony	Yuba-Sutter Fair Grounds
April 19-22, 2023	FFA	State LDE Speaking Finals & Field Day	Fresno, CA
May 3-7, 2023	FFA	Industry Tours & State CDE Finals	Cal Poly, SLO
June 9-10, 2023	FFA	FFA Officer Retreat	Medford
March 17-18, 2023	EHS/SOFTBALL	TOURNAMENT	Eureka
March 24-25, 2023	EHS/SOFTBALL	TOURNAMENT	ANDERSON
April 21-22, 2023	EHS/SOFTBALL	TOURNAMENT	REDDING
March 10-11, 2023	EHS/Baseball	Tournament	Oroville
April 11-13, 2023	EHS/Baseball	Tournament	Redding
May 26- 29, 2023	Senior Class	Senior Trip	Various Locations/Southern California McMinnville, OR - Air & Space Museum and Wings & Waves Water Park
June 3, 2023	SVJH	8th Grade Trip	



# Regular Agenda

# District Comprehensive School Safety Plan



## SCOTT VALLEY UNIFIED SCHOOL DISTRICT

11918 Main Street • Fort Jones, California 96032 • 530-468-2727 • Superintendent Micheline Miglis

### Principals/Directors:

Joy Isbell and Matt Chester, Etna High School and Scott River High

Tana Piersall, Scott Valley Junior High

James Pindell, Etna Elementary School

Raylene Lang, Fort Jones Elementary School

Micheline Miglis, Scott Valley Options

In consultation with Chief of Police Josh Short, Etna Police Department

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## OVERVIEW

### **Overview – Attendance Rates / School Attendance Review:**

Scott Valley Unified School District was established in July 2007 and is comprised of Etna High School, Scott Valley Junior High, Etna Elementary School, Fort Jones Elementary School and Scott River High School. The district also serves the students in Forks of Salmon School District.

The District Comprehensive Safety Plan is intended to provide an overview of safety procedures, assessments, and information pertinent to maintaining a safe and orderly environment conducive to learning at all schools and sites within Scott Valley Unified District. This safety plan includes components in accordance with California Education Code to include sections 32280-32289.

One of many important assessments in determining school and site safety is the student attendance rates and attendance review. Scott Valley Unified School District collaborates with representatives to include staff, administration, law enforcement, probation, and other community members/institutions to assess and maintain student attendance. During the 2021-2022 school year, Scott Valley Unified School District achieved an average daily attendance rate of 92.32%. See Monthly Attendance Summary data provided at the end.

## EMERGENCY RESPONSE PLAN

### **Administration of the Plan**

#### **ASSUMPTIONS AND PURPOSE:**

This Emergency Response Plan is designed to provide a framework for protecting students, staff and school facilities. The plan details the flow of command from the district level to the school level. It describes the different positions necessary to respond to an emergency and suggests responsibilities associated with each position. Section binders have been provided to assist staff members in the development and preparation stages.

#### **LEVELS OF EMERGENCIES:**

There are three levels of emergencies:

- **Level One Emergency**  
A localized emergency that school site personnel can manage by following their own emergency plan. Example: Power outage, campus disorder
- **Level Two Emergency**  
A moderate to severe emergency, somewhat beyond the school district response capability, which may require mutual aid assistance from the fire department, police department, etc. Example: fire, intruder on campus, bomb threat.
- **Level Three Emergency**  
A major disaster that requires mutual aid assistance; recovery time is extensive and response time may be delayed or impaired

#### **PLAN IMPLEMENTATION:**

The Emergency Response Plan will be:

- Initiated by the Superintendent, principal or designee;
- Implemented requiring the support of all staff who are mandated to remain on campus and perform their assigned duties until released;
- Reviewed annually for modifications.

#### **HAZARD ASSESSMENT:**

A physical survey of each campus for hazardous conditions will be performed each year under the direction of the principal or designee. In addition to the structural inspection each teacher and staff member will be required to conduct a survey of his/her classroom or office/office space. Appropriate forms will be completed and submitted to the school and/or district office for remedy.

#### **STAFF TRAINING:**

Understanding that training is the most effective way to ensure a safe response to a natural or man-caused disaster, all certificated and classified staff will be trained in accordance with the guidelines set out in this Emergency Response Plan. As the district or school climate changes, modifications may be necessary.

### **ON AN ANNUAL BASIS:**

Allocate time to formulate and maintain the specific teams. Staff members designated for medical responsibilities will receive first aid and CPR certification as well as training in triage. Certifications will be kept up-to-date.

The Principal will review and discuss the responsibilities set forth in the Emergency Response Plan with classified and certificated staff.

### **EMERGENCY DRILLS:**

In accordance with state law:

- Drills will be initiated by announcement, uniform bell or air horn signals.
- Fire drills will be conducted on a monthly basis.
- “Drop, Cover, and Hold” drills will be held each quarter.
- Earthquake plans will be initiated on a rotating basis at least twice during each school year.

Together with the Emergency Response Plan and Incident Command System training of staff members, certain components have been provided each teacher and staff member to use during drills or an actual event. They are:

- SAFE and HELP placards to be placed in designated windows or hung on doors to signal safety or the need for help;
- ORANGE and GREEN Alert Vests to be worn when evacuating a classroom or building to signal to the Incident Commander the status of the class.

All staff and students will participate in drills. Drills are recorded on the Verification of Emergency Drill Form.

### **EVACUATION ROUTES:**

The Principal or Designee is responsible for establishing and maintaining a safe evacuation route from all school buildings. Evacuation routes will be reviewed on an annual basis and updates will be made, if necessary. Evacuation routes will be posted in all classrooms, multi-purpose rooms, libraries, and school offices.

### **ADAPTATIONS OF ROUTINE AND EMERGENCY PROCEDURES FOR PUPILS WITH DISABILITIES:**

The Principal or Designee will evaluate emergency procedures to include evacuation routes, assembly areas, and rally points to address any site-specific concerns for pupils with disabilities. Each site will develop communication systems, specific procedures, and adapt plans as necessary to ensure disabled students are provided with assistance during emergency/disaster. Drills will include any adaptations to assess and implement further modifications.

### **PARENT COMMUNICATION:**

Parents will be notified and reminded on an annual basis of the procedures set out in the Emergency Response Plan. The Student Release Policy will be reviewed on an annual basis. Parents will be required to complete the Emergency Card which authorizes the district to release their students to other adults in the event of an emergency or disaster. A sample letter to parents and forms pertaining to policies and procedures have been included in this plan.

### **STUDENT RELEASE/EMERGENCY FILE:**

In all emergency situations, the principal or designee (under the direction of the Superintendent) will make the decision to release students. When students are released certain portions of the Emergency Response Plan may be implemented.

If the evacuation of students is necessary, an emergency file containing pertinent information for each student will be maintained and available in the school office. Each school secretary or designee will be instructed to bring all emergency information to the evacuation assembly area. A student release policy will be followed for the safe release of students to their parents or other responsible adults.

### **COMMUNICATION:**

During an emergency each site will report the condition of the site, i.e. injuries, damage to buildings. Sites will report directly to the Superintendent (District Emergency Operations Center Director) or designee. Telephones and cell phones may be used but cannot be relied upon. Communication will occur only to report emergency conditions or to request emergency assistance. No other calls will be made. Students and parents will be informed of this policy and encouraged to adhere to it. Parents will be contacted through the district’s ParentSquare notification system.

If telephone or electrical services are interrupted, another means of communication must be available. A bullhorn, whistle, or runners will be utilized within the school grounds. This process of communication will be established prior to an incident so that everyone understands the meaning of the signal(s). Communication from district to school sites may be established with the use of two-way radios, talk-around or via the microwave communication system already established at the district office and school sites.

### **General Emergency Procedures**

The Emergency Response Plan establishes a format of general procedures to be followed in the event of any emergency.

**Administrators will develop and maintain emergency response teams according to these procedures and will drill and practice with their staff using these specific instructions.** Minor adjustments may be necessary due to staff size or student needs. Staff will be updated on an annual basis of any changes to established procedures.

This section is divided into three major areas:

#### **How to and When to Initiate ALICE Procedures or consider LOCKDOWN:**

- Campus Disorder
- Firearm/Shooting
- Hostage/Barricaded Subject
- Threatening Intruder

#### **How to and When to Shelter In Place:**

- Air Pollution
- Biological/Chemical Threat
- Chemical Spills
- Severe
- Weather
- Stinging Insects
- Utility Failure/Heat Stress

#### **How and When to Evacuate, Drop Cover and Hold**

- Aircraft Accident
- Bomb Threat
- Earthquake
- Fire/Explosion
- Flood

The introductory page at the beginning of each section provides specific instructions and directives to the Emergency Manager and Teacher. These responses will be practiced and drilled on a regular basis to ensure quick and efficient response in the event of an emergency. Dates for drills will be set at the beginning of each school year. Verification of drills will be submitted to the District Office each June.

The General Emergency Procedures provide uniform responses to events that may occur at a school site. When conscientiously practiced and used in conjunction with the Incident Command System districts can be ensured that schools will respond effectively, efficiently, and safely and in a manner approved by the state and federal government.

### **MULTI-HAZARD REFERENCE GUIDE:**






The Multi-Hazard Reference Guide is provided in this section. It is also posted in each classroom, teaching facility and administrative building. The Multi-Hazard Reference Guide identifies the specific sound, signal, and/or announcement heard in the event of an emergency, as well as a quick explanation and response to follow when hearing a specific signal.

The Scott Valley Unified School District has selected four signals:

1. The fire alarm signals an evacuation;
2. A plain language announcement of a threat or Violent Critical Incident (audible gunshots, etc.) activates ALICE Protocols;
3. A verbal broadcast "Shelter-In-Place" initiates a "Shelter-In-Place" mode; and
4. A verbal announcement "All Clear" returns staff and students to a normal schedule.



# MULTI-HAZARD REFERENCE GUIDE

<p><b>SUDDEN SHAKING</b></p> <p><b>VIOLENT CRASH OR EXPLOSION</b></p>	<p><b>DO THIS:</b></p> <ul style="list-style-type: none"> <li>• Duck, Cover, and Hold!</li> <li>• Stay under table and chairs until shaking or noise stops.</li> <li>• Stay away from windows.</li> <li>• Do NOT pry open doors/windows.</li> <li>• Check for safest evacuation route.</li> </ul> <p><u>If evacuating:</u></p> <ul style="list-style-type: none"> <li>• Wear ORANGE or GREEN vest to signal safe evacuation or need for help.</li> <li>• Hang HELP or SAFE placard on outside of door handle. Do not lock doors.</li> </ul>	 <p><b>EARTHQUAKE EXPLOSION</b></p>
<p><b>HEAR FIRE ALARM OR ANNOUNCEMENT</b></p>	<p><b>DO THIS:</b></p> <ul style="list-style-type: none"> <li>• Stop! Check for safest route.</li> <li>• Go upwind from odor or smoke.</li> <li>• Evacuate to safest assembly area.</li> <li>• Need Help: Wear Orange Vest</li> <li>• All Safe: Wear Green Vest</li> </ul> <p><b>WHAT YOU NEED:</b></p> <ul style="list-style-type: none"> <li>• Clipboard</li> <li>• Class Roster</li> </ul>	 <p><b>EVACUATION</b></p>
<p><b>WHEN YOU HEAR Gunshots or Plain Language Announcement of threat or Violent Critical Incident Complete ALICE Protocol</b></p>	<p><b>DO THIS:</b></p> <ul style="list-style-type: none"> <li>• ALERT: Call 911 if/when safe</li> <li>• Enhanced LOCKDOWN- with barricading or</li> <li>• EVACUATE as appropriate</li> <li>• INFORM - communicate details; use radio or all call</li> <li>• COUNTER as necessary (collect items to throw/distract)</li> <li>• EVACUATE- account for all students, go to rally point. Take roster</li> </ul> <p><b>WHAT YOU NEED:</b></p> <ul style="list-style-type: none"> <li>• SAFE or HELP placards to place in window</li> </ul>	 <p><b>LOCK DOWN</b></p>
<p><b>WHEN YOU HEAR "SHELTER-IN-PLACE"</b></p>	<p><b>DO THIS:</b></p> <ul style="list-style-type: none"> <li>• Close windows and doors.</li> <li>• Instruct students to only sit at desks.</li> <li>• Do not release students.</li> </ul> <p><i>Changes will be communicated.</i></p> <p><b>WHAT YOU NEED:</b></p> <ul style="list-style-type: none"> <li>• SAFE or HELP placards to place in window</li> </ul>	 <p><b>SHELTER IN PLACE</b></p>
<p><b>WHEN YOU HEAR "ALL CLEAR"</b></p>	<p><b>DO THIS:</b></p> <ul style="list-style-type: none"> <li>• Return to regular schedule.</li> </ul>	 <p><b>ALL CLEAR</b></p>

## ALICE PROCEDURES

ALICE Procedures are response options to Violent Critical Incidents such as an Active Shooter. Enhanced Lockdown procedures are included in these options but may be directed at a school site dependent on the situation. Each school site faculty and staff are ALICE trained and practice the ALICE procedures regularly.

Initiate ALICE: Signal: As safe to do so – bell, then All Call using plain language

**ALERT-** First notification of danger (sound, sight, contact, smell – such as a gunshot or yelling). Recognize the situation, accept, and respond using ALICE options.

**LOCKDOWN-** with barricading utilizing environmental tools in the room. Intent is to delay or deny entry, to evaluate secondary evacuation options, spreading out, or preparing to COUNTER if unable to evacuate

**INFORM-** Get information to everyone in the building, utilize all call or radio, PA systems, apps, etc. to communicate details. Call 911 if safe to do so. Provide essential details of the situation, i.e: suspect, location, weapons, identifying features.

**COUNTER-** Utilize available items and people (age appropriate) to distract and overwhelm the shooter

**EVACUATE-** as appropriate, based on the information given. Listen for additional information. Use your best judgement. If you chose to lockdown in place, be ready to evacuate. Account for all students, maintain order in Rally Point or shelter in place until law enforcement provides direction.

Please see evacuation plans for anticipated routes and rally points. When ALICE options are utilized evacuation may require time critical decisions to alter routes or rally points.

## SHELTER IN PLACE PROCEDURES

In the event that the situation warrants a shelter in place strategy, please follow the outlined procedure:

### Teachers:

- Lock doors with key, ( both inside and outside doors)
- Pull on handle, to make sure door is latched
- Ask students help by closing windows and window coverings
- Students and teacher sit in desks. Conduct class as normal
- Have walkie talkies available
- Wait further instruction by phone, email, in person, or the “all clear” bell
- Students may go to the bathroom, staying within campus boundaries at all times

### Students:

- Go inside to a nearby classroom or stay in the classroom you are in
- Listen for teacher instructions
- Help the teacher if asked to do so
- Sit in desks, conduct class as normal

### Office:

Site Secretary: Complete Signal: ring bell; All call (use button, speak into the phone); Keep CELL PHONE nearby. Communicate with Principal/ Superintendent/ or Law Enforcement, as needed.

Principal: Escort all visitors, students, and other office personnel to the office & lock all inner office doors at exit.

- Stay secure until contacted by Law Enforcement, Principal, or Superintendent

### Lead:

- Perimeter lockdown- all external gates secure, stay out of sight
- Access cameras, if you can. Relay to Principal or Law Enforcement information

**When the event is complete or safe to do so, the Office will coordinate to send an all clear bell and all clear- all call**

Some of the reasons for a shelter in place strategy and guidelines are provided in the following text and tables.

# Air Quality Guide for Particle Pollution

Harmful particle pollution is one of our nation’s most common air pollutants. Use the chart below to help reduce your exposure and protect your health. For your local air quality forecast, visit [www.airnow.gov](http://www.airnow.gov)

Air Quality Index	Who Needs to be Concerned?	What Should I Do?
Good (0-50)	It’s a great day to be active outside.	
Moderate (51-100)	Some people who may be unusually sensitive to particle pollution.	<p><b>Unusually sensitive people:</b> Consider reducing prolonged or heavy exertion. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier.</p> <p><b>Everyone else:</b> It’s a good day to be active outside.</p>
Unhealthy for Sensitive Groups (101-150)	Sensitive groups include <b>people with heart or lung disease, older adults, children and teenagers.</b>	<p><b>Sensitive groups:</b> Reduce prolonged or heavy exertion. It’s OK to be active outside, but take more breaks and do less intense activities. Watch for symptoms such as coughing or shortness of breath.</p> <p><b>People with asthma</b> should follow their asthma action plans and keep quick relief medicine handy.</p> <p><b>If you have heart disease:</b> Symptoms such as palpitations, shortness of breath, or unusual fatigue may indicate a serious problem. If you have any of these, contact your health care provider.</p>
Unhealthy (151-200)	<b>Everyone</b>	<p><b>Sensitive groups:</b> Avoid prolonged or heavy exertion. Consider moving activities indoors or rescheduling.</p> <p><b>Everyone else:</b> Reduce prolonged or heavy exertion. Take more breaks during outdoor activities.</p>
Very Unhealthy (201-300)	<b>Everyone</b>	<p><b>Sensitive groups:</b> Avoid all physical activity outdoors. Move activities indoors or reschedule to a time when air quality is better.</p> <p><b>Everyone else:</b> Avoid prolonged or heavy exertion. Consider moving activities indoors or rescheduling to a time when air quality is better.</p>
Hazardous (301-500)	<b>Everyone</b>	<p><b>Everyone:</b> Avoid all physical activity outdoors. <b>Sensitive groups:</b> Remain indoors and keep activity levels low. Follow tips for keeping particle levels low indoors.</p>

## **BIOLOGICAL/CHEMICAL THREAT- CHEMICAL SPILL/TOXIC EMISSIONS**

### **MINOR / LOCAL / HAZMAT INCIDENT IN A BUILDING**

If a chemical is reacting in any way, is generating gas or fumes, represents a fire hazard, or is toxic:

1. Evacuate the students from the building, direct students to the nearest safe area, upwind from the incident or classroom
2. If you can: Shut off Building HVAC – Heating Ventilation and Air-Conditioning
3. Notify Administration immediately who will notify 911 for Fire Department / Hazmat response
4. Follow Shelter in Place procedure listed below if instructed to do so by School Authority/Incident Commander

### **MAJOR / AREA WIDE / HAZMAT INCIDENT**

If a spill occurs off campus that could affect our school, the Campus Authority/Incident Commander will make a decision to Shelter in Place or Evacuate depending upon information received. Follow the Shelter in Place-Hazmat procedures below if requested to do so:

1. Close and Lock all Windows and Doors – Open the Shelter in Place Kit
2. Tape any Cracks in Doors and Windows – Wet Towels as Air Filters
3. Wait for the ALL CLEAR – DO NOT GO OUTSIDE UNTIL TOLD

## **BOMB THREAT**

At the time of a bomb threat, the most important task is the acquisition of information. The person receiving the bomb threat should attempt to gather as much information as possible from the person making the threat. On the next page, you will find the "ATF Bomb Threat Checklist". Use it during the phone conversation or immediately afterward.

### **TELEPHONE PROCEDURES**

- Be calm, courteous, listen, and do not interrupt. Take all calls seriously!
- Keep caller on line.
- Get as much information as possible (write it down).
- Leave phone off hook after caller hangs up (can we trace?).
- DO NOT TALK TO OTHERS until principal or designee is located and informed.
- Complete Bomb Threat Checklist.

### **PROCEDURES AFTER CALL**

- Notify principal/designee immediately.
- Give detailed information/notes/checklist.
- Return to assignment and await instructions.

### **ACTION PLAN**

- Upon notification of bomb threat at school, secure class lists, roll book, keys, weather-appropriate clothing.
- You may be asked to evacuate, you may be asked to remain in class: be flexible!
- Do not utilize school or personal cellular phones as this could activate bomb.

### **EVACUATION (SIGNAL OR INSTRUCTION)**

- Inform students of event, leave classroom, and proceed to designated area immediately- await instructions, do not return to classroom until "All Clear" signal or instruction.

### **REMAIN IN CLASSROOM**

- Follow procedures as directed.

### **SUSPECTED EXPLOSIVE DEVICE**

***Never touch or move any suspicious objects.***

- Keep all school personnel away from object.
- Call local law enforcement and report location of device.
- Call district/director.

**BOMB THREAT CHECKLIST:**

**BOMB THREAT CHECKLIST**

If you receive a bomb threat by telephone, more than likely you will not have this checklist by your side. Please read thoroughly to familiarize yourself with the things you will be asked to identify and verify after the threat is received.

Call Received by: \_\_\_\_\_  
Time: \_\_\_\_\_  
Date: \_\_\_\_\_

**ASK THESE QUESTIONS**

Where is the bomb? \_\_\_\_\_  
What kind of bomb is it? \_\_\_\_\_  
When will it go off? \_\_\_\_\_  
What size is the bomb? \_\_\_\_\_  
Why are you doing this? \_\_\_\_\_

**EVALUATE THE VOICE OF THE CALLER**

\_\_\_\_ Man \_\_\_\_\_ Intoxicated/Drugged  
\_\_\_\_ Woman \_\_\_\_\_ Speech Impediment  
\_\_\_\_ Boy \_\_\_\_\_ Girl  
Ethnic Characteristics (Accent, Dialect) \_\_\_\_\_  
Other \_\_\_\_\_

**LISTEN FOR BACKGROUND NOISE**

\_\_\_\_ Music – What kind? \_\_\_\_\_  
\_\_\_\_ Machinery – What kind? \_\_\_\_\_  
\_\_\_\_ TV/Radio \_\_\_\_\_  
\_\_\_\_ Weather (Wind, Rain) \_\_\_\_\_  
\_\_\_\_ Street Noise – What kind? \_\_\_\_\_  
\_\_\_\_ Office Noise – Typing/Telephones, etc. \_\_\_\_\_  
\_\_\_\_ Babies/Children \_\_\_\_\_  
\_\_\_\_ People Talking in Background \_\_\_\_\_  
\_\_\_\_ Airplane \_\_\_\_\_  
\_\_\_\_ Other \_\_\_\_\_

**EXACT WORDING OR PHRASES USED BY CALLER**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SEVERE WIND/WEATHER

Scott Valley Unified School District Board Policy 3516.5: Emergency Schedules provides policy for the actions taken when hazardous environmental or weather condition or other emergencies warrant.

Due to our climate, severe wind and weather is a common occurrence during the winter months. In the rare event that school is called, due to winter weather, the following procedures will be followed:

**Prior to the start of the school day**, notices of school closure or delayed start will be deployed in accordance with Board Policy and utilize several notification systems to include ParentSquare using the primary number that is on file in our Student Information System: Aeries. The communication will be transmitted via text, voice, and email.

**During the school day**, all effort will be made to maintain a regular school day. In the event the weather is going to cause bus transportation to not run, school may be closed early ensuring students are supervised until safe transportation is facilitated.

All school sites will be have clear and ice-free walkways to the maximum extent possible during the winter. The District Maintenance staff works diligently to ensure the safe egress of our students, staff, and parents.



## DROP, COVER & HOLD ON PROCEDURES

Scott Valley Unified School District Board Regulation 3516.3: Earthquake Emergency Procedure System provides guidance and procedures in the event of an earthquake. Procedures are aligned with the National Incident Management System and Standardized Emergency Management System (see Incident Command System Assignments For Scott Valley Unified for details).

Drop, Cover, and Hold on is a procedure designed to keep you safe during an earthquake and help prevent injuries. The larger an earthquake is the more potential it has for causing damage, injury, and even death.

**DROP** where you are, onto your hands and knees. This position protects you from being knocked down and reduces your chances of being hit by falling or flying objects.

**COVER** your head and neck with one arm and hand.

- If a sturdy table or desk is nearby, crawl underneath for shelter.
- If no shelter is nearby, crawl next to an interior wall.
- Stay on your knees; bend over to protect vital organs.

**HOLD ON** until the shaking stops.

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts
- No shelter: hold on to your head and neck with both arms and hands.

***If you use a cane:*** DROP, COVER, and HOLD ON or sit on a chair, bed, etc. and cover your head and neck with both hands. Keep your cane near you so it can be used when the shaking stops.

***If you use a walker or wheelchair:*** LOCK your wheels (if applicable). If using a walker carefully get as low as possible. Bend over and COVER your head/neck with your arms, a book, or a pillow. Then HOLD ON until the shaking stops.

### **Once the shaking has stopped**

- Assess the area around you
- Render any aid you can
- Call for medical or rescue assistance if necessary
- Evacuate to an open area safely - Stay away from overhead fixtures, windows, skylights, filing cabinets and bookcases.

REMEMBER -- expect aftershocks, do not re-enter a building. Beware of falling debris or electrical wires, do not use the telephone unless for emergency assistance.

## EVACUATION PROCEDURES

Each school site maintains specific evacuation procedures:

### **Etna High School:**

My School Evacuation Point is: Etna Elementary School 467-3320.

In a School Evacuation - My Primary Rally Point is: the Scott Valley Berean Church at 137 Church Street 467-3715 or 467-3552 .

In a School Evacuation My Secondary Rally Point is southwest corner of the school property.

All faculty and students shall take their personal belongings and shall proceed to the nearest evacuation routes.

If students or faculty are not in their regular work areas, they will evacuate immediately using the nearest exit or in the same manner as the group they are with. Walk in an orderly fashion quickly and quietly. STAY CALM.

When the "ALL CLEAR" is received and it is safe to re-enter the buildings, each rally point group will be notified by the Principal or designee when it is clear to re-enter the building. In a lockdown, everyone remain in rooms until your door is unlocked by school officials, law enforcement or rescue officers.

### **Etna Elementary School:**

My School Evacuation Point is: Etna High School 467-3244

In a School Evacuation - My Primary Rally Point is: the Scott Valley Berean Church at 137 Church Street 467-3715 or 467-3552 .

In a School Evacuation My Secondary Rally Point is southwest corner of the school property.

All faculty and students shall take their personal belongings and shall proceed to the nearest evacuation routes.

If students or faculty are not in their regular work areas, they will evacuate immediately using the nearest exit or in the same manner as the group they are with. Walk in an orderly fashion quickly and quietly. STAY CALM.

When the "ALL CLEAR" is received and it is safe to re-enter the buildings, each rally point group will be notified by the Principal or designee when it is clear to re-enter the building. In a lockdown, everyone remain in rooms until your door is unlocked by school officials, law enforcement or rescue officers.

**Fort Jones Elementary School:**

My School Evacuation point is Scott Valley Junior High School 468-5565

In a School Evacuation - My Primary Rally Point is baseball field in the northwest corner of the campus.

In a School Evacuation My Secondary Rally Point is the little league ballpark.  
All faculty and students shall take their personal belongings and shall proceed to the nearest evacuation routes.

If students or faculty are not in their regular work areas, they will evacuate immediately using the nearest exit or in the same manner as the group they are with. Walk in an orderly fashion quickly and quietly. STAY CALM.

When the "ALL CLEAR" is received and it is safe to re-enter the buildings, each rally point group will be notified by the Principal or designee when it is clear to re-enter the building.

**Scott Valley Junior High**

My School Evacuation Point is Fort Jones Elementary School 468-2412

In a School Evacuation - My Primary Rally Point is the north end of the soccer field.

In a School Evacuation My Secondary Rally Point is southwest corner of the school property.

All faculty and students shall take their personal belongings and shall proceed to the nearest evacuation routes.

If students or faculty are not in their regular work areas, they will evacuate immediately using the nearest exit or in the same manner as the group they are with. Walk in an orderly fashion quickly and quietly. STAY CALM.

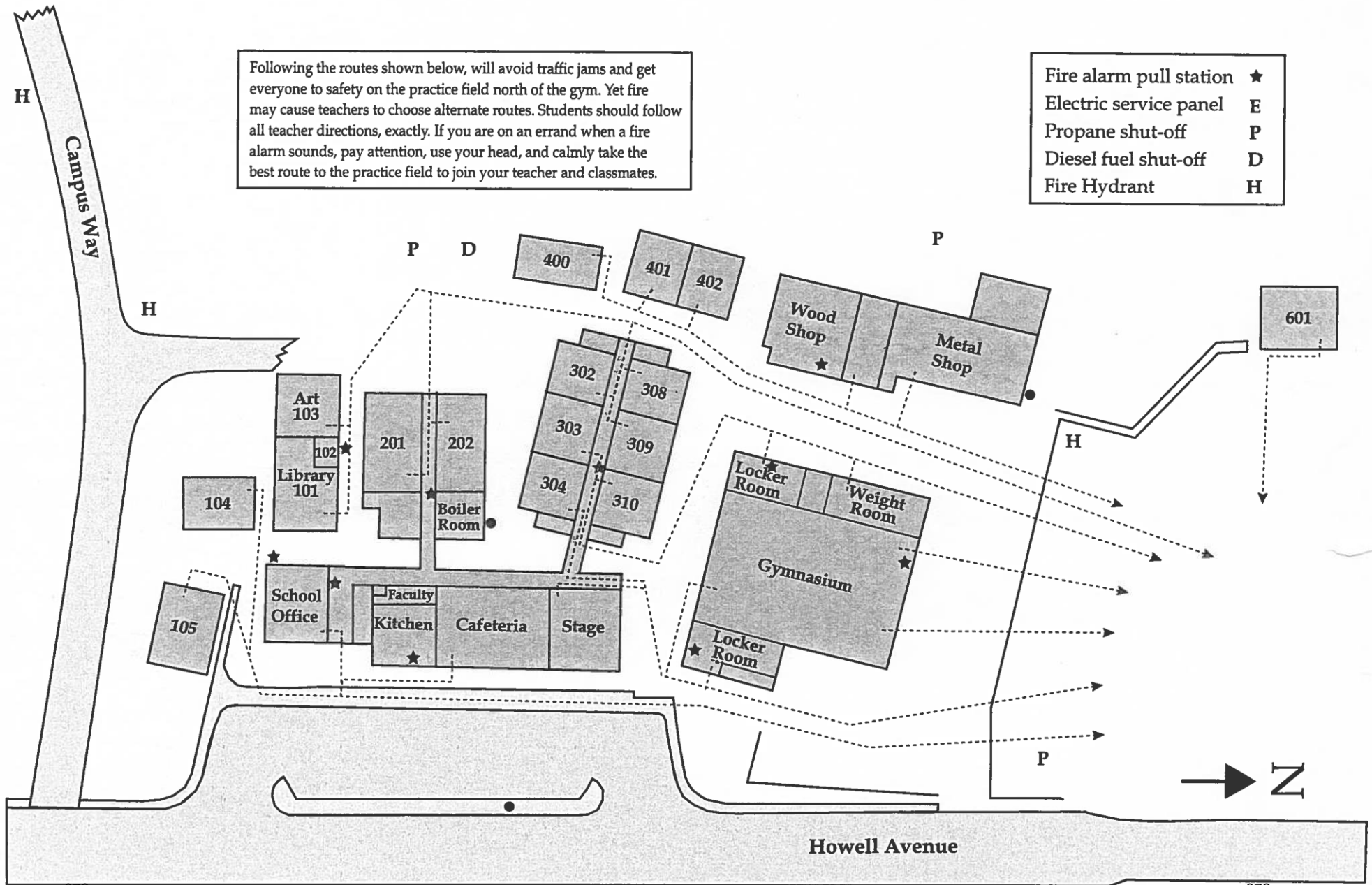
When the "ALL CLEAR" is received and it is safe to re-enter the buildings, each rally point group will be notified by the Principal or designee when it is clear to re-enter the building.

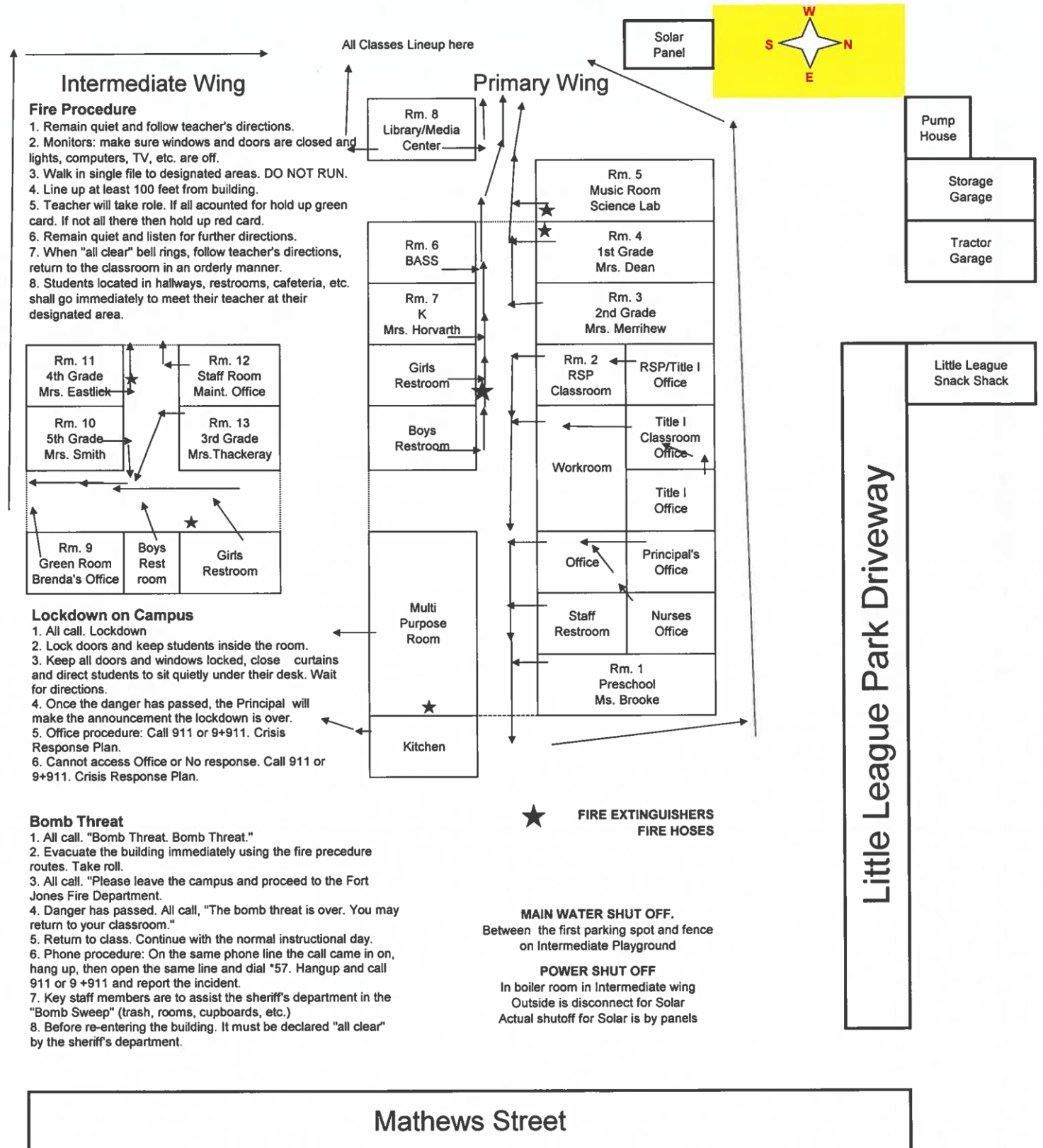
# Etna High School Campus Map

## Fire Routes, Pull Stations, Service Panels, Shutoffs, & Hydrants

Following the routes shown below, will avoid traffic jams and get everyone to safety on the practice field north of the gym. Yet fire may cause teachers to choose alternate routes. Students should follow all teacher directions, exactly. If you are on an errand when a fire alarm sounds, pay attention, use your head, and calmly take the best route to the practice field to join your teacher and classmates.

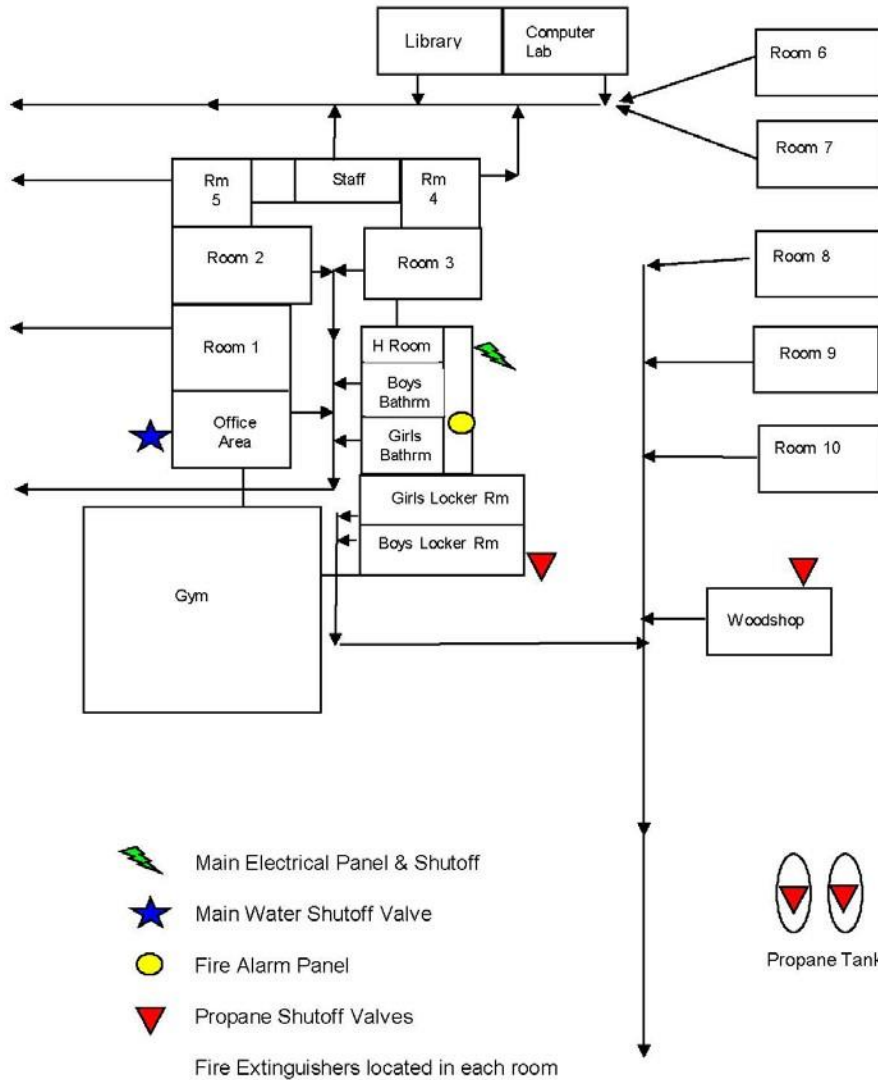
- Fire alarm pull station ★
- Electric service panel E
- Propane shut-off P
- Diesel fuel shut-off D
- Fire Hydrant H






# Scott Valley Junior High Campus & Evacuation Routes


Scott Valley Junior High Campus & Evacuation Routes



 Main Electrical Panel & Shutoff

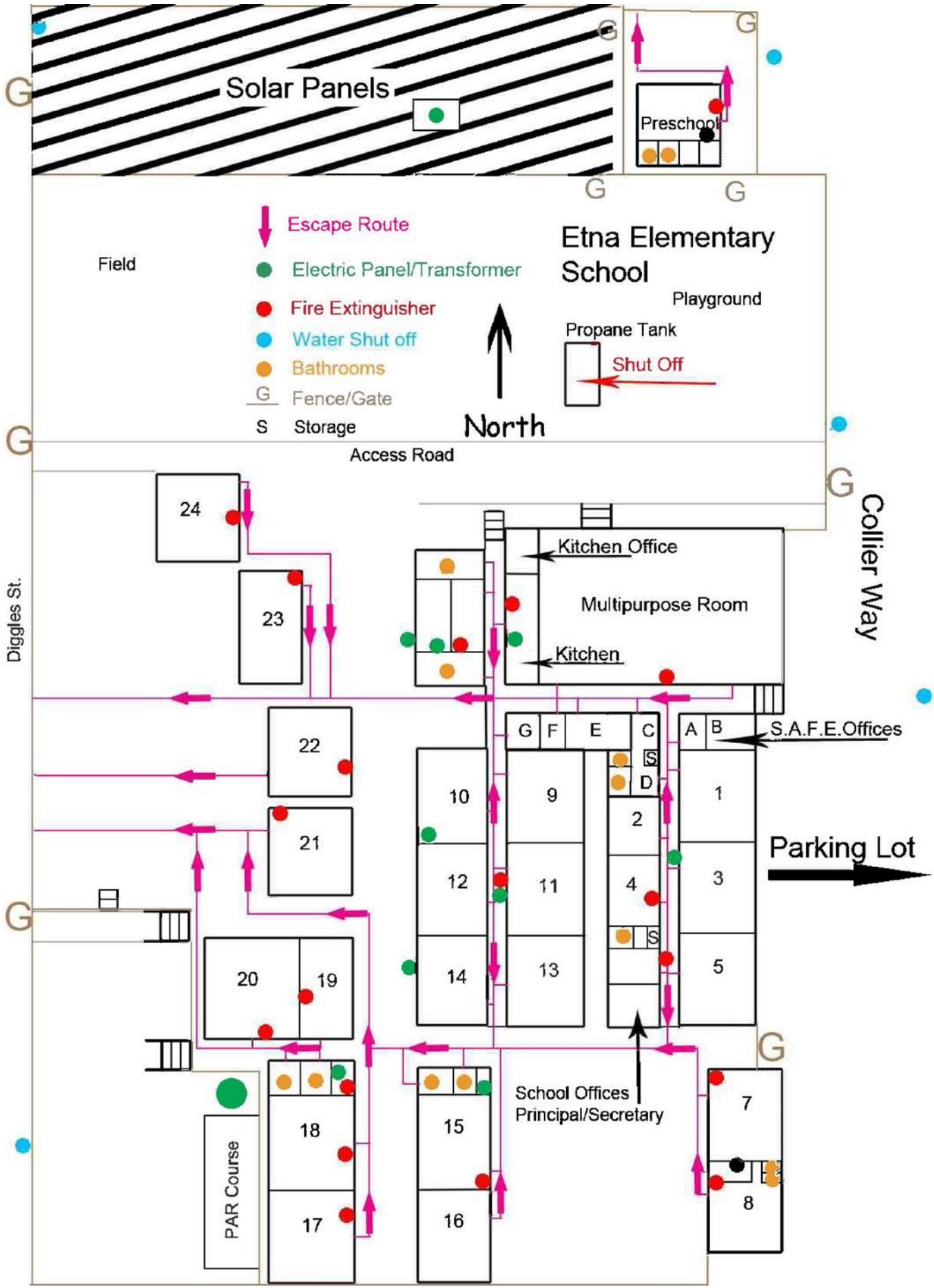
 Main Water Shutoff Valve

 Fire Alarm Panel

 Propane Shutoff Valves

Fire Extinguishers located in each room

  
Propane Tanks



## Incident Command System Assignments For Scott Valley Unified

### **Incident Commander: Superintendent or Designee/or Principal if Superintendent cannot**

- Set priorities for the event
- Manage the event

### **Command Post**

- Support Incident Commander
- 2nd in command
- Work with Law Enforcement, Emergency teams to manage the event

### **Public Information Officer: District Secretary**

- Update information to public on a regular (30 minute) basis
  - Web page
  - Phone message
- News media
- Document time, communications, and incidents as much as possible
  - Routinely disseminate information to teachers and other staff

### **Liaison: H/ R Director**

- Locate all agencies needed for the incident o Liaison between police, fire department, and other agencies
- Take incoming calls and refer to appropriate personnel
  - Log all calls to the extent possible
- Document time, communications, and incidents as much as possible

### **Operations: Site Secretary**

- Call to District office
  - Inform office of incident
  - Ask DO to inform off site agencies
- Damage Location and Assessment
  - Locate, isolate and evacuate in cases of an emergency situation
- Aide in disseminating information to teachers and students
- Gather information from teachers and students
  - Report to incident commander
- Inner perimeter area control
- Campus Evacuation Team
  - Disseminate information to teachers
  - Monitor movement of students

### **Intelligence/Planning: Site Lead Teacher**

- Emergency information
  - Sign-in and out rosters for agency personnel
  - Medical liaison (any student leaving campus)
- Gather all intelligence on the scope of the occurrence, the people and things involved



- Situation status
  - Resource status
- Organize reunification site
  - Separate area for parents to sign out and pick up students (small gym)
  - Parent sign out roster for all students reunified with parent
- Plan for future
  - What people and things will be needed in the future
  - Make lists and distribute to logistics

**Logistics: Maintenance Lead**

- Obtain all things and information needed (lists/info from Intelligence)
- Maintain staging area (where emergency vehicles and agencies park, etc.)—designated parking area
- Maintain Emergency Operations Center (EOC)—primarily conference room
  - Recent updated information posted (School Incident report forms)
  - Notepads, pens, markers
  - Accident report forms
- Large paper/tablets posted on walls
- Food, water, personal needs of students and staff
- Support Incident Commander

## Emergency Telephone Numbers

*This table provides contact numbers that may be relevant during an emergency. This list is not all-inclusive but provides relevant numbers. This list will be updated on an annual basis and be provided to all key persons.*

<b>Name of Organization</b>	<b>Telephone Numbers</b>
Fire, Medical Aid	911
District Office	530-468-2727
Fire Department Fort Jones Fire Dept Etna Fire Dept Cal Fire	530-468-2261 530-467-3295 530-468-2696
Local Police Department	Etna PD- 530-467-3400
Sheriff Department	530-841-2900
Hospital Fairchild Medical Center- Etna	530-842-4121 530-467-5393
Nearest Emergency Assistance	911
California Highway Patrol	1-800-835-5247
Electric Company <i>Pacific Power</i>	1-888-221-7070
Water Etna City Hall Fort Jones City Hall	530-467-5256 530-468-2281
The Gas Company Mean Gene's Gas & Suburban Propane	Suburban Propane: 530-842-3575 Mean Gene's Gas: 530-468-5444
The American Red Cross	530-842-4476

## CHILD ABUSE REPORTING PROCEDURES

Child abuse has severe consequences and the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. *Reasonable suspicion* means that is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect.

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency.

Employees who are mandated reporters are obligated to report all known or suspected incidents of child abuse and neglect. The reporting duties of mandated reporters are individual and cannot be delegated to another person. Mandated reports shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

### Child abuse or neglect includes the following:

1. A physical injury inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child as defined in Penal Code 11165.1
3. Neglect as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child
5. Unlawful corporal punishment or injury

### Child abuse or neglect does not include:

1. A mutual affray between minors
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment
3. An injury resulting from the exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student

### Initial Telephone Report

In cases of suspected child abuse or neglect, the principal or designee is notified immediately. As soon as practicably possible, a report is made by telephone to Child Protective Services and the police department. When the report is made, the reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received. **The phone: 530- 841-4200**  
**FAX: 530- 842-6277.** This verbal report must be followed by a written report, faxed or mailed: **2060 Campus Drive, Yreka, CA 96097**

### California Penal Code 11174.3

#### “School Interview Law”

11174.3. (a) Whenever a representative of a government agency investigating suspected **child abuse** or neglect or the State Department of Social Services deems it necessary, a suspected victim of **child abuse** or neglect may be interviewed during **school** hours, on **school** premises, concerning a report of suspected **child abuse** or neglect that occurred within the **child's** home or out-of-home care facility. The **child** shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the **school**, including any certificated or classified employee or volunteer aide, to be present at the **interview**. A representative of the agency investigating suspected **child abuse** or neglect or the State Department of Social Services shall inform the **child** of that right prior to the **interview**.

The purpose of the staff person's presence at the **interview** is to lend support to the **child** and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the **interview**. The member of the staff so present shall not discuss the facts or circumstances of the case with the **child**. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the **school** shall inform a member of the staff so selected by a **child** of the requirements of this section prior to the **interview**. A staff member selected by a **child** may decline the request to be present at the **interview**. If the staff person selected agrees to be present, the **interview** shall be held at a time during **school** hours when it does not involve an expense to the **school**. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

# SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY					
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	REPORTER'S TELEPHONE (DAYTIME) ( )		SIGNATURE		TODAY'S DATE					
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY							
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)									
ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL					
OFFICIAL CONTACTED - TITLE				TELEPHONE ( )						
<b>C. VICTIM</b> One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY				
	ADDRESS		Street	City	Zip	TELEPHONE ( )				
	PRESENT LOCATION OF VICTIM			SCHOOL	CLASS	GRADE				
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME				
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)					
	RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK					
<b>D. INVOLVED PARTIES</b>	VICTIMS SIBLINGS									
	1. NAME		BIRTHDATE	SEX	ETHNICITY	2. NAME		BIRTHDATE	SEX	ETHNICITY
	3. _____				4. _____					
	4. _____									
	VICTIMS PARENTS/GUARDIANS									
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY				
	ADDRESS		Street	City	Zip	HOME PHONE ( )	BUSINESS PHONE ( )			
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY				
	ADDRESS		Street	City	Zip	HOME PHONE ( )	BUSINESS PHONE ( )			
	SUSPECT									
SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY					
ADDRESS		Street	City	Zip	TELEPHONE ( )					
OTHER RELEVANT INFORMATION										
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____									
	DATE / TIME OF INCIDENT			PLACE OF INCIDENT						
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)									

SS 8572 (Rev. 12/02)

### DEFINITIONS AND INSTRUCTIONS ON REVERSE

**DO NOT** submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

## DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

### I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

### II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

### III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

### IV. INSTRUCTIONS

- SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

#### ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

### IV. INSTRUCTIONS (Continued)

- SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
  - SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
  - SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
  - SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.
- ### V. DISTRIBUTION
- Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
  - Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

**State of California EDUCATION CODE Section 48900**

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48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.

(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in



Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w)(1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

(Amended by Stats. 2019, Ch. 279, Sec. 2. (SB 419) Effective January 1, 2020.)

## EXPULSION POLICY

Expulsion is the removal of a pupil from enrollment in a school or the district as ordered by the Board of Education. Pupils can be expelled only for those reasons for which they can also be suspended.

Mandatory Expulsion – State law requires that the superintendent or the school principal must recommend expulsion if the student has committed any of the following acts at a school or at a school activity [Education Code 48915]:

1. Possessing, selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a specified controlled substance.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

Discretionary Recommendation – The superintendent or principal must recommend expulsion if the student has committed any of the following acts at school or at a school activity, unless particular circumstances make expulsion inappropriate [Education Code 48915]:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive or other dangerous object of no reasonable value use to the student.
3. Unlawful possession of any specified controlled substance, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

State law provides for due process and rights to appeal any order of expulsion.

## DISCRIMINATION & HARASSMENT POLICIES

Scott Valley Unified School District policies are provided for reference and maintained by the Governing Board.

### Discrimination Policy

District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

The Board of Trustees shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct that may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The *Human Resources Director* handles complaints regarding discrimination and inquiries regarding policies. Any student who feels that he/she is being harassed should immediately contact a school employee or the principal. Any student who observes an incident of harassment should report the harassment to a school employee or the principal, whether or not the victim files a complaint.

### Student Sexual Harassment Policy

The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Board expects students or staff to immediately report incidents of sexual harassment to the student's teacher, Principal, Vice-Principal or Designee or to another District Administrator. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

#### DEFINITION

Committed sexual harassment as defined in Education Code 212.5. Pursuant to Education Code 48900.2, the conduct constitutes harassment if it would be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.

#### INSTRUCTION/INFORMATION

The Superintendent or designee shall provide to all district students age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made.

#### COMPLAINT PROCESS

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment

involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint. In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Director of Personnel or the Superintendent or designee. The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

## **DISCIPLINARY MEASURES**

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action.

For students in grades 4 through 12, disciplinary action may include suspension/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

## **RECORD KEEPING**

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

## **PROHIBITED SEXUAL HARASSMENT CONDUCT**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Types of conduct which are prohibited in and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposely cornering or blocking normal movements
10. Displaying sexually suggestive objects
11. Continuing to express sexual interest after being informed that the interest is unwelcome
12. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response.

## **NOTIFICATIONS**

A copy of the district's sexual harassment policy and regulations shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures and standards of conduct are posted

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, trimester, semester or summer session
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct
5. Be provided to employees and employee organizations

#### **COMPLAINT PROCEDURE**

1. Informal Resolution
  - a. Students and or staff members who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the persons engaging in conduct that such conduct is offensive and must stop.
  - b. Students and or staff members who feel aggrieved because of conduct that may constitute sexual harassment shall inform the Principal, Vice Principal, immediate supervisor, or designee so that he/she may take remedial action.
2. Formal Complaints
  - a. An aggrieved student may file a written complaint with the Principal, Vice Principal, or designee. A copy of the written complaint shall be forwarded to the Superintendent or his designee.
  - b. The informal resolution procedures set forth above are not a precondition to the filing of a complaint.
  - c. Students filing a complaint need not file a complaint with a person they feel is sexually harassing them.

#### **INVESTIGATION OF COMPLAINTS AT SCHOOL (SITE-LEVEL GRIEVANCE PROCEDURE)**

2. The principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
  - a. The student who is complaining
  - b. The person accused of harassment
  - c. Anyone who witnessed the conduct complained of
  - d. Anyone mentioned as having related information
3. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.
4. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:
  - a. The Superintendent or designee
  - b. The parent/guardian of the student who complained
  - c. If the alleged harasser is a student, his/her parent/guardian
  - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
  - e. Child protective agencies responsible for investigating child abuse reports
  - f. Legal counsel for the district
  - g. Law enforcement
5. When the student who complained and the alleged harasser so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.
6. In reaching a decision about the complaint, the principal or designee may take into account:
  - a. Statements made by the persons identified above
  - b. The details and consistency of each person's account
  - c. Evidence of how the complaining student reacted to the incident
  - d. Evidence of any past instances of harassment by the alleged harasser
  - e. Evidence of any past harassment complaints that were found to be untrue
7. To determine the severity of the harassment, the principal or designee may take into consideration:
  - a. How the misconduct affected one or more students' education
  - b. The type, frequency and duration of the misconduct
  - c. The number of persons involved

- d. The age and gender of the person accused of harassment
  - e. The subject(s) of harassment
  - f. The place and situation where the incident occurred
  - g. Other incidents at the school, including incidents of harassment that were not related to gender
8. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.
  9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If the principal or designee verifies that sexual harassment occurred, this report shall describe the actions taken to end the harassment, address the effects of the harassment on the student harassed, and prevent retaliation or further harassment.
  10. Within ten school days after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed. The principal or designee shall keep a record of this information and shall continue this follow-up.

**ENFORCEMENT**

The Superintendent or designee shall take appropriate actions to reinforce the district’s sexual harassment policy. As needed, these actions may include any of the following: Removing vulgar or offending graffiti; providing staff inservice and student instruction or counseling; notifying parents/guardians of the actions taken; notifying child protective services and/or law enforcement; taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment that he/she knew was not true.

**APPEAL TO THE BOARD OF TRUSTEES**

The complainant may appeal the decision of the Superintendent to the Board of Trustees in writing. The Board of Trustees shall hear the matter at the next regularly scheduled meeting. At the conclusion of the hearing the Board shall adopt written findings of fact and make a decision.

**General Harassment Policy**

It is the policy of the Scott Valley Unified School District to provide fair and equal treatment to all staff members. In an effort to advance this policy, we have found it necessary to formulate a statement regarding harassment. Harassment creates a negative work environment and affects the work performance of all employees.

1. Pursuant to Education Code section 212.5, unwelcome advances, requests for favors, and other verbal, visual or physical conduct constitute harassment when:
  - A. Submission to the conduct is made either an explicit or implicit condition of employment, status or promotion.
  - B. Submission to, or rejection of, the conduct is used as the basis for an employment decision affecting the harassed employee.
  - C. The harassment substantially interferes with an employee’s work performance or creates an intimidating, hostile, or offensive work environment.
  - D. Submission to, or rejections of, the conduct is the basis for any decision affecting the benefits, services, honors, programs or other available activities.
2. Unlawful harassment may take many forms, including but not limited to:
  - A. VERBAL CONDUCT such as epithets, derogatory comments, slurs or unwanted advances, invitations or comments.
  - B. VISUAL CONDUCT such as derogatory posters, cartoons, drawings, or gestures.
  - C. PHYSICAL CONDUCT such as assault. Blocking normal movement, or interference with work directed at you because of your sex or other protected basis.
  - D. THREATS AND DEMANDS to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.
  - E. RETALIATION for having reported the harassment.
3. Any person believing he/she is a victim of harassing behavior should notify the Human Resources Director or a District Office Management person unassociated with the employee’s assigned worksite. The Human Resources Director or the District Office Management Person will:

- A. Fully inform the employee of his/her rights.
- B. Appoint a three (3) member committee to immediately conduct a thorough, objective and complete investigation of the alleged harassment, report the committee findings to the Superintendent, or the Board of Education if the Superintendent is the accused harasser, who must make a determination about whether unlawful harassment occurred and communicate this alleged finding to the harasser and any other concerned party; and the Superintendent of the Board of Education will take prompt and effective remedial action if harassment has occurred.

The action must be commensurate with the severity of the offense and be made known to the victim.

**ALL HARASSING BEHAVIOR IS CONSIDERED MISCONDUCT AND MAY SUBJECT AN EMPLOYEE TO DISCIPLINARY**

**ACTION AND/OR IMMEDIATE TERMINATION.**

Special privacy safeguards will be applied in handling harassment complaints. To the extent feasible, the identity of the charging party and the person accused of harassment will be kept confidential.



# NOTIFICATION OF VIOLENT STUDENTS (ED. CODE 49079)

## I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this administrative procedure is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

## II. GENERAL STATEMENT OF POLICY

A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.

B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will work with the student.

C. Only staff members who have a legitimate educational interest in the information will receive notification.

## III. DEFINITIONS

For purposes of this administrative procedure, the following terms have the meaning given them.

### A. Administration

“Administration” means the superintendent, building principal, or other designee.

### B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

### C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.

2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

#### D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

#### E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

#### F. School Staff Member

“School Staff Member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

### IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

#### A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this administrative procedure, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this administrative procedure, that the substitute will be overseeing a student with a history of violent behavior.

## **SAFE INGRESS AND EGRESS OF STUDENTS, PARENTS/GUARDIANS AND EMPLOYEES**

### **Etna High School**

Etna High School has several entrances to the campus. The main entrance is at the front of the school. Handicapped and visitor parking are accessible from this area. The student drop off area is also at the front of the school. Parking in the front parking lot of the school is designated as staff and visitor parking. There is also handicap parking available in the front parking area.

Parking for sports activities can be accessed from the North parking lot entrance, on the street, and the parking lot to the South of the school, off Campus Way. Student drop off areas are supervised before school and after school to maintain a safe environment. See the attached evacuation map of the campus for entrance and exit areas.

### **Scott Valley Junior High**

Scott Valley Junior High has one entrance to the campus. The main entrance is at the front of the school. Handicapped and visitor parking are accessible from this area. The student drop off area is also at the front of the school. Parking in the main lot of the school is designated as staff and visitor parking. There is also handicap parking available in the front parking area.

Parking for sports activities can be accessed from the main parking lot, as well as street parking. Student drop off areas are supervised before school and after school to maintain a safe environment. See the attached evacuation map of the campus for entrance and exit areas.

### **Etna Elementary School**

Etna Elementary School has several entrances to the campus. The main entrance is at the front of the school. Handicapped and visitor parking are accessible from this area. The student drop off area is also at the front of the school. Parking in the lot across, from the school, across State Highway 3 is designated as staff and visitor parking. There is also handicap parking available at the back entrance of the school, on the street.

Parking for sports activities can be accessed from the front parking lot. Student drop off areas are supervised before school and after school to maintain a safe environment. See the attached map of the campus for entrance and exit areas.

### **Fort Jones Elementary School**

Fort Jones Elementary School has one entrance to the campus. The main entrance is at the front of the school. Handicapped and visitor parking are accessible from this area. The student drop off area is also at the front of the school. Parking in the south lot of the school is designated as staff parking. There is also handicap parking available in the south parking area.

## HATE CRIME REPORTING PROCEDURES

The Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

In addition, the district shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

The Superintendent or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways. The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights. At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior.

# Scott Valley Unified School District

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2021-2022

## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 1

Month 1-11 (8/23/2021 - 6/24/2022)

### Regular Program

School	Month(s)/Grade	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Total Apport Attend (A*D) - G-H	J Total A.D.A. (I/A)	K Max Days Possible (A*D) - G	L Percent Attend (I/K)
2	Months 1-11 Total TK-3	180		94		18		147	920	12962	72.01	13882	93.37%
3	Months 1-11 Total TK-3	180		95		15		307	933	12378	68.77	13311	92.99%
	Total TK-3	180		189		33		454	1853	25340	140.78	27193	93.19%
2	Months 1-11 Total 4-8	180		75		31		432	548	7513	41.74	8061	93.20%
3	Months 1-11 Total 4-8	180		58		5		73	645	8704	48.36	9349	93.10%
11	Months 1-11 Total 4-8	180		55		13		155	652	7287	40.48	7939	91.79%
	Total 4-8	180		188		49		660	1845	23504	130.58	25349	92.72%
11	Months 1-11 Total 7-8	180		130		28		338	1555	16941	94.12	18496	91.59%
	Total 7-8	180		130		28		338	1555	16941	94.12	18496	91.59%
1	Months 1-11 Total 9-12	180		223		56		561	2643	29148	161.93	31791	91.69%
	Total 9-12	180		223		56		561	2643	29148	161.93	31791	91.69%
	Program Total	180		730		166		2013	7896	94933	527.41	102829	92.32%

Note - Fields not relatino to cumulative attendance are intentionally left blank.

# Scott Valley Unified School District

2/8/2023  
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2021-2022

## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 2

Month 1-11 (8/23/2021 - 6/24/2022)

**Program C Concurrent**

		A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Total Apport Attend (A*D) - G-H	J Total A.D.A. (IA)	K Max Days Possible (A*D) - G	L Percent Attend (I/K)
School	Month(s)/Grade												
1	Months 1-11 Total 9-12	180		3		3		36	66	84	0.47	150	56.00%
	<b>Total 9-12</b>	<b>180</b>		<b>3</b>		<b>3</b>		<b>36</b>	<b>66</b>	<b>84</b>	<b>0.47</b>	<b>150</b>	<b>56.00%</b>
	<b>Program Total</b>	<b>180</b>		<b>3</b>		<b>3</b>		<b>36</b>	<b>66</b>	<b>84</b>	<b>0.47</b>	<b>150</b>	<b>56.00%</b>

Note - Fields not relating to cumulative attendance are intentionally left blank.

# Scott Valley Unified School District

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2021-2022

## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 3

Month 1-11 (8/23/2021 - 6/24/2022)

### Program H Home-Hospital

		A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Total Apport Attend (A*D) - G-H	J Total A.D.A. (IA)	K Max Days Possible (A*D) - G	L Percent Attend (I/K)
School	Month(s)/Grade												
1	Months 1-11 Total 9-12	180		2		2		25	5	28	0.16	33	84.85%
	<b>Total 9-12</b>	<b>180</b>		<b>2</b>		<b>2</b>		<b>25</b>	<b>5</b>	<b>28</b>	<b>0.16</b>	<b>33</b>	<b>84.85%</b>
	<b>Program Total</b>	<b>180</b>		<b>2</b>		<b>2</b>		<b>25</b>	<b>5</b>	<b>28</b>	<b>0.16</b>	<b>33</b>	<b>84.85%</b>

Note - Fields not relating to cumulative attendance are intentionally left blank.



# Scott Valley Unified School District

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2021-2022

## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 4

Month 1-11 (8/23/2021 - 6/24/2022)

### Program I Independent Study-Short Term

School	Month(s)/Grade	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Total Apport Attend (A*D) - G-H	J Total A.D.A. (IA)	K Max Days Possible (A*D) - G	L Percent Attend (I/K)
2	Months 1-11 Total TK-3	180		3		3		43	2	71	0.39	73	97.26%
	<b>Total TK-3</b>	<b>180</b>		<b>3</b>		<b>3</b>		<b>43</b>	<b>2</b>	<b>71</b>	<b>0.39</b>	<b>73</b>	<b>97.26%</b>
2	Months 1-11 Total 4-6	180		2		2		24	0	9	0.05	9	100.00%
11	Months 1-11 Total 4-6	180		7		7		102	16	51	0.28	67	76.12%
	<b>Total 4-6</b>	<b>180</b>		<b>9</b>		<b>9</b>		<b>126</b>	<b>16</b>	<b>60</b>	<b>0.33</b>	<b>76</b>	<b>78.95%</b>
11	Months 1-11 Total 7-8	180		20		20		322	37	104	0.58	141	73.76%
	<b>Total 7-8</b>	<b>180</b>		<b>20</b>		<b>20</b>		<b>322</b>	<b>37</b>	<b>104</b>	<b>0.58</b>	<b>141</b>	<b>73.76%</b>
1	Months 1-11 Total 9-12	180		26		26		477	40	137	0.76	177	77.40%
	<b>Total 9-12</b>	<b>180</b>		<b>26</b>		<b>26</b>		<b>477</b>	<b>40</b>	<b>137</b>	<b>0.76</b>	<b>177</b>	<b>77.40%</b>
	<b>Program Total</b>	<b>180</b>		<b>58</b>		<b>58</b>		<b>968</b>	<b>95</b>	<b>372</b>	<b>2.07</b>	<b>467</b>	<b>79.66%</b>

Note - Fields not relatino to cumulative attendance are intentionally left blank.

# Scott Valley Unified School District

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2021-2022

## MONTHLY ATTENDANCE SUMMARY TOTALS

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Month 1-11 (8/23/2021 - 6/24/2022)

### Program L Independent Study-Long Term

School	Month(s)/Grade	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Total Apport Attend (A*D) - G-H	J Total A.D.A. (IA)	K Max Days Possible (A*D) - G	L Percent Attend (I/K)
2	Months 1-11 Total TK-3	180		4		2		18	78	338	1.88	416	81.25%
3	Months 1-11 Total TK-3	180		10		2		53	0	950	5.28	950	100.00%
	Total TK-3	180		14		4		71	78	1288	7.16	1366	94.29%
2	Months 1-11 Total 4-6	180		6		4		37	15	381	2.12	396	96.21%
3	Months 1-11 Total 4-6	180		3		1		20	51	440	2.44	491	89.61%
11	Months 1-11 Total 4-6	180		5		2		34	30	531	2.95	561	94.65%
	Total 4-6	180		14		7		91	96	1352	7.51	1448	93.37%
11	Months 1-11 Total 7-8	180		6		2		64	40	491	2.73	531	92.47%
	Total 7-8	180		6		2		64	40	491	2.73	531	92.47%
1	Months 1-11 Total 9-12	180		17		7		189	44	1243	6.91	1287	96.58%
	Total 9-12	180		17		7		189	44	1243	6.91	1287	96.58%
	Program Total	180		51		20		415	258	4374	24.30	4632	94.43%

Note - Fields not relatino to cumulative attendance are intentionally left blank.

# Scott Valley Unified School District

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2021-2022

## MONTHLY ATTENDANCE SUMMARY TOTALS

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Month 1-11 (8/23/2021 - 6/24/2022)

**Program N No ADA**

		A	B	C	D	E	F	G	H	I	J	K	L
		Tchg Days	Enroll-ment Carried Fwd	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enroll	Days Non-Apport Attend	Total Apport Attend (A*D) - G-H	Total A.D.A. (IA)	Max Days Possible (A*D) - G	Percent Attend (I/K)
School	Month(s)/Grade												
2	Months 1-11 Total TK-3	180		1		1		0	1	69	0.38	70	98.57%
	<b>Total TK-3</b>	<b>180</b>		<b>1</b>		<b>1</b>		<b>0</b>	<b>1</b>	<b>69</b>	<b>0.38</b>	<b>70</b>	<b>98.57%</b>
2	Months 1-11 Total 4-6	180		3		2		34	0	220	1.22	220	100.00%
	<b>Total 4-6</b>	<b>180</b>		<b>3</b>		<b>2</b>		<b>34</b>	<b>0</b>	<b>220</b>	<b>1.22</b>	<b>220</b>	<b>100.00%</b>
	<b>Program Total</b>	<b>180</b>		<b>4</b>		<b>3</b>		<b>34</b>	<b>1</b>	<b>289</b>	<b>1.61</b>	<b>290</b>	<b>99.66%</b>

Note - Fields not relating to cumulative attendance are intentionally left blank.



# Scott Valley Unified Board Policies

To view Scott Valley Unified School District's  
current and proposed Board Policies online:

GAMUT Online a service provided by CSBA  
(California School Boards Association)

<https://simbli.eboardsolutions.com/Index.aspx?S=36030845>

or

[www.svusd.us](http://www.svusd.us)

## CSBA UPDATE CHECKLIST – December 2022

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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BP 0430	Comprehensive Local Plan for Special Education	<b>OPTION 1:</b> <input type="checkbox"/> <b>OPTION 2:</b> <input type="checkbox"/> <b>OPTION 3:</b> <input type="checkbox"/>	
AR 0430	Comprehensive Local Plan for Special Education		
BP 0450	Comprehensive Safety Plan	<b>OPTION 1:</b> <input type="checkbox"/> <b>OPTION 2:</b> <input type="checkbox"/>	
AR 0450	Comprehensive Safety Plan		
BP 0460	Local Control and Accountability Plan		
AR 0460	Local Control and Accountability Plan		
BP 3250	Transportation Fees		
AR 3250	Transportation Fees		
AR 3260	Fees and Charges		
BP 3460	Financial Reports and Accountability		
AR 3460	Financial Reports and Accountability		
BP 3515	Campus Security		
AR 3515	Campus Security		
AR 3516.2	Bomb Threats		
BP 3540	Transportation		
BP 5131.7	Weapons and Dangerous Instrument	<b>OPTION 1:</b> <input type="checkbox"/> <b>OPTION 2:</b> <input type="checkbox"/>	
AR 5131.7	Weapons and Dangerous Instrument		

## CSBA UPDATE CHECKLIST – December 2022

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

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
AR 5141.3	Health Examinations		
BP 5142	Safety		
AR 5142	Safety		
AR 5142.2	Safe Routes to School Program		
BP 5148.2	Before/After School Programs	<b>OPTION 1:</b> <input type="checkbox"/> <b>OPTION 2:</b> <input type="checkbox"/>	
AR 5148.2	Before/After School Programs	<b>OPTION 1:</b> <input type="checkbox"/> <b>OPTION 2:</b> <input type="checkbox"/>	
BP 5148.3	Preschool/Early Childhood Education		
AR 5148.3	Preschool/Early Childhood Education		
AR 6164.4	Identification and Evaluation of Individuals for Special Education	<b>Fill in Blanks</b> <hr/> <hr/> <hr/>	

## CSBA UPDATE CHECKLIST – December 2022

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

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BB 9220	Governing Board Elections	OPTION 1: <input type="checkbox"/> OPTION 2: <input type="checkbox"/> OPTION 3: <input type="checkbox"/>  AND  OPTION 1: <input type="checkbox"/> OPTION 2: <input type="checkbox"/>  AND  OPTION 1: <input type="checkbox"/> OPTION 2: <input type="checkbox"/>  AND  OPTION 1: <input type="checkbox"/> OPTION 2: <input type="checkbox"/> OPTION 3: <input type="checkbox"/>	
BB 9223	Filling Vacancies		
BB 9323	Meeting Conduct		

**CSBA POLICY GUIDE SHEET**  
**December 2022**

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

**Board Policy 0430 - Comprehensive Local Plan for Special Education**

Policy updated to reflect **NEW LAW (AB 181, 2022)** requiring the State Superintendent of Public Instruction to make publicly available the special education funding each local educational agency (LEA) generates for their Special Education Local Plan Area (SELPA), and for the SELPA, to report to member LEA's the amount of funding each LEA generates for the SELPA.

**Administrative Regulation 0430 - Comprehensive Local Plan for Special Education**

Regulation updated to reflect **NEW LAW (AB 181, 2022)** which extends the timeline for developing an annual assurances support plan to July 1, 2027. A template for the annual assurances support plan will be developed by CDE by July 1, 2026. Additional minor revisions as necessary for clarity.

**Board Policy 0450 - Comprehensive Safety Plan**

Policy updated to clarify language related to approval of the tactical response plan and add material regarding the district's requirement to provide data to the California Department of Education pertaining to lockdown or multi-option response drills conducted at district schools.

**Administrative Regulation 0450 - Comprehensive Safety Plan**

Regulation updated to reflect **NEW LAW (SB 906, 2022)** which requires, starting with the 2023-24 school year, districts to include in the annual notification to parents/guardians information related to the safe storage of firearms, and for certificated and classified employees of the district, and other school officials such as Governing Board members, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle school or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, to immediately report the threat or perceived threat to law enforcement. Regulation also updated to reflect **NEW LAW (AB 1352, 2021)** which authorizes districts to request the Military Department, in consultation with the California Cybersecurity Integration Center (Cal-CSIC), to perform an independent security assessment of the district or an individual district school and **NEW LAW (AB 2355, 2022)** which requires districts that experience a cyberattack, which impacts more than 500 students or personnel, to report the cyberattack to Cal-CSIC. Additionally, regulation updated to include in the optional list of comprehensive safety plan components (1) strategies aimed at preventing potential incidents involving crime and violence on school campuses, (2) provision of safety materials and emergency communications in language(s) understandable to parents/guardians, (3) procedures for the early identification and threat assessment of, and appropriate response to, suspicious and/or threatening digital media content, (4) district policy and/or plan related to pandemics, (5) communication with parents/guardians regarding unification plans and necessity of cooperating with first responders, and (6) continuity of operations procedures to ensure that the district's essential functions are not disrupted during an emergency, to the extent possible.

**Board Policy 0460 - Local Control and Accountability Plan**

Policy updated to reflect **NEW LAW (AB 181, 2022)** which states, by January 31, 2025, an Individuals with Disabilities Education Act (IDEA) Addendum adopted by the State Board of Education (SBE) shall be completed by districts which are identified by the California Department of Education (CDE) as needing an improvement plan. Additionally, policy is updated to reflect **NEW LAW (AB 181, 2022)** requiring the LCAP parent advisory committee to include at least a parent/guardian of currently enrolled students with disabilities. Policy also updated to reflect **NEW LAW (SB 997, 2022)** which requires, beginning July 1, 2024, districts serving middle or high school students to include two students as full members of the existing parent advisory committee or establish a student advisory committee to provide advice to the Board and the Superintendent or designee.



#### **Administrative Regulation 0460 - Local Control and Accountability Plan**

Regulation updated to reflect NEW LAW (AB 181, 2022), which states Beginning July 1, 2025, if the district is identified by State Board of Education (SBE) as needing an improvement plan related to improvements in services for students with disabilities, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE.

#### **Board Policy 3250 - Transportation Fees**

Policy updated to reflect NEW LAW (AB 181, 2022) which exempts a student classified as unduplicated from paying a fee for transportation. The policy is also updated to include an optional waiver of transportation fees for any group of district students, at the recommendation of the Superintendent. Also, the provision regarding privacy moved from AR to BP.

#### **Administrative Regulation 3250 - Transportation Fees**

Regulation updated to add that bus passes shall be sold electronically, if available, and removed language related to income eligibility that is no longer relevant. Moved provision regarding privacy to the Board Policy and deleted it from Administrative Regulation.

#### **Administrative Regulation 3260 - Fees and Charges**

Regulation updated to reflect NEW LAW (AB 181, 2022) which prohibits charging the parent of an unduplicated student a fee for transportation, removed policy related to the sale or lease of personal computers or internet appliances because of the increased use of technology in the modern classroom, changed terminology from "homemaking" to "family and consumer sciences," and reflect NEW LAW (AB 130, 2021) which requires a district to provide a free breakfast and lunch daily to any student who requests a meal.

#### **Board Policy 3460 - Financial Reports and Accountability**

Policy updated to reflect the predictors of fiscal distress as identified by FCMAT in its 2019 "Indicators of Risk or Potential Insolvency." Updated policy also revised to reflect the law more clearly with respect to studies, reports, evaluations, and audits, that the County Superintendent of Schools is required or authorized to consider when reviewing a district's budget.

#### **Administrative Regulation 3460 - Financial Reports and Accountability**

Regulation updated to add a new section - "Lease Accounting," to reflect GASB Statement 87 which, starting June 15, 2021, changed the rules for the financial reporting of governmental entities' leases, including the rules for the recognition, measurement, and disclosure of such leases in financial statements.

#### **Board Policy 3515 - Campus Security**

Policy updated to include that the district regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure and the monitoring and response to suspicious and/or threatening digital media content. Policy also updated to reflect NEW LAW (SB 906, 2022) which requires certificated and classified employees of the district, and other school officials such as Governing Board members, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle school or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, to immediately report the threat or perceived threat to law enforcement. Additionally, policy also updated to include that anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator, and that school site council's be included with other stakeholders when identifying appropriate locations for the placement of surveillance cameras.

#### **Administrative Regulation 3515 - Campus Security**

Regulation updated to reflect NEW LAW (AB 1352, 2021) which authorizes districts to request the Military Department, in consultation with the California Cybersecurity Integration Center (Cal-CSIC), to perform an independent security assessment of the district or an individual district school, NEW LAW (AB 2355, 2022) which requires districts that experience a cyberattack, which impacts more than 500 students or personnel, to report the cyberattack to Cal-CSIC, and NEW LAW (SB 906, 2022) which requires certificated and classified employees of the district, and other school officials such as Governing Board members, whose

duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle school or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, to immediately report the threat or perceived threat to law enforcement. Regulation also updated to provide that monitoring suspicious and/or threatening digital media content be part of the campus security plan and included in strategies to detect and intervene with school crime.

#### **Administrative Regulation 3516.2 - Bomb Threats**

Regulation updated to reflect **NEW LAW (P.L. 117-159)** which requires the creation of a Federal Clearinghouse on School Safety Evidence-Based Practices to serve as a federal resource to identify and publish online practices and recommendations to improve school safety, and include that the district regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure and the monitoring and response to suspicious and/or threatening digital media content. Regulation also updated to move and amend material regarding staff training, include and align language with information provided by the U.S. Department of Homeland Security, and reflect **NEW LAW (SB 906, 2022)** which requires certificated and classified employees of the district, and other school officials such as Governing Board members, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle school or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, to immediately report the threat or perceived threat to law enforcement.

#### **Board Policy 3540 - Transportation**

Policy updated to reflect **NEW LAW (AB 181, 2022)** which authorizes a district to provide transportation services by way of a joint powers agreement, a cooperative student transportation program, or a consortium, and which requires, as a condition of apportionment, a district to adopt a transportation plan that describes the transportation services to be provided to certain student groups, as specified, by April 1, 2023 and update the plan annually by April 1.

#### **Board Policy 5131.7 - Weapons and Dangerous Instruments**

Policy updated to (1) expand the concept of district provided transportation, (2) reflect **NEW LAW (SB 906, 2022)** which requires certificated and classified employees of the district, and other school officials such as Governing Board members, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle school or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, to immediately report the threat or perceived threat to law enforcement, (3) move language regarding student suspension and expulsion in order to keep related content together, and (4) add language regarding staff training to align with staff responsibilities to report potential homicidal acts. Regulation also updated to add headings for the Options regarding tear gas or tear gas weapons, and to emphasize that for districts that allow students to bring tear gas or tear gas weapons to school, the student needs to either be accompanied by, or have the written consent, of a parent/guardian.

#### **Administrative Regulation 5131.7 - Weapons and Dangerous Instruments**

Regulation updated to expand the list of prohibited weapons and dangerous instruments to include additional items that are listed in law.

#### **Administrative Regulation 5141.3 - Health Examinations**

Regulation updated to reflect **NEW LAW (AB 2329)** which authorizes districts to enter into a memorandum of understanding with a nonprofit eye examination provider to provide eye examinations and eyeglasses to students at a school site. Regulation also updated to reflect **NEW LAW (SB 97)** which requires that beginning on or after January 1, 2023, districts make Type 1 diabetes materials developed by CDE available to parents/guardians when student is first enrolled in elementary school or as part of certain notifications. The first note was changed to a Cautionary Note and updated to clarify that the obligation to perform specified mandated activities is relieved any year that the Budget Act does not provide reimbursement.

#### **Board Policy 5142 - Safety**

Policy updated to reflect **NEW LAW (P.L. 117-159)** which requires the creation of a Federal Clearinghouse on School Safety Evidence-Based Practices to serve as a federal resource to identify and publish online

practices and recommendations to improve school safety, and include that the district regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure and the monitoring and response to suspicious and/or threatening digital media content.

#### **Administrative Regulation 5142 - Safety**

Regulation updated to reflect **NEW LAW (SB 906, 2022)** which requires certificated and classified employees of the district, and other school officials such as Governing Board members, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle school or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, to immediately report the threat or perceived threat to law enforcement, and add language regarding staff responsibilities and training to align with requirement to report potential homicidal acts. Regulation also updated to add language that anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator, reflect **NEW LAW (AB 2028, 2022)** which authorizes the Board of an elementary, intermediate, junior high, or high school to assist local law enforcement, nonprofit associations or organizations such as the Girls Scouts, Boys Scouts, and parent-teacher associations, and public agencies that provide safety instruction related to using electric, motorized, or nonmotorized bicycles and scooters, to provide such safety instruction to district students, and **NEW LAW (AB 1946, 2022)** which requires the Department of the California Highway Patrol to develop, and post on its web site, by September 1, 2023, statewide safety and training programs based on evidence-based practices for users of electric bicycles, including general riding safety, emergency maneuver skills, rules of the road, and laws pertaining to electric bicycles.

#### **Administrative Regulation 5142.2 - Safe Routes to School Program**

Regulation updated to reflect **NEW LAW (AB 2028, 2022)** which authorizes the Governing Board of an elementary, intermediate, junior high, or high school to provide time and facilities to specified agencies that offer bicycle, scooter, electric bicycle, motorized bicycle, or motorized scooter safety instruction, and **NEW LAW (AB 1946, 2022)** which requires the Department of the California Highway Patrol to develop, by September 1, 2023, statewide safety and training programs based on evidence-based practices for the use of electric bicycles, including general riding safety, emergency maneuver skills, rules of the road, and laws pertaining to electric bicycles.

#### **Board Policy 5148.2 - Before/After School Programs**

Policy updated to clarify that it applies to expanded learning opportunities beyond the regular school day, including before-school, after-school, summer, vacation, and/or intersessional programs and to reflect **NEW LAWS (AB 181, 2022 and AB 185, 2022)** which updates the Expanded Learning Opportunities (ELO) program requirements for the 2022-23 school year and forward. Detailed information regarding various program collaboration requirements moved to AR.

#### **Administrative Regulation 5148.2 - Before/After School Programs**

Regulation updated to include definitions of "offer access" and "provide access" in regard to Expanded Learning Opportunities (ELO) programs. Detailed information regarding program collaboration requirements moved to Regulation from BP. Regulation updated to reflect **NEW LAWS (AB 181, 2022 and AB 185, 2022)** which updates the ELO program requirements for the 2022-23 school year and forward, including requirements for the district to offer access to ELO programs based on the district's prior fiscal year local control funding formula unduplicated pupil percentage. Regulation also updated to clarify that district that receive funds for classroom-based instructional programs that serve grades TK-6 cannot opt out of the ELO program funding, pursuant to California Department of Education's "Expanded Learning Opportunities Program FAQs." Regulation also updated to reflect requirement that ELO programs are required to offer a nutritional snack, meal, or both and to reflect California Department of Education guidance that ELO programs do not have an attendance requirement and to reflect **NEW LAW (SB 1380, 2022)** which renumbered The California Prekindergarten Planning and Implementation Grant Program, Education Code 8251.5 to 8322.

**Board Policy 5148.3 - Preschool/Early Childhood Education**

Policy updated to reflect **NEW LAWS (AB 210, 2022, AB 185, 2022 and SB 1047, 2022)** to revise and update requirements for California State Preschool Programs (CSPP), including requirements related to dual language learners, children with exceptional needs, and enrollment data collection and reporting. Policy also updated to reflect CSPP-specific **NEW STATE REGULATIONS (Register 2022, No. 26)**.

**Administrative Regulation 5148.3 - Preschool/Early Childhood Education**

Regulation updated to reflect **NEW LAWS (AB 210, 2022, AB 185, 2022, AB 321, 2022, and SB 1047, 2022)** which revised enrollment criteria, priorities, and requirements for California State Preschool Programs (CSPP). Sections of the regulation affected include "Eligibility and Enrollment Priorities for Part-Day CSPP Programs" and "Eligibility and Enrollment Priorities for Full-Day CSPP Programs," which were reorganized and revised to comply with law. Other updated sections are "Minimum Hours/Days of Operation" and "Staffing." Regulation was also updated to reflect **NEW LAW (AB 2806, 2022)** with new requirements related to expulsion/unenrollment and/or suspension from a CSPP Program based on behavior. Regulation also updated with CSPP-specific **NEW STATE REGULATIONS (Register 2022, No. 26)**.

**Administrative Regulation 6164.4 - Identification and Evaluation of Individuals for Special Education**

Regulation updated to reflect **NEW LAW (SB 188, 2022)**, requiring each district to designate a main point of contact for coordinating and completing the transition of a child and family from Part C (Early Intervention Program for Infants and Toddlers with Disabilities) to Part B (Assistance for Children with Disabilities) of IDEA.

**Board Bylaw 9220 - Governing Board Elections**

Bylaw updated to reflect **NEW LAW (AB 2584, 2022)**, by adding a new section - "Recalling a Board Member." Updated Bylaw also revised "Election Process and Procedure" section to reflect **NEW LAW (SB 1061, 2022)** regarding the requirement that any petition for a special election to fill a Board vacancy include the county election official's estimate of the cost of conducting the special election.

**Board Bylaw 9223 - Filling Vacancies**

Bylaw updated to reflect **NEW LAW (SB 1061, 2022)**, by adding a new note and body paragraph at the end of the "Provisional Appointments" section. Updated Bylaw also reflects **New Attorney-General Opinion** on how a vacancy is to be filled when a district's trustee areas have been revised or election method has changed from "at-large" to "by-trustee area," since the Board member whose term is to be completed was last elected. The Bylaw also updated to rearrange the Items in "Timelines for Filling a Vacancy" and to revise as necessary for clarity.

**Board Bylaw 9323 - Meeting Conduct**

Bylaw Updated to reflect **NEW LAW (SB 1100, 2022)** which authorizes the Board President to remove an individual for disrupting a Board meeting, establishes a procedure for warning the individual prior to their removal, and defines "disrupting" and "true threat of force."

**MINOR REVISION:**

**Board Policy 3260 - Fees and Charges**

Policy updated to include reference to CDE Fiscal Management Advisory 22-01, Summer School, Third Parties, Tuition Fees, and updates reference to CDE FMA 20-01, Pupil Fees, Deposits, and Other Charges.

Scott Valley Unified School District

2023-2024 Student Attendance Calendar

SCHOOL MONTH	S	M	T	W	TH	F	S	DAYS TAUGHT EHS SRHS	DAYS TAUGHT EHS SRHS	DAYS TAUGHT EES, FJE, SVJH, SVCDS	DAYS TAUGHT EES, FJE, SVJH, SVCDS	KEY		Quarter	Semester	
												PROFESSIONAL DEVELOPMENT/TEACHER WORK DAY	TEACHER WORK DAY			NON SCHOOL DAY /TEACHER WORKDAY AT SOME SITES
JULY							1					JULY 4, (LEGAL HOLIDAY) Observed July 4  <div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">DRAFT</div>				
AUGUST	2	3	4	5	6	7	8									
	9	10	11	12	13	14	15									
	16	17	18	19	20	21	22									
	23	24	25	26	27	28	29									
	30	31	1	2	3	4	5									
	6	7	8	9	10	11	12									
	13	14	15	16	17	18	19									
1ST MONTH	20	21	22	23	24	25	26	3		3		AUG 17, 18, 21, & 22. DISTRICT PD/WORK DAYS				
AUG 23	27	28	29	30	31	1	2	5		5		AUG 23, FIRST DAY OF SCHOOL				
SEPT 15	3	4	5	6	7	8	9	4		4		SEPT 4, LABOR DAY (1ST MONDAY IN SEPTEMBER LEGAL HOLIDAY)				
	10	11	12	13	14	15	16	5		5						
									17		17					
2ND MONTH	17	18	19	20	21	22	23	5		5						
SEPT 18 -	24	25	26	27	28	29	30	5		5						
OCT 12	1	2	3	4	5	6	7	5		5						
	8	9	10	11	12	13	14	5		5						
									20		20					
3RD MONTH	15	16	17	18	19	20	21	5		5		OCT 20, END OF 1ST QTR				
OCT 16 -	22	23	24	25	26	27	28	5		5		NOV 1, PARENT CONF DAY, NO SCHOOL-EES, FJE, SVJH		42		
NOV 10	29	30	31	1	2	3	4	5		4		NOV 1, TEACHER WORKDAY EES, FJE, SVJH				
	5	6	7	8	9	10	11	4		4		NOV 11, VETERAN'S DAY - (LEGAL HOLIDAY) Observed NOV 10				
									19		18					
4TH MONTH	12	13	14	15	16	17	18	5		5		NOV 20 - 24, THANKSGIVING BREAK				
NOV 13 -	19	20	21	22	23	24	25	0		0		NOV 20 - 22, Emergency Closure Day, if needed				
DEC 8	26	27	28	29	30	1	2	5		5		NOV 23, (LEGAL HOLIDAY)				
	3	4	5	6	7	8	9	5		5		DEC 8 - P1 ATTENDANCE				
									15		15					
5TH MONTH	10	11	12	13	14	15	16	5		5		DEC 25 - JAN 5, WINTER BREAK				
DEC 11 -	17	18	19	20	21	22	23	5		5		DEC 25, JAN 01, (LEGAL HOLIDAYS)				
JAN 5	24	25	26	27	28	29	30	0		0		JAN 8, SCHOOL RESUMES				
	31	1	2	3	4	5	6	0		0						
									10		10					
6TH MONTH	7	8	9	10	11	12	13	5		5		JAN 15, M. L. KING JR (LEGAL HOLIDAY)				
JAN 8 -	14	15	16	17	18	19	20	4		4		JAN 19, End of 2nd Qtr/1st Semester		48	90	
FEB 2	21	22	23	24	25	26	27	5		5						
	28	29	30	31	1	2	3	5		5						
									19		19					
7TH MONTH	4	5	6	7	8	9	10	5		5		FEB 12, LINCOLN'S BIRTHDAY (FEB 12, LEGAL HOLIDAY)				
FEB 5 -	11	12	13	14	15	16	17	4		4		FEB 19, PRESIDENTS DAY (LEGAL HOLIDAY)				
MAR 1	18	19	20	21	22	23	24	4		4						
	25	26	27	28	29	1	2	5		5						
									18		18					
8TH MONTH	3	4	5	6	7	8	9	5		5		MARCH 22, END OF 3RD QUARTER				
MAR 4 -	10	11	12	13	14	15	16	5		5		MARCH 29, P2 ATTENDANCE				
MAR 29	17	18	19	20	21	22	23	5		5		MARCH 29, Emergency Closure Day, if needed		43		
	24	25	26	27	28	29	30	4		4						
									19		19					
9TH MONTH	31	1	2	3	4	5	6	0		0		March 31, EASTER				
APR 1	7	8	9	10	11	12	13	5		5		APRIL 1 - APRIL 5, SPRING BREAK				
APR 26	14	15	16	17	18	19	20	5		5						
	21	22	23	24	25	26	27	5		5						
									15		15					
10TH MONTH	28	29	30	1	2	3	4	5		5		MAY 24, SENIOR PROJECT DAY AT EHS				
APR 29	5	6	7	8	9	10	11	5		5		MAY 24, NO SCHOOL EHS/SRHS TEACHER WORK DAY				
MAY 24	12	13	14	15	16	17	18	5		5						
	19	20	21	22	23	24	25	4		5						
									19		20					
11TH MONTH	26	27	28	29	30	31	1	4		4		MAY 27, Memorial Day Observed (Last Monday in May LEGAL HOLIDAY)				
MAY 27	2	3	4	5	6	7	8	5		5		JUNE 3 - 7, EARLY RELEASE DAYS		47	90	
JUN 7	9	10	11	12	13	14	15					JUNE 6, SVJH, SRHS GRADUATION				
	16	17	18	19	20	21	22					JUNE 7, LAST DAY OF SCHOOL-End 4th Quarter/2nd Semester				
	23	24	25	26	27	28	29			9	9	JUNE 7, EHS GRADUATION				
									9		9	JUNE 19, Juneteenth (LEGAL HOLIDAY)				
								Total School Days:	180	180	180	180			180	180

**Application for Exemption from the Required Expenditures for Classroom  
Teachers' Salaries**

*Pursuant to Education Code Section 41372*

To: County Superintendent of Schools

For 2021/2022 fiscal year, the Scott Valley School District did not spend the minimum percentage of its budget on classroom teacher salaries as required by EC Section 41372. We are requesting an exemption from this requirement as provided by law.

Reason for request (Check one):

Serious hardship to the school district  
(Please attach a written explanation, the district's latest interim report, and a multiyear projection for the current and two subsequent fiscal years that reflects the financial impact of meeting the requirement of EC 41372.)

Payment of classroom teacher salaries that are in excess of those paid by other comparable school districts  
(Please attach a classroom teacher salary & benefits comparison for at least three other comparable school districts. The comparison should include annual classroom teacher salaries paid at the beginning, average, and maximum salary levels plus the average annual employer contributions for health & welfare benefits.)

Deficiency is less than \$1,000.00 (exemption is automatically approved)

**A. Deficiency Amount**

(Source: Form CEA)

- |   |                        |
|---|------------------------|
| 1. Enter the minimum percentage for your district type.<br>(60% Elementary/ 50% High School/ 55% Unified) | 55%                    |
| 2. Enter the percentage spent by your district.   | 50.35%                 |
| 3. Percentage below the minimum.<br>(Line 1 minus line 2)   | 4.65%                  |
| 4. Enter the district's current expense of education (Form CEA)   | \$ <u>9,044,423.15</u> |
| 5. Deficiency Amount.<br>(Line 3 times line 4)  | \$ <u>420,565.68</u>   |

**B. Certification of the School District Governing Board**

It is hereby certified that the information contained in this application is true and correct.

\_\_\_\_\_  
Signature of Authorized Official                      Title

\_\_\_\_\_  
Print Name of Authorized Official                      Date

**C. Decision of the County Superintendent of Schools**  
**(Completed by the County Superintendent of Schools or Designee)**

Based on my review of the information contained with this application, I have taken the following action with respect to the school district named on this application (Check one):

\_\_\_\_\_ I am granting the request for exemption from the requirements of *Education Code* Section 41372.

\_\_\_\_\_ I am granting a partial exemption from the requirements of *Education Code* Section 41372. The amount not exempted is \$\_\_\_\_\_ (A written explanation of the reason(s) for approving a partial exemption is attached.)

\_\_\_\_\_ I am denying the request for exemption from the requirements of *Education Code* Section 41372. (A written explanation of the reason(s) for denying the exemption is attached.)

It is hereby certified that the information contained in this application has been reviewed and is true and correct.

\_\_\_\_\_  
Signature of County Superintendent

\_\_\_\_\_  
County Office/Date

\_\_\_\_\_  
Signature of Authorized Designee

\_\_\_\_\_  
Title of Authorized Designee/Date

# Memorandum of Understanding

Between the Scott Valley Unified School District and the  
Scott Valley Teacher's Association


## Early Notification Incentive

The parties agree the District will pay an Early Notification Incentive for the 2022-2023 school year to eligible unit members who wish to retire. Eligible unit members must have at least 15 or more years with the District as of date of retirement.

The \$18,000 incentive is available to the first three (3) unit members who submit a *letter by hand* to the district office prior to 4:00 PM on Monday, February 6, 2023. The letter should state: 1) they will be resigning and retiring at the end of the 2022-2023 school year and 2) they wish to apply for the early notification incentive.

Teachers receiving the incentive will need to elect when they wish to receive payment in either July, 2023 or January, 2024 or other payment date with prior approval. The District must be notified of the payment election via e-mail ([jedwards@svusd.us](mailto:jedwards@svusd.us)) prior to June 15, 2023.

This Memorandum of Understanding shall not be construed as a past or ongoing practice.



\_\_\_\_\_  
Micheline G Miglis, Superintendent  
For the District



\_\_\_\_\_  
Hannah Shickle, President of SVTA  
For the Association

Dated: 01/26/23

Dated: 1/26/23

Date of Board Ratification: \_\_\_\_\_



MEMORANDUM OF UNDERSTANDING  
California School Employees Association  
and its Scott Valley Chapter #859 (CSEA)  
and the  
Scott Valley Unified School District (District)  
Early Notification Incentive

The parties agree the District offers payment of 25% of regular annual base salary as an early notification incentive for the 2022-2023 school year.

THEREFORE, The District and CSEA agree on the following criteria for eligibility for the incentive:

- Unit member must retire and resign from the district
- Unit member must be at least 50 years old
- Unit member must have worked for the district at least ten (10) years as of retirement date
- Retirement date must be after completion of unit members work year per their *Notice of Employment* but no later than June 30, 2023
- Available to up to three (3) unit members who submit a letter to the district office
- Interested unit members must submit a *letter by hand* to the district office prior to 4 p.m. on Monday, February 6, 2023. The letter should state: 1) they will be resigning and retiring, 2) the effective date of retirement, and 3) they wish to apply for the early notification incentive.
- Unit members receiving the incentive may elect to be paid in either July, 2023 or January, 2024 and must notify the district of their election by June 15, 2023.

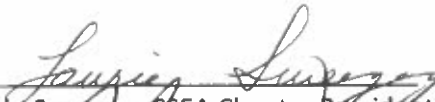
This Memo of Understanding shall not be construed as a past or ongoing practice.

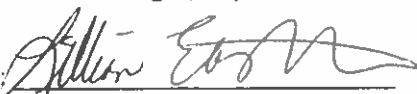
This agreement is in accordance with state and federal laws, education code provisions and the Collective Bargaining Agreement.

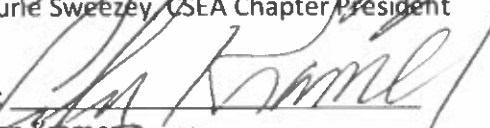
SCOTT VALLEY UNIFIED SCHOOL DISTRICT

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS CHAPTER NO. 859

By:   
Micheline G Miglis, Superintendent

By:   
Laurie Sweezey, CSEA Chapter President

By:   
Lillian Eastlick, CBO

By:   
Alan Kramer

Dated: 2/2/23

By:  2/2/23  
Eric Yerkes, CSEA Labor Representative

Date of Board Ratification: \_\_\_\_\_