AGENDA

NO CLOSED SESSION
OPEN SESSION 6:30 PM

MASKS REQUIRED FOR ALL IN-PERSON ATTENDEES

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Board of Trustees meetings are meetings of the Board in public, as per the Brown Act open meeting law. All five Board Members may not have discussion outside an open meeting. This meeting is their opportunity to have discussion in order to conduct their business. Board Meetings are not meetings for the public to interact informally with the Board. Members of the public may speak formally to the Board by completing a speaker card and giving it to the Board Clerk or Communication Specialist.

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1. CALL TO ORDER

2. BOARD MEMBERS
   [ ] Kandi Thompson, Board President
   [ ] Deborah Pulskamp, Board Clerk
   [ ] James Marzano
   [ ] Julia Burns
   [ ] James Whitaker
   [ ] Preston Smith, Student Board Member
   [ ] Ryan Billingsley, Student Board Member
3. ROLL TAKEN BY THE SECRETARY TO THE GOVERNING BOARD

4. ADDITIONS/DELETIONS OR CORRECTIONS TO THE AGENDA

5. PRESENTATIONS AND RECOGNITIONS

6. PLEDGE OF ALLEGIANCE

7. EMPLOYEE ORGANIZATIONS (Approximately 20 minutes)

1. Amador County Teachers Association (ACTA) (Mr. Hunkins)

2. California School Employees Association (CSEA) (Ms. Martz)

8. PUBLIC COMMENTS ON AGENDA ITEMS (Approximately 20 minutes maximum)
   A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits. Individual speakers shall be allowed three minutes to address the Board on non-agenda items. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. NOTE: If you wish to address the Board please complete a speaker card and give it to the Board Clerk or Communications Specialist.

9. CONSENT AGENDA (Approximately 10 minutes)
   The Board of Trustees received these items under separate cover as an addendum. Public copy available during regular Board meeting and on the district website.

1. Minutes
   a. Board Meeting 1/12/22

2. Personnel (Mr. Critchfield)
   a. Current Personnel Recommendations

   b. Memorandum of Understanding (MOU) between the Amador County Unified School District (ACUSD) and the California School Employees Association #239 (CSEA #239) (Mr. Critchfield)

   c. Memorandum of Understanding (MOU) between the Amador County Unified School District (ACUSD) and the Amador County Teachers Association (ACTA) TRACS
3. Business (Mr. Critchfield)
   a. Warrants issued between 1/1/2022 and 1/20/2022

4. Educational Services (Mr. Snider)
   a. School Accountability Report Card

5. Donations

6. Overnight Field Trip Requests

10. DISCUSSION/ACTION ITEMS

1. Updates to CDPH Guidance/ Mandates Related to COVID-19 and ACUSD Health and Safety Plan During COVID-19 for a Safe Return for the 2021-2022 School Year (As Needed) (Mr. Snider)
   This will be a standing agenda item throughout the year as we will need to update the Board of Trustees on CDPH mandates and guidance that could require modifications to our health and safety plan. All updates are noted in the safety plan in red font. Once approved by the Board, it will be updated on the ACUSD Website under COVID-19 Dashboard.

2. New E-Rates (Mr. Critchfield)
   The schools and libraries universal service support program, commonly known as the E-rate program, helps schools and libraries to obtain affordable broadband. On December 11, 2014, the FCC took the next step in modernizing the E-rate program, by adopting the Second E-rate Modernization Order, which sets out to maximize options for schools and libraries seeking to purchase high-speed broadband and adjusting the E-rate spending cap.

3. Turf Conversion Contract (Mr. Critchfield)
   Safety and accessibility are two of the most important facilities priorities for the district. The stadium fields at both high schools undergo constant strain from numerous factors including the implementation of winter soccer 5 years ago along, the importance of physical education programs, heavy field use during football season, and used by many community organizations. Numerous game cancelations have occurred during the last 5 years as Amador and Argonaut are the only schools in the Mother Lode League that do not have synthetic turf fields.

   As part of field maintenance and athletics, the district spends approximately $22,000 per year on field paint and fertilizer and $32,000 on watering both fields. This does not include the countless labor hours spent maintaining and repairing the fields to make them as safe and playable as possible. Approximately every 5 years the fields need full sod replacements which can cost from $150,000 to $200,000.

   The proposed synthetic turf field and drainage system is the best available technology for
student safety and accessibility. Both fields will be renovated with a completely new underground drainage system capable of handling heavy downpours. The fields will also include a shock pad underlayment also known as a “concussion pad” that has proven to soften the field in such a way as to help prevent head injuries. The synthetic turf is woven, not glued, with a recommended infill known as “green play”. This type of turf is the most durable available and will last 15 or more years while the shock pad and drainage system will last 50 years. The green play infill is an all-natural product made of cork and coconut husk that helps keep the field much cooler and cleaner than rubber pellets.

This project price is set through the California Multiple Award Schedules saving the district time and money on the public bidding process. If approved work will begin in February with an estimated completion date of June.

4. Discussion Only - Draft Timeline for Potential Bond Measure (Mr. Critchfield)

A draft timeline for a school bond election to be held in November 2022, to be reviewed in open session.

11. REPORTS

1. Report from Superintendent (Dr. Gibson)

2. Reports and Remarks from Board Members

12. NEXT MEETING

ACUSD Regular Meeting: Wednesday, February 9, 2022, tentatively scheduled to be held at the Amador County Administration Building, 810 Court St., Jackson, CA. Open Session will start at 6:30 p.m.

13. ADJOURNMENT

* The Amador County Unified School District complies with the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent’s Office by calling (209) 257-5353. All efforts will be made for reasonable accommodations.

* Any writings or documents that are provided to the governing board in open session will be made available for public inspection at the meeting or at the Amador County Public Schools District Office located at 217 Rex Avenue, Jackson, CA during normal business hours. Please note that business hours have changed due to COVID-19. If you are need of a hard copy of the agenda, please email the Communication Specialist at adam.cranfill@acusd.org

The Board may not take action on any item which is not on this agenda, except when (1) an emergency situation exists, (2) there is need to take immediate action and the need for the action came after posting, or (3) the item was posted for a prior meeting within specified time limits. [Government Code §54954.2]
MEETING MINUTES

CLOSED SESSION 5:30 PM
OPEN SESSION 6:30 PM

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Attendees

Voting Members
Julia Burns, Board Member
James Marzano, Board of Trustees Member
Deborah Pulskamp, Board of Trustees Clerk
Preston Smith, Student Board Member
Kandi Thompson, Board of Trustees President
Jim Whitaker, Board Member
Ryan Billingsley, Student Board Member
1. CALL TO ORDER

2. BOARD MEMBERS

3. ROLL TAKEN BY THE SECRETARY TO THE GOVERNING BOARD

4. PUBLIC COMMENTS ON CLOSED SESSION

5. CLOSED SESSION


   4. Public Employee Discipline/Dismissal/Release (Gov Code 54957)

6. RECONVENE TO OPEN SESSION/REPORT ON CLOSED SESSION

7. ADDITIONS/DELETIONS OR CORRECTIONS TO THE AGENDA

8. PRESENTATIONS AND RECOGNITIONS

9. PLEDGE OF ALLEGIANCE

10. EMPLOYEE ORGANIZATIONS (Approximately 20 minutes)

    1. Amador County Teachers Association (ACTA) (Mr. Hunkins)

    2. California School Employees Association (CSEA) (Ms. Martz)

11. PUBLIC COMMENTS ON AGENDA ITEMS (Approximately 20 minutes maximum)

12. CONSENT AGENDA (Approximately 10 minutes)

   Motion made by: James Marzano
   Motion seconded by: Deborah Pulskamp
   Voting:
   Unanimously Approved
1. Minutes
   a. Board Meeting 12/13/21

2. Personnel (Mr. Vicari)
   a. Current Personnel Recommendations

3. Business (Mr. Critchfield)
   a. Warrants issued between 12/1/2021 and 12/31/2021

4. Educational Services (Mr. Snider)
   a. School Safety Plans
   b. Williams Act Quarterly Report

5. Surplus

6. Donations

7. Overnight Field Trip Requests

13. DISCUSSION/ACTION ITEMS

1. Updates to CDPH Guidance/ Mandates Related to COVID-19 and ACUSD Health and Safety Plan During COVID-19 for a Safe Return for the 2021-2022 School Year (As Needed) (Dr. Gibson/Mr. Snider)
   Motion made by Thompson to begin vaccinating all staff.
   Seconded by Marzano.
   Unanimous.

   Motion made by: Kandi Thompson
   Motion seconded by: Julia Burns
   Voting:
   Julia Burns - Yes
   James Marzano - No
   Deborah Puskamp - Yes
   Preston Smith - Yes
   Kandi Thompson - Yes
   Jim Whitaker - Yes
   Ryan Billingsley - Yes
2. Approval of Contract for Bond Financial Consulting- East Shore (Mr. Critchfield)
   Motion made by: James Marzano
   Motion seconded by: Jim Whitaker
   Voting:
   Unanimously Approved

3. Resolution ACUSD 21/22-014 Authorizing the Filing of Documents under the State School Facility Program (Mr. Critchfield)
   Motion made by: Jim Whitaker
   Motion seconded by: Preston Smith
   Voting:
   Unanimously Approved

4. Board Policy Updates
   Motion made by: James Marzano
   Motion seconded by: Julia Burns
   Voting:
   Julia Burns - Vote Not Recorded
   James Marzano - Vote Not Recorded
   Deborah Pulskamp - Vote Not Recorded
   Preston Smith - Vote Not Recorded
   Kandi Thompson - Vote Not Recorded
   Jim Whitaker - Vote Not Recorded
   Ryan Billingsley - Vote Not Recorded

   a. Board Policy 6164.4 - Children with Disabilities Enrolled by their Parents in Private School (Ms. Crumpacker)

   b. Board Policy 6164.41 - Board Policy 6164.4 - Identification and Evaluation of Individuals for Special Education (Ms. Crumpacker)

5. 2021-2022 School Calendar Update
   Motion made by: Julia Burns
   Motion seconded by: Deborah Pulskamp
   Voting:
   Unanimously Approved

6. Mental Health Therapist - Job Description Update (Mr. Snider)
   Motion made by: Jim Whitaker
   Motion seconded by: Julia Burns
   Voting:
Unanimously Approved

7. California School Employees Association Chapter 239 (CSEA) Sunshine Proposal to Amador County Unified School District (ACUSD) for the 2021-2024 School Years Successor Agreement (Mr. Vicari)

Motion made by: Deborah Pulskamp
Motion seconded by: James Marzano
Voting: Unanimously Approved

8. Hearing and Public Comment Regarding the Amador County Unified School District (ACUSD) and California School Employee Association's Chapter 239 (CSEA) Initial Proposals Regarding Successor Contract Collective Bargaining Negotiations for 2021-2024 (Mr. Vicari)

Motion made by: James Marzano
Motion seconded by: Preston Smith
Voting: Unanimously Approved

9. Temporary Certificated Substitute Salary Schedule Update

Motion made by: Deborah Pulskamp
Motion seconded by: James Marzano
Voting: Unanimously Approved

14. REPORTS

1. Report from Superintendent (Dr. Gibson)

So excited to announce we received an email from the state to clear us from one of our disproportionalities for our special ed review. When we brought this up in October, our director has been working with CDE to clear things up. Staff and teachers have helped us mend all of that and get us on the right path. The WestEd contract is rolling out with the special ed piece and rolling out a survey soon. Then working to set up virtual interviews, then in March we can have the report. The plan for that report is to help us in our strategic planning meetings. And take that info from west ed and help drive the info for the strategic planning on March 28 and 29. We’ll have close to 100 people involved in that process, multiple stakeholder groups. We are doing a ton of work behind the scenes to help us move forward as an organization and to help our kids and staff. That strategic plan, as we craft it and finish in May, gives us a launchpad as we go into fall. We’re so excited about that.

2. Reports and Remarks from Board Members

Billingsley- Argonaut held multiple parades after the football team became state champions. Thanks to Ione El, Ione fire department, Jackson fire department, and everyone else who helped in the parades. Sports have been going excellently. Boys basketball got 2nd in their tournament. Next week is the basketball big game. It’ll be good to see a normal big game happening. Girls soccer and tennis have been
going well. Spring sports have begun, Argonaut high school is doing great.

Smith- Very impressed with the Argonaut community coming together, and I'm proud of them. We did lose to Argonaut in soccer. Soccer has been doing great, better this year. Wrestling, skiing, basketball are going well. Dealing with COVID a lot at Amador high school, it's running rampant through our school right now. Sports are going well, band and drama are going. Winter formal dance on the 29th soon. I'm in the process of planning our prom and everything going so well.

Whitaker- I made it down to Ione for the parade for football. It was very well attended. It was a wonderful event. Looking forward to getting out and seeing what's going on in other places.

Burns- I don't have much. Drama had their big performances before the break. Also, we had the parent's night in junior for the big move to high school. I'm happy that some events are still in person and happening. Oh, it's been postponed. It's such a big jump from jr high to high school and its important to smooth that transition. Happy new year.

Marzano- Student board members said all of it, Whitaker mentioned the Ione parade. I got to tag along with the parade routes. Great to see the community come to support the boys was pretty impressive. Seeing the elementary schools and kids was awesome. Their eyes lit up seeing the high school football team. Heartwarming to see. Happy football retirement to coach Davis. He's been a big part of that mustang program and interesting to see how he sits on his hands during football season. Happy football retirement coach Davis.

Pulskamp- Thank Dr. Gibson and the cabinet for their hard work regarding the COVID guidelines that are driving everybody insane. Acknowledge the extra work our school site staff is going through bc of these guidelines. This affects every single staff member and consequently affects every single kid. Let all the staff know I recognize and appreciate all the extra work you've been doing this school year and prior.

Thompson- How very appreciative I am of the staff and the cabinet and the board and everyone for keeping our doors open. Under different administration, that might not have happened. I'm glad that's our focus. And being able to play sports is very important. It's a huge community effort from families to students to staff. Special thank you to the bus drivers. I know they've been short-staffed and appreciative of everyone stepping up to get our kids to school safely. Grateful we got to see our foreign exchange student who spent Christmas with us. Fun for him to come back, he had a huge impact on his community. Hope we see a lot of positive changes this year.

15. NEXT MEETING

16. ADJOURNMENT
NEW POSITIONS
Classified Management
Certificated - Administrative
Certificated
Classified

ELIMINATED POSITIONS
Classified Management

NEW HIRES, TRANSFERS, LEAVES: CERTIFICATED
Certificated Administrative - New Hire
Certificated Administrative – Voluntary Transfer
Certificated - New Hire
Certificated - Voluntary Transfer
Certificated - Additional Duties
Certificated - New Temporary Hire 2021-2022 School Year

Certificated – Retirement
Janet DeLeo, Elementary Teacher, 1 FTE, Jackson Elementary, effective June 4, 2022

Certificated – Resignation
Joselyne Gonzalez, School Counselor, 1 FTE, Jackson Elementary & Jackson Junior High, effective June 30, 2022

Certificated - Unpaid Leave
Coaches Fall 2021-2022

NEW HIRES, TRANSFERS, LEAVES: CLASSIFIED
Classified – Administrative New Hire
Classified – Revised State Date

Classified - New Hire
Crystal Hedger, Instructional Aide SPED, 6 hours/11 months, Argonaut High School, effective February 7, 2022
Julie Whitmore, Instructional Aide SPED, 5 hours/11 months, Pioneer Elementary, effective January 27, 2022
Teri Tubick, Maintenance Worker I, 8 hours/12 months, Jackson Junior High, effective February 1, 2022
Jennifer Calestini, Recess/yard duty, 1 hour/11 months, Jackson Elementary, effective January 27, 2022
**Classified - Promotion**
Brandie Norris, Bus Driver, 7.25 hours/11 months, Transportation, to Lead Bus Driver, 8 hours/12 months, Transportation, effective February 1, 2022
Monica Rodriguez, Bus Driver, 7.75 hours/11 months, Transportation, to Driver/Trainer, 8 hours/11 months, Transportation, effective February 1, 2022
Marlin Gomez, Food Service Worker I, 2.5 hours/11 months, Argonaut High School, to Food Service Worker III, 6 hours/11 months, Argonaut High School, effective February 1, 2022

**Classified – Transfer Voluntary**
Jennifer Aguiar, Instructional Aide Sped, 5 hours/11 months, Pioneer Elementary, to Instructional Aide-Intervention, 3.75 hours/11 months, Pioneer Elementary, effective January 4, 2022
Vincent Motto, Night Custodian, 8 hours/12 months, Ione Junior High to Night Custodian, 8 hours/12 months, Jackson Junior High, effective January 24, 2022

**Classified – Unpaid Leave of Absence**

**Classified – Increase of hours**

**RESIGNATIONS/RETIREMENT/RELEASE**

**Certificated – Resignation**

**Classified – Resignation**
Lori Larson Scholtes, Library Clerk, 2.5 hours/11 months, Plymouth Elementary, effective January 6, 2022
Joseph Grimes, Night Custodian, 8 hours/12 months, Pine Grove Elementary and Pioneer Elementary, effective January 14, 2022

**Classified Released during Probation**
Employee 403113 released during probation, effective January 10, 2022

**Certificated – Retirement**

**Classified – Retirement**

**Fiscal Implications**
N/A

**Recommendation**
Approve Human Resources Consent Agenda

**Presented by**
Jared Critchfield, Assistant Superintendent, Business Services
9. 2. b. Memorandum of Understanding (MOU) between the Amador County Unified School District (ACUSD) and the California School Employees Association #239 (CSEA #239) (Mr. Critchfield)

**Background Information**

This MOU specifically addresses concerns regarding uniforms for the Maintenance Department. The District and CSEA recognize the importance of having Work Shirts and T Shirts to unit members in Ground, Maintenance, Custodial and Transportation for unit members use throughout the work year.

**Fiscal Implications**

This eliminates the monthly shirt rentals and is an overall cost savings for the District.

**Recommendation**

Superintendent Gibson recommends approval of this MOU by the Board of Trustees.

**Presented by**

Jared Critchfield, Assistant Superintendent of Business Services
9. 2. c. Memorandum of Understanding (MOU) between the Amador County Unified School District (ACUSD) and the Amador County Teachers Association (ACTA) TRACS

Background Information

There was outdated contract language in this MOU regarding employees utilizing TRACs. Now that employees are opting out of our health insurance, it previously eliminated those employees from participating in TRACs. We worked together with teachers so that employees opting out of health insurance can still participate in TRACs.

Fiscal Implications

N/A

Recommendation

Superintendent Gibson recommends approval of this MOU by the Board of Trustees.

Presented by

Jared Critchfield, Assistant Superintendent of Business Services
Fiscal Implications
See Warrants.

Recommendation
Superintendent Gibson recommends approving these Warrants.

Presented by
Jared Critchfield, Assistant Superintendent of Business Services

Supporting Documents

ACUSD Warrants through 1-20-22
# Board Report

**Checks Dated 01/04/2022 through 01/19/2022**

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The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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040 - Amador County Unified School District

Payroll 1/1/2022 - 1/20/2022: $193,561.66

Board Meeting Date January 26th, 2022

Generated for Haley Maciel (HMACIEL), Jan 20 2022  1:42PM

Page 1 of 10
### Board Report

**Checks Dated 01/04/2022 through 01/19/2022**

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### Board Report

**Checks Dated 01/04/2022 through 01/19/2022**

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## Board Report

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The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.
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### Board Report

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The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Generated for Haley Maciel (HMACIEL), Jan 20 2022 1:42PM
## Checks Dated 01/04/2022 through 01/19/2022

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<table>
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<th>Check Number</th>
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## Board Report

### Checks Dated 01/04/2022 through 01/19/2022

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9. 4. a. School Accountability Report Card

Background Information
California Education Code requires all public schools receiving state funding to prepare and distribute a School Accountability Report Card (SARC) each year. The purpose of the report card is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals. The public may also use a SARC to evaluate and compare schools on a variety of indicators. Specifically, Education Code requires that the SARC contain all of the following:

- Demographic data
- School safety and climate for learning information
- Academic data
- School completion rates
- Class sizes
- Teacher and staff information
- Curriculum and instruction descriptions
- Postsecondary preparation information
- Fiscal and expenditure data

The SARCs were provided to the Board under a separate cover and pending board approval will be available for public viewing on the school district’s website at www.amadorcoe.org as well as on the California Department of Education’s SARC website at http://www.sarconline.org.

Fiscal Implications
N/A

Recommendation
The Superintendent recommends approval of the School Accountability Report Cards.

Presented by
Sean Snider, Assistant Superintendent, Educational Services
9. 5. Donations

Background Information
See Donations.

Fiscal Implications
See Donations.

Recommendation
Superintendent Gibson recommends approving these donations.
Presented by
Jared Critchfield, Assistant Superintendent of Business Services.

Supporting Documents

- Pioneer Donation 1.26.22
Date: 1/6/2022
School Site / Department: Pioneer Elementary School
Name of person completing this form: Tina Lowery
Description of Gift / Contribution: $675.00 from bake sale towards 6th grade science camp
No goods or services were provided by Amador County Public Schools in return for the contribution.
Does the gift/contribution require Maintenance Department services for installation? ☒ Yes □ No

If yes, Maintenance Department completes this section.
   Required materials for installation: 
   Labor costs of installation: 
   Total: **
   Maintenance Director’s Signature: ________________________________

Name ofDonee/Contributor: Alyssa Siegman
Mailing Address: 18228 Crystal Ridge Ct
Town: Pioneer Zip: 95666
Telephone No.: 209-418-9008

Have you acknowledged receipt of gift/contribution with a thank you letter? ☒ Yes □ No
(If yes, please attach a copy of thank you letter.)

**Note: If maintenance and material costs for installation are unbudgeted or prohibitively high, the Superintendent may recommend Board rejection of the gift/contribution.
January 6, 2022

Alyssa Siegman
18228 Crystal Ridge Ct.
Pioneer, CA 95666

Dear Alyssa,

Thank you so much for organizing the bake sale during the Mace Meadows Light Parade, which raised $675.00 towards our science camp fund. This contribution allows for us to give students the opportunity to experience the learning of science in a whole new way.

Our 6th graders are excited to attend science camp at Sly Park in March. Your hard work and dedication for our students is greatly appreciated. Thank you for your partnership and we hope it will continue in the future.

Sincerely,

Carmen Glaister
Principal
9. 6. Overnight Field Trip Requests

Background Information
See Field Trip Request Forms.

Fiscal Implications
N/A

Recommendation
Superintendent Gibson recommends approving this.

Presented by
Mr. Critchfield, Assistant Superintendent, Business Services

Supporting Documents

Argo FFA Overnight Field Trip 2022
OVERNIGHT FIELDTRIP REQUEST FORM

For the Board Meeting Dated: 1/26/2022

School: Argonaut HS
Date of Request: 1/12/2022

Departure Date: 05/07/2022
Return Date: 05/08/2022

Departure Time: 6:00 am
Return Time: 1:00pm

Destination of Trip (Location and City): Cal Poly, San Luis Obispo

Purpose of Trip: State FFA Finals - Agriculture Issues Team, Farm Power Team, BIG Team

Name of Sponsoring Organization: California FFA Association

Source(s) of Funds for Trip: Ag Incentive Grant, Student Funding, Ag Booster Support

Name of Fieldtrip Director/Instructor: Angela Mayfield

Number of Students: 12-15
Grade Level: 9-12
Number of Chaperones: 2-3

Names of Chaperones: Angela Mayfield, Nolan McKeown

Mode of Travel (circle one): School Bus Chartered Bus Van Plane Train
Private Vehicle (Insurance on file: Yes No)

Name and Address of Overnight Accommodations: Contract pending. Update will be
provided to admin pending contract approval

Instructor's Signature: [Signature]
Date: 1/12/2022

Site Administrator: [Signature]
Date: 1/12/22

* NOTE: This form needs to be submitted to the Superintendent's Office at least 1 week prior to the scheduled Board meeting before the planned trip.
AMADOR COUNTY PUBLIC SCHOOLS

OVERNIGHT FIELDTRIP REQUEST FORM

For the Board Meeting Dated: 1/26/2022

School: Argonaut  Date of Request: 01/12/2022

Departure Date: March 26, 2022  Return Date: March 29, 2022
Departure Time: 3:00 pm  Return Time: 1:00 pm
Destination of Trip (Location and City): Sacramento, CA

Purpose of Trip: California FFA Association, State FFA Leadership Conference

Name of Sponsoring Organization: California FFA Association

Source(s) of Funds for Trip: Ag Incentive Grant, Student Funding and Ag Booster Support

Name of Fieldtrip Director/Instructor: Angela Mayfield

Number of Students: 20-30  Grade Level: 9-12
Number of Chaperones: 2-3

Names of Chaperones: Angela Mayfield, Nolan McKeown

Mode of Travel (circle one): School Bus  Charter Bus  Van  Plane  Train
Private Vehicle (Insurance on file: Yes  No)

Name and Address of Overnight Accommodations: 

Contract Pending in Sacramento. Update will be provided to admin pending contract approval.

Instructor’s Signature:
Date: 1/12/2022

Site Administrator:
Date: 1/12/22

* NOTE: This form needs to be submitted to the Superintendent’s Office at least 1 week prior to the scheduled Board meeting before the planned trip.
AMADOR COUNTY PUBLIC SCHOOLS

OVERNIGHT FIELDTRIP REQUEST FORM

For the Board Meeting Dated: 1/26/2022

School: Argonaut HS  Date of Request: 1/12/2022

Departure Date: 05/07/2022  Return Date: 05/08/2022
Departure Time: 6:00 am  Return Time: 1:00pm
Destination of Trip (Location and City): Cal Poly, San Luis Obispo

Purpose of Trip: State FFA Finals - Agriculture Issues Team, Farm Power Team, Big Team
Name of Sponsoring Organization: California FFA Association
Source(s) of Funds for Trip: Ag Incentive Grant, Student Funding, Ag Booster Support
Name of Fieldtrip Director/Instructor: Angela Mayfield

Number of Students: 12-15  Grade Level: 9-12
Number of Chaperones: 2-3

Names of Chaperones: Angela Mayfield, Nolan McKeown

Mode of Travel (circle one): School Bus  Charter Bus  Van  Plane  Train
Private Vehicle  (Insurance on file: Yes  No)

Name and Address of Overnight Accommodations: Contract pending. Update will be provided to admin pending contract approval

Instructor's Signature: [Signature]  Date: 1/12/2022
Site Administrator: [Signature]  Date: 1/12/22

* NOTE: This form needs to be submitted to the Superintendent's Office at least 1 week prior to the scheduled Board meeting before the planned trip.
For the Board Meeting Dated: 1/26/2022

School: Argonaut  Date of Request: 01/12/2022

Departure Date: March 26, 2022  Return Date: March 29, 2022
Departure Time: 3:00pm  Return Time: 1:00pm
Destination of Trip (Location and City): Sacramento, CA

Purpose of Trip: California FFA Association, State FFA Leadership Conference
Name of Sponsoring Organization: California FFA Association
Source(s) of Funds for Trip: Ag Incentive Grant, Student Funding and Ag Booster Support
Name of Fieldtrip Director/Instruction: Angela Mayfield

Number of Students: 20-30  Grade Level: 9-12
Number of Chaperones: 2-3

Names of Chaperones: Angela Mayfield, Nolan McKeown

Mode of Travel (circle one): School Bus Charter Bus XVan Plane Train
Private Vehicle (Insurance on file: Yes  No)

Name and Address of Overnight Accommodations:

Contract Pending in Sacramento. Update will be provided to admin pending contract approval.

Instructor's Signature: [Signature]  Date: 1/11/2022

Site Administrator: [Signature]  Date: 1/12/22

* NOTE: This form needs to be submitted to the Superintendent's Office at least 1 week prior to the scheduled Board meeting before the planned trip.
Background Information

This will be a standing agenda item throughout the year as we will need to update the Board of Trustees on CDPH mandates and guidance that could require modifications to our health and safety plan. All updates are noted in the safety plan in red font. Once approved by the Board, it will be updated on the ACUSD Website under COVID-19 Dashboard.

Fiscal Implications

N/A

Recommendation

Superintendent Gibson recommends approving this.

Presented by

Sean Snider, Assistant Superintendent, Educational Services

Supporting Documents

ACUSD Health and Safety Plan during COVID-19 for Board Approval 1-26-22

Quick Summary / Abstract

This will be a standing agenda item throughout the year as we will need to update the Board of Trustees on CDPH mandates and guidance that could require modifications to our health and safety plan. All updates are noted in the safety plan in red font. Once approved by the Board, it will be updated on the ACUSD Website under COVID-19 Dashboard.
Health and Safety Plan During COVID-19
for a Safe Return to School
for the 2021-2022 School Year

Current as of January 26, 2022

On July 12, 2021, the California Department of Public Health (CDPH) published its updated guidance for K-12 schools for the 2021-2022 school year. The foundational principle of this guidance is that all students must have access to safe and full in-person instruction and to as much instructional time as possible. This plan is based on current guidance as of 2:00 pm on January 26, 2022, and is subject to change based on additional guidance issued by CDPH after this date and time.

The surest path to safe and full in-person instruction at the outset of the school year, as well as minimizing missed school days in an ongoing basis, is a strong emphasis on the following: vaccination for all eligible individuals to get COVID-19 rates down throughout the community; universal masking in schools, which enables no minimum physical distancing, allowing all students access to full in-person learning, and more targeted quarantine practices, keeping students in school; and access to a robust COVID-19 testing program as an available additional safety layer. Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are fully implemented. This is consistent with the Centers for Disease Control (CDC) K-12 School Guidance.

Masks are one of the most effective and simplest safety mitigation layers to prevent in-school transmission of COVID-19 infections and to support full time in-person instruction in K-12 schools. COVID-19 is transmitted primarily by aerosols (airborne transmission), and less frequently by droplets. Physical distancing is generally used to reduce only droplet transmission, whereas masks are one of the most effective measures for source control of both aerosols and droplets. Therefore, masks best promote both safety and in-person learning by reducing the need for physical distancing. Additionally, under the new guidance from the CDC, universal masking also permits modified quarantine practices under certain conditions in K-12 settings, further promoting more instructional time for students.
CDPH will continue to assess conditions on an ongoing basis, and will determine no later than November 1, 2021, whether to update mask requirements or recommendations. Indicators, conditions, and science review will include vaccination coverage status, consideration of whether vaccines are available for children under 12, community case and hospitalization rates, outbreaks, and ongoing vaccine effectiveness against circulating variants of COVID, in alignment with the CDC-recommended indicators to guide K-12 school operations.

On October 21, 2021, a joint statement issued by California Health and Human Services Agency Secretary Dr. Mark Ghaly, and California Department of Public Health Director and State Public Health Officer Dr. Tomás Aragón, reaffirmed the state’s approach to preventing COVID-19 in schools and protecting our students’ health – continuing the state’s successful masking requirements in K-12 settings. “Due to these considerations, California is reaffirming its current approach to COVID-19 prevention and containment in schools and will continue to maintain the universal indoor mask mandate in K-12 schools and will continue to monitor conditions through the winter.”

This guidance is designed to enable all schools to offer and provide full in-person instruction to all students safely, consistent with the current scientific evidence about COVID-19, even if pandemic dynamics shift throughout the school year, affected by vaccination rates and the potential emergence of viral variants.

This guidance includes mandatory requirements, in addition to recommendations and resources to inform decision-making. Stricter guidance may be issued by local public health officials or other authorities.


**Safety Measures for California’s K-12 Schools**

1. **Masks**
   a. Masks are optional outdoors for all students and staff in K-12 school settings. Because of this, teachers are encouraged to find an outdoor space to conduct class as much as possible to minimize the amount of time masks are required.
b. K-12 students are required to mask indoors, with limited exemptions per CDPH face mask guidance. Adults in K-12 school settings are required to mask when sharing indoor spaces with students.

c. Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

d. Schools must develop and implement local protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.

e. Consistent with guidance from the 2020-21 school year, schools must develop and implement local protocols to enforce the mask requirements. Additionally, schools should offer alternative educational opportunities for students who are excluded from campus because they will not wear a face covering, including independent study.

f. In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.

For students who are not exempt from wearing a face covering per the CDPH Face Coverings Guidance updated August 2, 2021 section titled, “Safety Measures for K-12 Schools – Item #1: Masks”, the following enforcement process will apply:

- Students will be redirected by staff any time a mask is not worn, or not worn properly, while indoors on school property.
- Students refusing to wear a mask after being redirected by a staff member to do so, or after being provided a mask by a staff member, will be referred to the office for consultation. A staff member will meet with the student and review all CDPH guidelines and emphasize proper mask wearing requirements.
- If a student continues to not follow redirection after meeting with school staff, a meeting with the principal, parent and student will be scheduled immediately.
- Students continuing to refuse to wear a mask after the parent conference will have the following options - Option 1: Go through the Mask Exemption Process if applicable, or Option 2: Enroll in the district’s Independent Study/Virtual Learning program option (see details below).

<table>
<thead>
<tr>
<th>Option 1:</th>
<th>Option 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mask Exemption Process per CDPH Guidance for K-12 Schools - Safety Measures- Masks</strong></td>
<td>Enroll in the district’s Independent Study/Virtual Learning program</td>
</tr>
<tr>
<td>● Certain students with mental health or medical conditions, and disabilities may be exempt from the mask requirement.</td>
<td>● Contact school site administration for enrollment:  ○ TK-6 - John Hawley at Pine Grove Virtual Academy; 296-2800 or <a href="mailto:jhawley@acusd.org">jhawley@acusd.org</a>  ○ 7-12 - Kelly Hunkins at North Star Academy; 257-5100 or <a href="mailto:khunkins@acusd.org">khunkins@acusd.org</a></td>
</tr>
<tr>
<td>● Parent obtains the Student Mask Exemption Request Form to begin the process for mask exemption while at school.</td>
<td></td>
</tr>
<tr>
<td>● Parent takes form to student’s licensed physician to complete.</td>
<td></td>
</tr>
</tbody>
</table>
- Per CDPH guidance on August 6, 2021, a licensed physician must provide authorization in order for a student to have an approved mask exemption.
- Until the request form process is fully approved and completed, students attending in person learning will be required to wear a face covering, or parents have the option to have their child(ren) attend the Independent Study/Virtual Learning program option while going through the mask exemption process.
- The Mask Exemption Process will be as follows:
  - Parents will request the COVID-19 Student Mask Exemption Form from their school site office.
  - Once a parent provides a completed Student Mask Exemption Request Form from a licensed physician, the parent will bring the form to school site for processing. Exemption exists if a licensed physician determines one of the following is met:
    - The student is under the age of 2
    - The student has a medical condition
    - The student has a mental health condition
    - The student has a communication disability
    - The student’s learning is inhibited because they are hearing impaired
  - If the student is found to be exempt from wearing a face covering, it will be determined if an alternative face covering (such as a face shield with a drape) can be used by the student.
  - Once the process has been completed, the approved COVID-19 Student Mask Exemption Form will be provided to the teacher(s) of record for the student and the school administrator for that student.
Mask Exemption Process Flowchart

Has the student provided a request for exemption OR is the student refusing to wear a face covering and will not wear one provided to them OR does the student have a 504 or IEP and is incapable of wearing a face covering for the full school day

ALL STUDENTS 2 YEARS OLD AND ABOVE MUST WEAR A FACE COVERING

EXEMPTION REQUEST FORM
Parent requests a licensed physician’s approval for a face mask exemption while at school. Can student wear an alternative face covering?

YES
Parent obtains the exemption form and receives approval from a licensed physician for full exemption. Student wears mask or enrolls in District’s alternative program until an approved exemption is provided to the school.

NO
Parent obtains the exemption form and receives approval from a licensed physician to wear an alternative face covering. Student wears mask or enrolls in District’s alternative program while approval from a licensed physician is being obtained.

REFUSAL TO WEAR FACE COVERING
Review process in the health and safety plan for protocols. Does student have exemption approved?

YES
Begin Exemption Request Form process.

NO
Exclude from in person instruction and offer an alternative educational opportunity.

504 or IEP
Student has not submitted an exemption and is incapable of wearing a face covering for the full school day.

Parent contacts school administration to convene a 504/IEP meeting if eligible. Team will review protocols and use the Exemption Request Form for district and school tracking.
The term “close contact” in this document means the following: within 6’ for 15 cumulative minutes or more, in a 24 hour period while indoors.

- If there is an exposure in the classroom the following must occur per CDPH and ACPH:
  - Any student not wearing a mask, who was a close contact with an individual who was also not wearing a mask and has a positive COVID-19 test must:
    - Not attend in-person instruction and quarantine for all extra-curricular activities at school, including sports, and activities within the community setting
    - Remain in quarantine until after day 10 from the date of last exposure without testing, OR
    - Remain in quarantine until after day 7 if a COVID-19 test is completed on or after day 5 from the date of last exposure, and tests negative.
  - Any student not wearing a mask, who was a close contact with an individual who was wearing a mask and has a positive COVID-19 test must:
    - Not attend in-person instruction and quarantine for all extra-curricular activities at school, including sports, and activities within the community setting
    - Remain in quarantine until after day 10 from the date of last exposure without testing, OR
    - Remain in quarantine until after day 7 if a COVID-19 test is completed on or after day 5 from the date of last exposure, and tests negative.
  - Any student wearing a mask, who was a close contact with an individual who was not wearing a mask and has a positive COVID-19 test must:
    - Not attend in-person instruction and quarantine for all extra-curricular activities at school, including sports, and activities within the community setting
    - Remain in quarantine until after day 10 from the date of last exposure without testing, OR
    - Remain in quarantine until after day 7 if a COVID-19 test is completed on or after day 5 from the date of last exposure, and tests negative.
  - Any student wearing a mask, who was a close contact with an individual who was also wearing a mask and has a positive COVID-19 test may continue to attend school for in person instruction if they:
    - Are asymptomatic
    - Continue to appropriately mask as required
    - Undergo at least twice a week testing during the 10 day modified quarantine
    - Full quarantine applies for all extra-curricular activities at school, including sports, and activities within the community setting
    - Remain in modified quarantine until after day 10 from the date of last exposure without testing, OR
    - Remain in modified quarantine until after day 7 if a COVID-19 test is completed on or after day 5 from the date of last exposure, and tests negative.
  - Any staff member wearing a mask, who was a close contact with a student who was not wearing a mask and has a positive COVID-19 test may discontinue quarantine:
    - After day 10 from the date of last exposure without testing,
    - Continue to quarantine for all extra-curricular activities at school, including sports, and activities within the community setting
  - Any student or staff member who is within 90 days of a prior COVID positive test result does not need to quarantine after a repeat exposure to COVID within that time frame. They also are not advised to get re-tested UNLESS they develop symptoms after that known exposure.
● Any student or staff member who is a close contact and is fully vaccinated as verified by the district can:
  ○ Refrain from quarantine, wear a mask, and get tested 3-5 days following a known exposure, even if they remain asymptomatic
  ○ Students and parents must screen for symptoms each morning prior to arriving on campus, and stay home if symptoms are present

2. Physical Distancing
   a. Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with CDC K-12 School Guidance.

3. Health Screening:
   a. Passive (Self) Screening: Staff and students must self-screen for symptoms at home daily. This is called passive screening. If a person is sick or exhibits symptoms of COVID-19, they may not come to school and will follow Stay at Home and Return to School Requirements. Signs of illness include fever or chills (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea per CDC guidelines.

4. Ventilation Recommendations
   a. For indoor spaces, ventilation should be optimized, which can be done by following CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19 and Other Respiratory Infections: Considerations for Reopened Schools.

5. Recommendations for staying home when sick and getting tested:
   a. Follow the strategy for Staying Home when Sick and Getting Tested from the CDC.
   b. Getting tested for COVID-19 when symptoms are consistent with COVID-19 will help with rapid contact tracing and prevent possible spread at schools.
   c. Advise staff members and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
      i. At least 24 hours have passed since resolution of fever without the use of fever reducing medications; and
      ii. Other symptoms have improved; and
      iii. They have a negative test for COVID-19, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis, OR at least 10 days have passed since symptom onset.

6. Screening testing recommendations:
a. A robust testing program is one key strategy to allow schools to continue to remain open. Testing can modify quarantine as allowed under the K-12 School Guidance, and it also supports minimizing missed school days. As of October 18, 2021, testing is available at all school sites, free of charge for all students, employees, volunteers, and in certain cases, family members.

7. Case reporting, contact tracing and investigation
   a. Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.
   b. Each school should have a COVID-19 liaison to assist the local health department with contact tracing and investigation. The LEA should also have a lead liaison.

8. Quarantine recommendations for vaccinated close contacts
   a. For the purposes of this guidance, people are considered fully vaccinated: two weeks or more after they have received the second dose in a 2-dose series (Pfizer or Moderna), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).
   b. Close contacts who are fully vaccinated can:
      i. Refrain from quarantine and testing following a known exposure as long as they remain asymptomatic.
      ii. Following a known exposure at work, fully vaccinated workers do not need to quarantine if asymptomatic.

9. Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.
   a. When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:
      i. Are asymptomatic;
      ii. Continue to appropriately mask, as required;
      iii. Undergo at least twice weekly testing during the 10-day quarantine; and
      iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
   b. Schools should notify students (using the attached sample notification letter) who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace with someone with COVID-19 during their period of
infectiousness (2 days before they began having symptoms or tested positive, whichever is earlier) until they are released from isolation.

i. Notification should occur to "groups" of exposed students (e.g., classmates, teammates, cohorts, etc.) rather than contact tracing to identify individual "close contacts" (e.g., those within 6 feet).

ii. Notifications should be provided to all individuals considered exposed, including those who are vaccinated and/or recently infected.

c. Following an exposure notification, students may remain on campus if they wear a mask at all times indoors, and are recommended to test at least once a week, regardless of their vaccination status. Eating and drinking should be done outdoors whenever possible. Testing is available free of charge in every school office for all students and staff.

d. Any student that has been exposed who develops COVID symptoms must be excluded from campus and not return until COVID test is negative, 24 hours without fever, and symptoms improving, or they meet isolation clearance criteria if positive. Students with symptoms who do not test must be excluded from campus for 10 days.

e. Any students participating in unmasked sports or band are required to test twice weekly, regardless of exposure or their vaccination status.

f. Individuals who have a documented positive COVID-19 test in the prior 90 days are exempt from being tested, unless they develop symptoms. If symptoms develop, they should get an antigen test.

10. Quarantine recommendations for: unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in #9 above.

a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

   i. Students:

   1. Quarantine can end after Day 10 from the date of last exposure without testing; OR
   2. Quarantine can end after Day 7 if a diagnostic specimen is collected on or after Day 5 from the date of last exposure and tests negative.

   3. Schools should notify students (using the attached sample notification letter) who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace with someone with COVID-19 during their period of infectiousness (2 days before they began having symptoms or tested positive, whichever is earlier) until they are released from isolation.

   a. Notification should occur to "groups" of exposed students (e.g., classmates, teammates, cohorts, etc.) rather than contact tracing to identify individual "close contacts" (e.g., those within 6 feet).
b. Notifications should be provided to all individuals considered exposed, including those who are vaccinated and/or recently infected.

4. Following an exposure notification, students may remain on campus if they wear a mask at all times indoors, and are recommended to test at least once a week, regardless of their vaccination status. Eating and drinking should be done outdoors whenever possible. Testing is available free of charge in every school office for all students and staff.

5. Any student that has been exposed who develops COVID symptoms must be excluded from campus and not return until COVID test is negative, 24 hours without fever, and symptoms improving, or they meet isolation clearance criteria if positive. Students with symptoms who do not test must be excluded from campus for 10 days.

6. Any students participating in unmasked sports or band are required to test twice weekly, regardless of exposure or their vaccination status.

7. Individuals who have a documented positive COVID-19 test in the prior 90 days are exempt from being tested, unless they develop symptoms. If symptoms develop, they should get an antigen test.

ii. Staff:

1. Staff who are a close contact to someone who tested positive are now eligible for early release from quarantine after day 5 with a negative antigen test result that is completed at their school site on or after day 5, or by providing official results from another testing service or doctor to the school/district. Staff coming to school to test should be symptom free and may then return to school on or after day 6.
   a. Staff that are boosted or fully vaccinated but not yet booster eligible, do not need to quarantine, but must test on day 5.
   b. Per Cal OSHA and CDPH effective immediately, staff who are fully vaccinated and are currently booster-eligible, but have not yet received their booster, can test within 3-5 days after last exposure, if negative do not need to be excluded from work when asymptomatic.

2. Unvaccinated staff, including persons previously infected with Covid-19 within the last 90 days, can release from quarantine after day 5 with a negative antigen test result that is completed at their school site on or after day 5, or by providing official results from another testing service or doctor to the school/district. Staff coming to
school to test should be symptom free and may then return to school on or after day 6. If unable or choose not
to test and does not have symptoms can return to work after day 10.

b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
   i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
   ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avo

   avoiding crowds) through Day 14 from last known exposure.

c. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested, and contact their healthcare provider with any questions regarding their care.

**See appendix A for a flow chart about when students and staff must quarantine.

11. Quarantine Recommendations for Household Close Contacts

a. Students or staff who live in a household where someone has tested positive for COVID-19, who are up to date with their vaccine, and who do not have symptoms, do not need to quarantine. Students and staff who are not vaccinated or are not up to date with their vaccine must be excluded from school. These students or staff can get a PCR test for COVID-19 on or after day 10 since their first exposure to the positive individual. If the test is negative and they remain without symptoms, quarantine can end after Day 14.

b. Staff who are unvaccinated must be excluded from the workplace for at least 5 days after their last close contact with a person who has COVID-19. Exposed employees must test on day 5. Quarantine can end and exposed employees can return to the workplace after day 5 if symptoms are not present and a diagnostic specimen collected on day 5 or later tests negative.

c. Fully vaccinated students who are household contacts do not have to quarantine and may remain in school, unless they develop symptoms.

d. For unvaccinated students who are household contacts, they must quarantine at home and are recommended to get tested at or around day 5 from the day the first person in their household got sick, or if they develop symptoms.
   i. If the student tests positive, they change from quarantine to isolation.
   ii. If the student tests negative at day 5, they must remain in quarantine for another 5 days, for a total of 10 days from their first exposure to a contagious person. After 10 days from their first exposure, they must get tested, and may be released from quarantine after 10 days as long as that test is negative and they remain without symptoms.

e. Students (or staff) may be tested with either a supervised rapid antigen test or PCR.

12. Quarantine and testing Recommendations for individuals who have tested positive for COVID in the last 90 days
a. People who are within 90 days of their prior positive do not need to quarantine after a repeat exposure to COVID within that time frame, and are not advised to get re-tested UNLESS they develop symptoms after that known exposure.

13. Isolation recommendations

a. Both vaccinated and unvaccinated people who test positive for COVID-19 should immediately self-isolate. In the event a student or staff member tests positive, the scenario 3 letter (confirmed COVID case) will be sent home to the families of impacted students. The scenario 2 (close contact), and scenario 4 (follow-up to scenario 2-close contact) letters are discontinued effective the 2021-2022 school year.

b. Those who are **symptomatic** may discontinue self-isolation only under the following conditions:
   i. At least 10 days have passed since symptom onset; AND
   ii. All students and staff who test positive regardless of their vaccination status, are eligible for release from isolation after day 5 with a negative antigen test result done at the school on or after day 5, or by providing official results from another testing service or doctor to the school/district. Students or staff coming to school to test should be symptom free and may then return to school on day 6.
   iii. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
   iv. Other symptoms have improved

c. People with COVID-19 who are **asymptomatic**, meaning that they have NOT had any symptoms, may discontinue isolation under the following conditions:
   i. At least 10 days have passed since the date of the first positive COVID-19 test.
   ii. All students and staff who test positive regardless of their vaccination status, are eligible for release from isolation after day 5 with a negative antigen test result done at the school on or after day 5, or by providing official results from another testing service or doctor to the school/district. Students or staff coming to school to test should be symptom free and may then return to school on day 6.
   iii. If they develop symptoms, then the strategies for discontinuing isolation for symptomatic persons (see above) should be used.

14. Hand hygiene recommendations

a. Teach and reinforce washing hands, avoiding contact with one’s eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

b. Promote hand washing throughout the day, especially before and after eating, after using the toilet, and after handling garbage, or removing gloves.
c. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

15. Cleaning recommendations
   a. In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the U.S. Environmental Protection Agency COVID-19 list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.
   b. For more information on cleaning a facility regularly, when to clean more frequently or disinfect, cleaning a facility when someone is sick, safe storage of cleaning and disinfecting products, and considerations for protecting workers who clean facilities, see Cleaning and Disinfecting Your Facility.
   c. If a facility has had a sick person with COVID-19 within the last 24 hours, clean AND disinfect the spaces occupied by that person during that time.

16. Food service recommendations
   a. Maximize physical distance as much as possible while eating (especially indoors). Using additional spaces outside of the cafeteria for mealtime seating such as classrooms or the gymnasium can help facilitate distancing. Arrange for eating outdoors as much as feasible.
   b. Clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
   c. Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

17. School Bus/Transportation
   a. All requirements apply to the school bus as well.
      i. All riders must wear a mask while riding the bus, unless exempted.
      ii. Good ventilation with open/partially open windows is recommended.
      iii. Buses should be cleaned daily and cleaned and disinfected after transporting any individual who is exhibiting symptoms of COVID-19.

18. Responding to students or staff exhibiting symptoms at school:
a. Individuals who have symptoms of illness must be immediately separated to prevent possible transmission of disease to others. Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms. Sick students and sick staff must:
   i. Be quickly separated from other students/staff until picked up by parent/guardian
   ii. Maintain more than 6 feet of distance from others, preferably in a separate room that is well ventilated
   iii. Wear a disposable mask
   iv. Attending staff must use standard precautions when assisting a sick individual. For suspected COVID-19 this includes, disposable face mask, eye covering/face shield and gloves
   v. Call parent/guardian for immediate pick up
      1. If a parent/guardian cannot pick up students, consider procedures for arranging transportation to their home
      2. Provide parent/guardian or staff member with Stay at Home/When to Return to School instructions
   vi. Disinfect all surfaces after the student/staff leaves and before use by others
   vii. If COVID-19 is suspected, contact your school nurse or Human Resources. Follow Communicable Disease Response Protocols for notifying Human Resources for possible outbreaks of infectious disease
b. Collect and track illness-related absence information at the time of student or staff absence.
   i. Train attendance staff to support contract tracing as directed by the Amador County Health Department
   ii. School site staff responsible for entering attendance data into Aeries will also list reasons for illness, symptoms, and date of onset in the “Comments” section
c. Follow HIPAA confidentiality laws noting that communicable disease concerns are confidential, and all staff are expected to protect health information.
d. Contact the Human Resources Department

e. Designated Human Resources staff will report all COVID-19 diagnoses, as well as any unusually high number of illness-related student and staff absences, to Amador County Public Health. Amador County Public Health and ACUSD will coordinate response to COVID-19 cases within the confidentiality framework of HIPPA and FERPA. The Assistant Superintendent of Human Resources and Labor Relations will be the point of contact for all staff related cases and the Assistant Superintendent of Educational Services will be the point of contact for all student related cases.
f. Require students and staff to remain home per Stay at Home Requirements.
   i. Stay home if experiencing the following symptoms of illness: fever or chills (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. * Subject to change as revised by CDC.
   ii. Stay home if advised to isolate or quarantine by your doctor or the health department due to COVID-19 precautions. Reasons may include:
1. Recent contact with a person with COVID-19
2. Recent diagnosis with COVID-19
3. Recent travel from anywhere with widespread COVID transmission
iii. The COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs will be used to determine stay at home, isolation, or quarantine lengths on a case by case basis. Return to school or work when free of symptoms for 24 hours, and at least 10 days have passed from the start of symptoms or the date the positive test was collected, and/or after the ordered quarantine/isolation period has ended, as applicable.

g. Additional activities may be required as advised by Human Resources following county health department orders.

*See Appendix B for a flow chart of what to do if a student is sick.

19. Vaccination verification considerations
   a. To inform implementation of prevention strategies that vary by vaccination status (testing, contact tracing efforts, and quarantine and isolation practices), refer to the CDPH vaccine verification recommendations. Reasons for determining vaccination status include:
      i. Employees who are not fully vaccinated, or who decline to verify vaccine status, are required to continue to wear approved face coverings at work indoors, except when briefly eating or drinking or alone in a room or vehicle.
      ii. Fully vaccinated employees (2 weeks after your last COVID-19 vaccine) who are not working directly in contact with students and where no students are present, can choose to not wear face coverings while indoors at work. If an employee has been vaccinated against COVID-19 and wishes to remove their face covering, the District is required to document the employee’s COVID-19 vaccination status. Contact the Human Resources Office if you did not receive the vaccination verification form to complete.
      iii. Fully vaccinated students and staff do not need to quarantine in the event of an exposure, as long as they remain asymptomatic and follow all current CDPH/CDC recommendations as detailed on page 8.
   b. Options for Providing Proof of Vaccination:
      i. Covid-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card1) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
      ii. A photo of a vaccination card as a separate document; OR
      iii. A photo of the client’s vaccine card stored on a phone or electronic device; OR
      iv. Documentation of vaccination from a healthcare provider; OR
v. Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type. The QR code must also confirm the vaccine record as an official record of the state of California; OR

vi. Documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.

c. State Mandate for Employees to Provide Proof of Vaccination or Undergo Weekly COVID Testing

i. The California Department of Public Health issued a state mandate on August 11, 2021 requiring that all unvaccinated employees or those that decline to state their vaccination status, must be tested for COVID-19 on a weekly basis. All organizations must be in compliance by October 15, 2021. All schools are set up to conduct the testing and will begin Monday, October 18 (the day we return from fall break). Read the full State Public Health Officer Order here.

20. COVID-19 Safety Planning Transparency Recommendations

a. In order to build trust in the school community and support successful return to school, it is a best practice to provide transparency to the school community regarding the school’s safety plans. It is recommended that at a minimum all local educational agencies (LEAs) post a safety plan, communicating the safety measures in place for 2021-22, on the LEA’s website and at schools, and disseminate to families in advance of the start of the school year.

21. Can K-12 schools host dances and large assemblies?

a. School dances, large assemblies, and other school-based crowded events have the potential to cause substantial spread of COVID-19 within and beyond the school community. Schools are encouraged to consult with local health officials before deciding to host such events, particularly in communities where COVID-19 remains highly prevalent and/or vaccination rates remain low. The following are additional considerations to optimize health and safety for all attendees.

i. Host such events outdoors whenever possible.

ii. Separate the event into smaller cohorts (by grade, for example) whenever possible.

iii. Ensure all eligible attendees (students and adults) are fully vaccinated. Conduct pre-entry testing for all unvaccinated attendees at or just prior to the event.

iv. Plan in advance how to identify close contacts if it is later discovered that someone with COVID-19 attended the event. Consider requiring pre-registration with CA Notify and maintaining a log of all attendees (even those arriving pre-event) at the door/entrance to the event.

v. Consider requiring the use of masks at outdoor school-based large, crowded events. (Masks remain required indoors as per CDPH K-12 Guidance.)
vi. If food or drinks are to be served, serve them outdoors whenever possible and/or place them away from other areas to clearly designate spaces where masks must be worn.

22. School-Based Extracurricular Activities

a. The requirements and recommendations in this guidance apply to extracurricular activities that are operated or supervised by schools, and activities that occur on a school site, whether or not they occur during school hours. Activities may be performed outdoors without masks. Indoor mask use remains a critical layer in protecting against COVID-19 infection and transmission. Accordingly:

i. Individuals using instruments indoors that cannot be played with a mask (e.g., wind instruments) may perform if bell coverings are used when playing wind instruments AND a minimum of 3 feet of physical distancing is maintained between participants. Modified masking may be considered in addition to, but not in place of, bell covers. If bell covers are not used, it is strongly recommended that individuals undergo screening testing at least once weekly. An FDA-approved antigen test, PCR test, or pooled PCR test is acceptable for evaluation of an individual's COVID-19 status.

Additional considerations or other populations

1. Disabilities or other health care needs recommendations

a. When implementing this guidance, schools should carefully consider how to address the legal requirements related to provision of a free appropriate public education and requirements to reasonably accommodate disabilities, which continue to apply.

b. Refer to the CDC K-12 guidance section on “Disabilities or other health care needs” for additional recommendations.

2. Visitor recommendations

a. Schools should review their rules for visitors and family engagement activities.

b. Schools should limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated, particularly in areas where there is moderate-to high COVID-19 community transmission. Essential volunteers include those providing support for teachers in classrooms, or for any other school-related activity where volunteers support the success of the event.

c. Schools should not limit access for direct service providers, but can ensure compliance with school visitor polices.

d. For essential volunteers, the following requirements apply:
i. Provide proof of full COVID-19 vaccination, or provide proof of a negative COVID-19 test that was done within 1 week of the volunteer event, or weekly tests for ongoing volunteers. Antigen rapid tests are available free of charge for volunteers at all school sites, and can even be given the day of volunteering.

ii. Complete the assumption of risk form.

e. Schools should continue to emphasize the importance of staying home when sick. Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.

3. Additional information about how this guidance applies to other supervised settings for K-12 school-aged children and youth (including activities such as band, drama) is forthcoming. Childcare settings and providers remain subject to separate guidance.

**Cal/OSHA Regulations for K-12 School Settings**

Workplace safety practices are governed by Cal/OSHA. The following regulations adopted by CalOSHA on June 17, 2021 are specific to K-12 school settings, and were effective immediately:

- Any employees, working directly in contact with students and while students are present, must continue to wear face coverings at all times indoors while students are present, regardless of vaccination status.
- There are no face covering requirements outdoors regardless of vaccination status for adults and students (except in the event of a major workplace COVID-19 outbreak).
- All requirements for physical distancing and barriers have been removed, regardless of employee vaccination status (except in the event of a workplace COVID-19 outbreak).
- Fully vaccinated employees (2 weeks after your last COVID-19 vaccine) who are not working directly in contact with students and where no students are present, can choose to not wear face coverings while indoors at work. If an employee has been vaccinated against COVID-19 and wishes to remove their face covering, the District is required to document the employee’s COVID-19 vaccination status. Contact the Human Resources Office if you did not receive the vaccination verification form to complete.
- Employers must provide face coverings to any employee who requests one, regardless of vaccination status.
- Employers must provide unvaccinated employees with approved respirators, such as N-95 for voluntary use when working indoors or in a vehicle with others, upon request.
- The definition of a sufficient face covering at work now includes only a medical, surgical, or two-fabric layer mask, or N-95 respirator. Please refer to the CDPH “Get the Most Out of Masking” document. https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Get-the-Most-out-of-Masking.aspx#
- Employees who are not fully vaccinated, or who decline to verify vaccine status, are required to continue to wear approved face coverings at work indoors, except when briefly eating or drinking or alone in a room or vehicle.
- Employers must notify employees of the benefits of the COVID-19 vaccine, including that the vaccine has been effective at preventing serious illness or death. Here is information on the COVID-19 Vaccine and the benefits of the vaccine.
- All visitors to any indoor District facility must wear face coverings while inside those facilities if they are not fully vaccinated against COVID-19, unless they meet one of the following:
  o They are under 2 years of age.
  o They have a medical condition, mental condition, or disability that prevents wearing a face covering.
  o They are hearing impaired or actively communicating with a person who is hearing impaired where the ability to see the mouth is essential for communication.
- Employers must evaluate whether it is necessary to implement physical distancing and barriers during an outbreak (3 or more cases in an exposed group of employees).
- Employers must implement physical distancing and barriers during a major outbreak (20 or more cases in an exposed group of employees).
- Employers must evaluate ventilation systems to maximize outdoor air and increase filtrations efficiency, and evaluate the use of additional air cleaning systems

For additional information on the revised CalOSHA regulations for the workplace, visit https://www.dir.ca.gov/dosh/coronavirus/Revisions-FAQ.html

This plan will be updated throughout the 2021-2022 school year, as needed, as the CDPH and/or Cal/OSHA guidance and regulations change.
**Appendix A**

**CLOSE CONTACT QUARANTINE FLOW CHART FOR INDOOR CLASSROOM SETTINGS**

2021-2022 COVID-19 PUBLIC HEALTH GUIDANCE FOR K-12 SCHOOLS IN CALIFORNIA

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**IS THE CLOSE CONTACT A STUDENT OR EMPLOYEE?**

**STUDENT**

**IS THE STUDENT SYMPTOMATIC?**
- **YES**
  - Exclude from school and get tested for COVID-19.
- **NO**
  - May continue in school.

**COVID TEST RESULT**
- **POSITIVE**
  - Isolation: Exclude from school, isolate for 10 days from symptom onset (and 24 hours without fever and improved symptoms).
- **NEGATIVE**
  - May continue in school.
  - Continue to mask and monitor for symptoms.

**IS THE STUDENT VACCINATED?**
- **YES**
  - Return to school after 24 hours without fever and improved symptoms.
- **NO**
  - Modified Quarantine: May continue in school if:
    - Remain asymptomatic,
    - Continue to mask,
    - 2x weekly testing***, and
    - Continue to quarantine for all extracurricular activities
      (if symptoms develop, exclude from school and test for COVID-19).

**WERE THE CASE AND CLOSE CONTACT BOTH MASKED INDOORS?**
- **YES**
  - Quarantine: Exclude from school for 10-day quarantine from date of last contact with case.
- **NO**
  - Quarantine can end after Day 7 if test (administered on or after Day 5) is negative.**

**EMPLOYEE**

**IS THE EMPLOYEE SYMPTOMATIC?**
- **YES**
  - Exclude from worksite and get tested for COVID-19**.
- **NO**
  - May continue at worksite, continue to mask and monitor for symptoms.

**RETURN TO WORK CRITERIA**
- **RETURN TO WORK CRITERIA**
  - Return to worksite after 24 hours without fever and improved symptoms AND at least 10 days have passed since COVID-19 symptoms first appeared.
  - OR
    - Quarantine can end after Day 7 if test (administered on or after Day 5) is negative.**

**IS THE EMPLOYEE VACCINATED?**
- **YES**
  - May continue at worksite, continue to mask and monitor for symptoms.
- **NO**
  - Quarantine: Exclude from worksite for 10-day quarantine without testing
  - OR
    - Quarantine can end after Day 7 if test (administered on or after Day 5) is negative.**

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*Close contact is defined as within 6 feet for more than 15 minutes over a 24 hour period.

**Antigen rapid tests are now able to stand alone without a confirmatory PCR test.

***Tests should be administered immediately, and then on/after day 5 to exit quarantine after day 7.

**CalOSHA guidelines apply for school staff and do not currently allow for modified quarantine. If symptoms develop, exclude from worksite, and get tested. If staff remains asymptomatic, recommend testing on or after day 5 from exposure. If positive, exclude from worksite and isolate per public health guidance. If negative, then return to worksite after day 7. If not testing and in a 10-day quarantine, staff can return to worksite after 24 hours without fever and improved symptoms. Continue self-monitoring through day 14.
*Appendix B

RETURN TO SCHOOL OPTIONS

CALL AND NOTIFY PARENTS

RETURN TO CLASS

PUBLIC HEALTH FOR SUSPECTED COVID-19 CASE

NOTIFY WITH STUDENT/FAMILY, NOTIFY SCHOOL IF 0" CALL 911

SEVERE, CALL 911

ISOLATE AND REPORT

AND PHYSICAL

Conduct Verbal, Visual, and Physical Assessment:

Verbal:
- student reports any

Visual:
- Conducting directed/examining
- no altered appearance

Physical:
- Student reports any

What to do if a student is sick flow chart
ORDER OF THE HEALTH OFFICER OF THE COUNTY OF AMADOR
MODIFYING PREVIOUS COVID-19 ORDERS REGARDING YOUTH
EXTRACURRICULAR ACTIVITIES AND YOUTH SPORTS

This Order supersedes any previous guidance or Order related to Youth Sports and Extracurricular Activities and is in addition to the recently updated CDPH K-12 guidance on September 1, 2021. This Order will remain in place until further noted and will be continuously reassessed and weighted against the community spread and prevalence of the COVID-19 virus.

WHEREAS, a declaration of emergency was issued by the Governor of the State of California on March 18, 2020, and local emergencies have been declared in Amador County in response to the virus COVID-19; and

WHEREAS, the CDC has recommended cancelling sports and extracurricular activities in communities with high transmission, but California and our foothill counties support the safe continuance of such activities; and

WHEREAS, Since mid-June 2021, the SARS-CoV-2 B.1.617.2 (Delta) variant has been circulating in Amador County. This variant is highly transmissible and requires multi-component prevention strategies to reduce spread. Amador County is seeing a concerning uptick in cases among children under the age of eighteen; and

WHEREAS, to protect the health and safety of students, athletes, coaches, staff and volunteers, this Order is being issued to ensure safety protocols are in place;

NOW, THEREFORE, under the authority of California Health and Safety Code sections 101040, 101085 and 120175 and Title 17 California Code of Regulations, Section 2501, the Amador County Health Officer HEREBY MAKES THE FOLLOWING ORDERS, which shall be applicable within the County of Amador:

General Provisions
This Order provides requirements and general public health recommendations for extracurricular and optional organized youth activities, including all types of programs that occur on school grounds (e.g., before or after school, on school campuses, public or private) or involve school students (regardless of the activity’s location) that are not part of a required educational curriculum.
a. In workplaces, employers are subject to the Cal/OSHA COVID-19 Emergency Temporary Standards (ETS) and should consult those regulations for additional applicable requirements.
b. Vaccination: COVID-19 vaccination is strongly recommended for all eligible people in California.
c. Extracurricular activities should take place outdoors and/or distanced when feasible.
d. Masks
   i. Due to increased exhalation that occurs during physical activity, some indoor sports can put players, coaches, trainers, and others at increased risk for getting and spreading COVID-19. Similar risks exist for other extracurricular activities, such as dance, choir, theater, and school clubs that meet indoors. Given this increased risk, masks are required indoors for all individuals in K-12 schools. This applies to all teachers, staff, students, game officials, and visitors to schools - regardless of vaccination status and for scenarios outlined below in item ii. Masks are not required when actively participating in sports or extracurricular activities when a mask cannot be worn.
   ii. Given the prevalence of COVID-19 in the community, for outdoor sports, all individuals regardless of vaccination status are required to wear a face mask during any event in which there is sustained contact of 3 feet or less for a duration of 15 minutes or more in a 24-hour period. Examples include: between practice drills, on the sidelines, arriving at or departing from the playing facility, in a locker room, while not on the playing field. CDPH K-12 Face Coverings guidance requires that all persons wear a face mask at all times while riding on shared transportation for school-related activities.
   iii. For band and music classes during school hours, refer to the most updated CDPH school guidance.
e. Screening testing of student participants
   i. In areas of high transmission, the CDC recommendation would be to cancel high risk sports and extracurricular activities.
   ii. For extracurricular activities where face coverings are not worn, perform the following testing procedures.
1. In lieu of canceling, student participants in grades 6-12 must commence and continue twice weekly antigen testing or once weekly PCR testing, within 72 hours of competition, performance or event, regardless of age or vaccine status.
2. Tests performed at home do not meet the screening testing requirements.
3. Individuals who have had a positive COVID-19 test in the past 90 days are excluded from testing with documentation of positive test result.
f. Recommendations for staying home when sick and getting tested:
   i. Follow CDPH Guidance if you have COVID-19 symptoms.
   ii. Youth and adults with symptoms of COVID-19 infection should not return to play or attendance until they have met the following CDPH criteria:
1. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
2. Other symptoms have improved; and
3. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g, Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

   g. Follow CDPH Guidance on Isolation and Quarantine for COVID-19 Contact Tracing for adults who are symptomatic and/or exposed to a COVID-19 case.
   h. Follow CDPH Guidance for K-12 Schools for youth who are symptomatic and/or exposed to a COVID-19 case.
   i. Ventilation recommendations:
      i. For indoor spaces, ventilation should be optimized, which can be done by following CDPH Guidance on Ventilation.
   j. Hand hygiene recommendations
      i. Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
      ii. Promote hand washing throughout the day, especially before and after eating, after using the toilet, and after handling garbage, or removing gloves.
      iii. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.
   k. Cleaning recommendations
      i. In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the U.S. Environmental Protection Agency COVID-19 list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.
      ii. For more information on cleaning a facility regularly, when to clean more frequently or disinfect, cleaning a facility when someone is sick, safe storage of cleaning and disinfecting products, and considerations for protecting workers who clean facilities, see Cleaning and Disinfecting Your Facility.
      iii. If a facility has had a sick person with COVID-19 within the last 24 hours, clean AND disinfect the spaces occupied by that person during that time.
   l. Vaccination verification considerations
      i. For guidance on vaccine verification, or for information on how to obtain a copy of your vaccine records, see CDPH Guidance on Vaccine Records.
1. This Order is made in accordance with all applicable State and Federal laws, including but not limited to: Health and Safety Code sections 101030, et seq.; Health and Safety Code sections 120100, et seq.; and Title 17 of the California Code of Regulations section 2501.

2. This Order is made because of the propensity of the virus to spread person-to-person.

3. Copies of this Order shall promptly be posted on the County of Amador’s website and provided to any member of the public requesting a copy of this Order.

Rita H. Kerr, MD
Health Officer

September 14, 2021
November 30, 2021

Amador County Unified School District  
217 Rex Avenue  
Jackson, CA 95642

Dear ACUSD Administration,

On Wednesday, November 24, 2021, the California Department of Public Health (CDPH) updated the COVID-19 Public Health Guidance for K-12 Schools, Section 16, School-based Extracurricular Activities. The newly updated guidance from CDPH now allows for individuals, while engaged in heavy exertion during participation in indoor sports and those who are playing a wind instrument indoors, to forego the wearing of face coverings or use of instrument bell coverings, subject to testing for COVID-19.

As you are aware, in mid-September the Public Health Officers for the three counties in the Mother Lode League (Amador, Calaveras and Tuolumne) issued orders to mitigate the risk COVID transmission during participation in sports and extracurricular activities. A key strategy required by the orders is testing.

The Health Officials of the three Mother Lode League counties have conferred and agreed that our present orders will remain in effect as this strategy has been effective in limiting the spread of COVID-19 during the current school year-to-date.

The Amador County Order regarding extracurricular activities and sports may be reviewed here.

Sincerely,

Rita H. Kerr, M.D.

Rita H. Kerr, M.D.
Health Officer

cc: Norma Wallace, Executive Director – JPA
ORDER OF THE HEALTH OFFICER OF THE COUNTY OF AMADOR
MANDATING ISOLATION AND QUARANTINE FOR CERTAIN INDIVIDUALS
TO CONTROL THE SPREAD OF COVID-19 AND RESCINDING PRIOR
PUBLIC HEALTH ORDERS RELATED TO COVID-19

DATE OF ORDER: January 3, 2022

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, et seq.; Cal. Penal Code §§ 69, 148(a)(1).)

UNDER THE AUTHORITY OF SECTIONS 101040; 101085; AND 120175 OF THE CALIFORNIA HEALTH AND SAFETY CODE, THE HEALTH OFFICER OF THE COUNTY OF AMADOR (“HEALTH OFFICER”) ORDERS:

1. **Summary.** The public health threat from COVID-19 continues in the County of Amador (“County”). Vaccines are the most effective method for preventing serious illness and death due to COVID-19. As of the effective date of this Order, the COVID-19 transmission risk within the County is high. COVID-19 continues to pose a risk, especially to residents of the County who are not up-to-date with their COVID vaccination. This Order continues to mandate that certain individuals, as specified below, isolate or quarantine themselves to prevent the spread of COVID-19. This Order also rescinds any prior public health officer orders issued to address isolation and quarantine related to the COVID-19 pandemic.

2. **Purpose and Intent.** This Order (hereinafter “Order”) supersedes and rescinds any prior County public health officer orders on quarantining or isolating related to COVID-19 as of the effective date of this Order.

3. **Isolation.** Separates those infected with a contagious disease from people who are not infected. All individuals who have been diagnosed with or are likely to have COVID-19 must isolate themselves. These persons are required to follow all instructions in this Order and the public health guidance documents referenced in this Order.

   a. All individuals who have been diagnosed with or likely to have COVID-19 must immediately take the following actions:
i. Isolate themselves at their home or another residence. They may not leave their place of isolation or enter any other public or private place, except to receive necessary medical care.

ii. Carefully review and closely follow all requirements listed in the California Department of Public Health’s (CDPH) “Guidance on Isolation and Quarantine for COVID-19 Contact Tracing.” Persons who work in a healthcare setting must follow the guidance contained in the CDPH AFL 21-08.6.

iii. Tell their Close Contacts that they need to quarantine themselves pursuant to Section 4 of this Order. Close Contacts who should be notified to self-quarantine are people who were with them during their infectious period. The infectious period starts from 48 hours before symptoms began (or the date of the positive test if no symptoms) and ends when the isolation period is over (see Section 3.c below). Close Contacts are persons who:
   1. Live in or have stayed at their residence;
   2. Are intimate sexual partners; OR
   3. Provide or provided care to them without wearing a mask, gown, and gloves; OR
   4. Were within six feet of them for 15 minutes or longer total accumulated time over any given 24 hour period.

iv. Refer Close Contacts to the California Department of Public Health’s “Guidance on Isolation and Quarantine for COVID-19 Contact Tracing,” which describe steps that household contacts, intimate partners, caregivers and others as determined by the disease control program must take to prevent spread of COVID-19. Close Contacts have likely been exposed to COVID-19 and if infected, can easily spread COVID-19 to others, even if they have only mild symptoms.

b. Individuals who have been diagnosed or suspected to have COVID-19 are required to isolate themselves. This determination is based on one or more of the following factors:

   i. A positive test for the coronavirus (known as SARS-CoV-2) that causes COVID-19; OR
   ii. Signs and symptoms that are consistent with COVID-19 within 14 days of being in close contact with a person who had or was believed to have had COVID-19; OR
   iii. A healthcare provider has informed the individual that they are likely to have COVID-19.

Self-isolation is required because a person infected with or likely to have COVID-19 can easily spread the virus to others. Isolation separates these ill individuals from others to prevent the spread of COVID-19.

c. Duration of Isolation: Isolated individuals must isolate themselves and follow all directions in this Order until they are no longer at risk for spreading COVID-19 based
on the tables in the CDPH Guidance for Local Health Jurisdictions on Isolation and Quarantine of the General Public or AFL 21-08.6, whichever applies to them.

4. **Quarantine.** Restricts the movement of persons who were exposed to a contagious disease in case they become infected. Except as provided in the CDPH Guidance for Isolation and Quarantine, all Close Contacts, as defined in Section 3.a.iii above, of a person with COVID-19 must quarantine themselves at their home or another residence. These persons are required to follow all instructions of this Order and the public health guidance documents referenced in this Order.

a. Quarantine Requirements for Close Contacts. Except as provided in the CDPH Guidance for Isolation and Quarantine, all individuals who have been identified as Close Contacts to a person with COVID-19 must immediately take the following actions:

i. **Duration of Quarantine** will be up to 10 days following last exposure, but may be shorter with a negative test after 5 days per the CDPH Guidance for Isolation and Quarantine. Those who remain asymptomatic and test negative must continue to wear a mask when around others at all times for a full 10 days after last exposure.

ii. COVID-exposed persons shall continue to self-monitor for COVID-19 symptoms for fourteen (14) days from the date of last exposure to a COVID-positive person, and shall immediately isolate if COVID-19 symptoms develop within the 14-day post-exposure period.

iii. Individuals are required to quarantine themselves because they are at high risk for developing and spreading COVID-19. They must stay at their home or another residence for the entirety of the duration of quarantine prescribed above in Section 4.a.i.

iv. Quarantined persons may not leave their place of quarantine or enter any other public or private place except to receive necessary medical care or testing, and must wear a mask at all times when in public.

v. Carefully review and closely follow all requirements listed in the California Department of Public Health’s “Guidance on Isolation and Quarantine for COVID-19 Contact Tracing.”

vi. If a quarantined person becomes sick with fever, cough, or shortness of breath (even if their symptoms are very mild), they should isolate themselves at home and away from other people, contact their medical provider, seek testing, and follow the isolation instructions contained in the CDPH Guidance for Isolation and Quarantine. This is because they are likely to have COVID-19 and if so, can spread it to vulnerable individuals. They are recommended to get tested for COVID-19 at five (5) days after their exposure, and/or if they develop any symptoms. A person is considered up-to-date for their COVID vaccination if it has been fewer than 6 months since they received their second dose of vaccine, or they have had a booster dose 6 months after Pfizer or Moderna vaccines or 2 months after the J&J Janssen vaccine.

b. **K-12 Schools.** COVID-exposed persons that are staff or students of a K-12 school located within the county shall adhere to the isolation and quarantine
recommendations found within the CDPH COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year.

5. For the purposes of this Order, in calculating the number of days since an individual was exposed to COVID-19, the first day shall be the day after the individual was exposed to a COVID-positive person.

6. Additional Actions and Violations. The Health Officer may take additional action(s), which may include civil detention or requiring an individual to stay at a health facility or other location, to protect the public’s health if an individual who is subject to this Order violates or fails to comply with this Order. Violation of this Order is a misdemeanor punishable by imprisonment, fine, or both. (California Health and Safety Code § 120295, et seq.; Cal. Penal Code §§ 69, 148(a)(1).)

7. Effective Date. This Order shall become effective January 3, 2022. This Order shall continue to be in effect until it is rescinded, superseded, or amended in writing by the Health Officer.

8. Copies of this Order shall promptly be: (1) posted and made available at the entrance of the County Administration Center, 810 Court Street in Jackson; (2) posted on the County of Amador website: https://www.amadorgov.org/services/public-health/covid-19/isolation-quarantine/; and (3) provided to any member of the public requesting a copy of this Order.

9. Severability. If any provision of this Order or its application to any person or circumstance is held to be invalid, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED:

Rita H. Kerr

Rita H. Kerr, M.D. Dated: January 3, 2022
Health Officer of the County of Amador
Approved as to form and legality:

Gregory Gillott

Gregory Gillott
Amador County Counsel

Dated: January 3, 2022
The following changes were put in place on Friday, January 7, 2022 and became effective immediately. Please note that everything under the isolation and quarantine sections comes from the formal Health Order provided by the State Public Health Officer, and carries the weight of law for public schools to follow. The following are current guidelines for testing, isolation, and quarantine:

**Testing**
- With the increase of positive cases we are currently seeing at school sites, principals may reach out to families for consent to do screening testing with students if particular schools have an increased positive student case rate. When we see multiple positive cases in classrooms, we may require all students to test in that classroom in order to remain in the classroom.

**Isolation** (for people who have tested positive for COVID-19)
- All students and staff who test positive regardless of their vaccination status, are eligible for release from isolation after day 5 with a negative antigen test result done at the school on or after day 5, or by providing official results from another testing service or doctor to the school/district. Students or staff coming to school to test should be symptom free and may then return to school on day 6.

**Quarantine** (for people who are close contacts** of someone who tested positive for COVID-19)
**A close contact for this document will be defined as the following: Anyone within six (6) feet of a person who has tested positive for a cumulative total of fifteen (15) minutes or greater in any 24 hour period.**

**QUARANTINE FOR STAFF**
- Staff who are a close contact to someone who tested positive are now eligible for early release from quarantine after day 5 with a negative antigen test result that is completed at their school site on or after day 5, or by providing official results from another testing service or doctor to the school/district. Staff coming to school to test should be symptom free and may then return to school on or after day 6.
- Staff that are boosted or fully vaccinated but not yet booster eligible, do not need to quarantine, but must test on day 5.
- Per Cal OSHA and CDPH effective immediately, staff who are fully vaccinated and are currently booster-eligible, **but have not yet received their booster**, can test within 3-5 days after last exposure, if negative do not need to be excluded from work when asymptomatic.
- Unvaccinated staff, including persons previously infected with Covid-19 within the last 90 days, release from quarantine after day 5 with a negative antigen test result that is completed at their school site on or after day 5, or by providing official results from another testing service or doctor to the school/district. Staff coming to school to test should be symptom free and may then return to school on or after day 6. If unable or choose not to test and does not have symptoms can return to work after day 10.
- Staff who live in a household where someone has tested positive for COVID-19, who are up to date with their vaccine, and who do not have symptoms, do not need to quarantine.
- Staff who are unvaccinated must be excluded from the workplace for at least 5 days after their last close contact with a person who has COVID-19. Exposed employees must test on day 5.
Quarantine can end and exposed employees can return to the workplace after day 5 if symptoms are not present and a diagnostic specimen collected on day 5 or later tests negative.

- See booster eligibility chart attached below to ensure you qualify for test and stay.

### Who Can Get a Booster Shot

<table>
<thead>
<tr>
<th>Booster Type</th>
<th>Who should get a booster</th>
<th>When to get a booster:</th>
<th>Which booster can you get:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pfizer-BioNTech</td>
<td>Everyone 12 years and older</td>
<td>At least 5 months after completing your primary COVID-19 vaccination series</td>
<td>Pfizer-BioNTech or Moderna (mRNA COVID-19 vaccines) are preferred in most* situations</td>
</tr>
<tr>
<td>Moderna</td>
<td>Adults 18 years and older</td>
<td>At least 5 months after completing your primary COVID-19 vaccination series</td>
<td>Pfizer-BioNTech or Moderna (mRNA COVID-19 vaccines) are preferred in most* situations</td>
</tr>
<tr>
<td>Johnson &amp; Johnson’s Janssen*</td>
<td>Adults 18 years and older</td>
<td>At least 2 months after receiving your J&amp;J/Janssen COVID-19 vaccination</td>
<td>Pfizer-BioNTech or Moderna (mRNA COVID-19 vaccines) are preferred in most* situations</td>
</tr>
</tbody>
</table>

### QUARANTINE FOR STUDENTS

- A vaccinated student who is determined to be a close contact of a person who has tested positive is not required to quarantine, as long as they remain symptom free.

- An unvaccinated student must quarantine for 10 days if they choose not to test, or can be released early from quarantine after day 7 with a negative antigen test result performed at the school on or after day 5 of quarantine or by providing official results from another testing service or doctor to the school/district. If a student in quarantine without symptoms tests negative on day 5 or later, they may return to school on day 8.
• Students or staff who live in a household where someone has tested positive for COVID-19, who are up to date with their vaccine, and who do not have symptoms, do not need to quarantine. Students and staff who are not vaccinated or are not up to date with their vaccine must be excluded from school. These students or staff can get a PCR test for COVID-19 on or after day 10 since their first exposure to the positive individual. If the test is negative and they remain without symptoms, quarantine can end after Day 14.
January 19, 2022

Amador County Unified School District
217 Rex Avenue
Jackson, CA 95642

Dear ACUSD Administration,

Thank you for meeting to collaborate on the details for implementation of the Group Tracing Approach at Amador County Schools per the recently updated [CDPH K-12 Schools Guidance](#). The following are the steps we agreed to implement for ACUSD:

1. Schools should notify students (using the attached sample notification letter) who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace with someone with COVID-19 during their period of infectiousness (2 days before they began having symptoms or tested positive, whichever is earlier) until they are released from isolation.
   - Notification should occur to "groups" of exposed students (e.g., classmates, teammates, cohorts, etc.) rather than contact tracing to identify individual "close contacts" (e.g., those within 6 feet).
   - Notifications should be provided to all individuals considered exposed, including those who are vaccinated and/or recently infected.

2. Following an exposure notification, students may remain on campus if they wear a mask at all times indoors, and are recommended to test at least once a week, regardless of their vaccination status. Eating and drinking should be done outdoors whenever possible. Testing is available free of charge in every school office for all students and staff.

3. Any student that has been exposed who develops COVID symptoms must be excluded from campus and not return until COVID test is negative, 24 hours without fever, and symptoms improving, or they meet isolation clearance criteria if positive. Students with symptoms who do not test must be excluded from campus for 10 days.

4. Any students participating in unmasked sports or band are required to test twice weekly, regardless of exposure or their vaccination status.
5. Individuals who have a documented positive COVID-19 test in the prior 90 days are exempt from being tested, unless they develop symptoms. If symptoms develop, they should get an antigen test.

As ACUSD implements this new strategy, remember that the other layers of protection—such as COVID-19 vaccinations and boosters, wearing high-quality well-fitting masks, staying home and testing if symptomatic, and improving indoor air quality—remain crucial to school-based mitigation efforts.

Public Health will continue to support your efforts to keep children learning in school as we navigate COVID-19.

Sincerely,

Rita H. Kerr, M.D.

Dr. Rita Kerr
Health Officer

Attachment: Sample Exposure Notification Letter

Frequently Asked Questions

When can household contacts return to school?

Employees:
Employees must refer to the Cal OSHA guidance (see attached tables) to determine their return. It is different for vaccinated and unvaccinated employees:

- Unvaccinated employees must be excluded from the workplace for at least 5 days after their last close contact with a person who has COVID-19. See the bullets on the right side of table 2, but in summary, they must then test negative on day 5 in order to return on day 6.
- Vaccinated employees who continue to not have symptoms and who test negative 3-5 days after their last exposure do not need to be excluded from the workplace (this is paraphrased from the official language at the bottom of table 2).

Students:
For students, refer to the letter from Dr. Kerr on Friday, January 14. To quote: "An additional strategy to minimize student days out of the classroom is to use testing to shorten the duration of quarantine for those students who are household contacts to a person who has COVID-19.
• Fully vaccinated students who are household contacts do not have to quarantine and may remain in school, unless they develop symptoms.
• For unvaccinated students who are household contacts, they must quarantine at home and are recommended to get tested at or around day 5 from the day the first person in their household got sick, or if they develop symptoms.
  o If the student tests positive, they change from quarantine to isolation.
  o If the student tests negative at day 5, they must remain in quarantine for another 5 days, for a total of 10 days from their first exposure to a contagious person. After 10 days from their first exposure, they must get tested, and may be released from quarantine after 10 days as long as that test is negative and they remain without symptoms.
• Students (or staff) may be tested with either a supervised rapid antigen test or PCR.

Note that a PCR test is no longer needed to clear a household contact from returning- you can use the antigen tests in your school offices.

Is the 90 day exemption from testing still in effect?
Yes, individuals (students and employees) who have a documented positive COVID-19 test in the prior 90 days are exempt from being tested, unless they develop symptoms. If symptoms develop, they should get an antigen test.

Do employees who have tested positive for COVID-19 in the last 90 days and then get re-exposed (from a household member or in the community) need to quarantine when they are re-exposed?

This is the official Cal OSHA language regarding this, and applies to vaccinated and unvaccinated employees (specifically, #2 and #3):

1. Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms do not need to be excluded if they wear a face covering and maintain six feet of distance from others at the workplace for 14 days following the last date of close contact.; and

2. COVID-19 cases who returned to work pursuant to subsection (c)(10)(A) or (B) and have remained free of COVID-19 symptoms do not need to be excluded from the workplace, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test. This exception only applies if these employees wear a face covering and maintain six feet of distance from others while at the workplace for 14 days following the last date of close contact.

3. COVID-19 cases who returned to work pursuant to subsection (c)(10)(B) who never developed COVID-19 symptoms do not need to be excluded from the workplace for 90 days after the first
positive test. This exception only applies if these employees wear a face covering and maintain six feet of distance from others while at the workplace for 14 days following the last date of close contact.

**Notification Letter to Parents/Guardians of Students Exposed to COVID-19 in School**

[Date]

Dear Parent/Guardian:

[INSERT School Name] considers the health and well-being of our students and staff a priority. We have been alerted that your child may have been exposed to an individual diagnosed with COVID-19. We are following public health recommendations to ensure that the person with COVID-19 follows instructions for isolation and remains away from others until they can safely return to school. The individual with COVID-19 was in school while infectious on [INSERT Date(s)].

What does this mean for you and your child?

- **Your child may remain in school unless they develop symptoms or test positive for COVID-19.** Being exposed to somebody with COVID-19 does not necessarily mean that your child will become infected.

- **Your child is recommended to get tested for COVID-19 [INSERT DATES, within 3-5 days after the last date that the individual with COVID-19 was in school], or sooner if your child starts to show symptoms.** As a reminder, all school offices have free COVID testing available for students and staff or you can click here to find a testing site near you.

- **If your child develops symptoms of COVID-19 or tests positive for COVID-19, please ensure they isolate at home immediately and notify us right away at [INSERT school contact information].**

- **Your child must continue to wear a mask** indoors in the school and community per school, local, and state requirements. Follow school policies to protect against COVID-19. High-quality masks with the best fit and filtration will provide the best protection for your child and the school community.

- **Any students participating in unmasked sports or band are required to test twice weekly, regardless of exposure or vaccination status.**

- **Individuals who have a documented positive COVID-19 test in the prior 90 days are exempt from being tested,** unless they develop symptoms. If symptoms develop, they should get an antigen test.
We will continue to provide you with regular updates as needed. Note that infections diagnosed in students and school staff are not necessarily the result of exposure at school when safety protocols are followed at school, and COVID-19 transmission remains much more likely to occur outside of school settings.

We encourage you to contact us with questions and concerns. Please call us at [INSERT Number], email us at [INSERT Email], or visit our website [INSERT School Website] for updates.

Please be assured that we are committed to facilitating an optimal learning experience ensuring the safety of our students and staff.

Sincerely,

[INSERT Name, Title, and Contact information]
10. 2. New E-Rates (Mr. Critchfield)

Background Information

The schools and libraries universal service support program, commonly known as the E-rate program, helps schools and libraries to obtain affordable broadband.

On December 11, 2014, the FCC took the next step in modernizing the E-rate program, by adopting the Second E-rate Modernization Order, which sets out to maximize options for schools and libraries seeking to purchase high-speed broadband and adjusting the E-rate spending cap.

Fiscal Implications

Volcano - $19,380 per year/$1,615 per month
30% of cost to be paid by county, 70% to be paid for by e-rate program.

Recommendation

The Superintendent recommends that the Board approve the new E-rates.

Presented by

Jared Critchfield, Assistant Superintendent, Business Services

Supporting Documents

- E-Rate Bid Matrix
- ACUSD Service Agreement

Quick Summary / Abstract

The schools and libraries universal service support program, commonly known as the E-rate program, helps schools and libraries to obtain affordable broadband. On December 11, 2014, the FCC took the next step in modernizing the E-rate program, by adopting the Second E-rate Modernization Order, which sets out to maximize options for schools and libraries seeking to purchase high-speed broadband and adjusting the E-rate spending cap.
## E-Rate Bid Evaluation Matrix

**Funding Year:** 2022

**District Name:** Amador CUSD

**Bid # (if applicable):** NA

**Form 470#:** 220005494

### Project or Service

Amador County USD is seeking proposals for Standalone Data Transmission Service Only to Pine Grove Elementary at 20101 Highway 88 Pine Grove CA 95665 and Pioneer Visual & Performing Arts Magnet School at 24625 Highway 88 Pioneer, CA 95666. Please provide pricing options for the following bandwidth options; 100Mbps, 300Mbps, 500Mbps and 1 Gbps. Quantities are estimates and may increase or decrease over the term of the awarded contract.

### Description

- Enter your Service Provider Name and E-rate eligible cost in order from lowest to highest.
- Each criteria has a Criteria Weight. Vendors are assigned points on how well they meet each factor, but cannot be assigned raw scores higher than the total number of responders.
- The entries for all factors are then totaled for each vendor. The winning bidder is the one with the highest score.
- The cost of E-Rate eligible services must be weighted most heavily to be in compliance with FCC rules.
- If NO bids are received, then indicate NO bids received under Winning Bidder and sign and date matrix.
- Keep this evaluation and all bids (winning and losing) in your permanent E-rate records.

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### Selection Criteria

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<td>Experience with District</td>
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### Score

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### Comments:

Volcano was the only bidder

---

**Vendor Selected:** Volcano

**Approved By:**

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<table>
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</table>
January 11, 2022

Mr. Jared Critchfield
Assistant Superintendent
Amador County Unified School District
217 Rex Ave
Jackson, CA 95642

Subject: Service Agreement for Ethernet Transport Services
RFP No.: ACUSD FY2022-23 C1 E-Rate FY2022

Dear Mr. Critchfield,

This letter of agreement, when signed for and on behalf of Amador County Unified School District ("ACUSD") constitutes ACUSD’s contract with Volcano Telephone Company ("VTC") for the provisioning of Ethernet Transport Services ("ETS"). Pursuant to this letter of agreement, VTC shall provide the following services to ACUSD:

1) ETS service to Pine Grove Elementary.
2) ETS service to Pioneer Elementary.

During the term of this letter agreement, ACUSD agrees to make VTC its presubscribed carrier for ETS services for the schools listed above.

VTC shall bill ACUSD for ETS services according to rates and conditions published in its state or federal tariffs, as those tariffs may be changed from time to time.

The term of this letter agreement shall be month-to-month and will begin July 1, 2022. Either party may terminate this agreement without cause upon thirty (30) days prior written notice to the other party.

Sincerely,

John Lundgren
Vice President
Volcano Telephone Company
Agreed to and Accepted:

Amador County Unified School District

By: ____________________________
  Jared Critchfield
  Assistant Superintendent

Date: _________________

Volcano Telephone Company

By: ____________________________
  John Lundgren
  Vice President

Date: 01/12/22
<table>
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<th>ETS Speed</th>
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End of data

<sup>*</sup>Rates and rate structure are subject to change.

<sup>**a**</sup>Discounts on ETS monthly recurring charges only apply when the customer orders an ETS TDP or an ETS PTDP term commitment and the tariff participant is listed as offering ETS Term Discounts in Tariff No. 5, Section 17.3.10.

<sup>§</sup> An additional discount applies to monthly recurring charges for ETS committed Ports only when five or more committed Ports are in service on the bill date; the customer has an existing ETS TDP or PTDP and the tariff participant is listed as offering the ETS TDP or PTDP in Tariff No. 5, Section 17.3.10.

In addition to an Access Order Charge, other charges associated with ordering Ethernet Transport Service may apply. Please see Sections 3.9.1(A) and (B), Federal Universal Service Charge; Section 5, Access Ordering; Section 16.3, Ethernet Transport Service; and Section 17.4, Other Services of the tariff for additional charges.
Study Area ID: 542343
Study Area Name: VOLCANO TELEPHONE COMPANY
Study Area Rate Band: 17
Tariff 5 Effective Dates: July 1, 2021
SPIN: 1438003660
FRN: 0001-5450-14

Quote Date: 12/14/2021
Circuit ID: 209-555-9080
Customer: ACUSD/Pioneer Visual & Performing Arts Magnet School
Physical Address: 24625 Highway 88, Pioneer, CA 95666
Billing Address: 217 Rex Ave., Jackson, CA 95642
Service: TBD
A-Z Location: ACUSD District Office - VOLCCAXF - Pioneer School

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</table>

*End of data

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Background Information

Safety and accessibility are two of the most important facilities priorities for the district. The stadium fields at both high schools undergo constant strain from numerous factors including the implementation of winter soccer 5 years ago along, the importance of physical education programs, heavy field use during football season, and used by many community organizations. Numerous game cancelations have occurred during the last 5 years as Amador and Argonaut are the only schools in the Mother Lode League that do not have synthetic turf fields.

As part of field maintenance and athletics, the district spends approximately $22,000 per year on field paint and fertilizer and $32,000 on watering both fields. This does not include the countless labor hours spent maintaining and repairing the fields to make them as safe and playable as possible. Approximately every 5 years the fields need full sod replacements which can cost from $150,000 to $200,000.

The proposed synthetic turf field and drainage system is the best available technology for student safety and accessibility. Both fields will be renovated with a completely new underground drainage system capable of handling heavy downpours. The fields will also include a shock pad underlayment also known as a “concussion pad” that has proven to soften the field in such a way as to help prevent head injuries. The synthetic turf is woven, not glued, with a recommended infill known as “green play”. This type of turf is the most durable available and will last 15 or more years while the shock pad and drainage system will last 50 years. The green play infill is an all-natural product made of cork and coconut husk that helps keep the field much cooler and cleaner than rubber pellets.

This project price is set through the California Multiple Award Schedules saving the district time and money on the public bidding process. If approved work will begin in February with an estimated completion date of June.

Fiscal Implications

Amador High School - $1,765,387.00
Argonaut High School - $1,270,515.00
Total: $3,035,8902.00
To be paid from General Fund money.

Recommendation

Superintendent Gibson recommends the Board approve this contract.

Presented by

Jared Critchfield, Assistant Superintendent, Business Services

Supporting Documents
Safety and accessibility are two of the most important facilities priorities for the district. The stadium fields at both high schools undergo constant strain from numerous factors including the implementation of winter soccer 5 years ago along, the importance of physical education programs, heavy field use during football season, and used by many community organizations. Numerous game cancelations have occurred during the last 5 years as Amador and Argonaut are the only schools in the Mother Lode League that do not have synthetic turf fields.

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ShockDrain 580

ShockDrain™ is an engineered pad manufactured in the U.S. using Thermoplastic Elastomers Polyolefin Composites (TEPC). The pad itself is 100% recyclable from one cradle to another and meets the most stringent regulatory requirements.

ShockDrain 580 is a shock attenuation and synthetic aggregate technology designed for the use beneath synthetic turf to achieve optimum athlete performance. The pad is unique and is also used in “new generation” Sports Fields for field foundations and water conservation.

Product Overview

1. Honeycomb structure for exceptional sub-surface stability which allows construction traffic directly on top of the pad during installation.
2. Expansion and contraction joints to absorb any pad movement under varying heat cycles.
3. Pre-applied pressure sensitive adhesive to secure lateral panel junctions.
4. Patented cooling chambers on the surface that help lowering field surface temperature.
5. Inlaid panel junctions to ensure transparent seams (no lines visible in the turf).
6. Flex control ridges to minimize turf abrasion and wrinkle during infill operations.
7. Horizontal ridges designed to improve interface friction between turf and pad.

Benefits of ShockDrain 580

- High Transmissivity
- No Volatile Organic Compound (VOC) Release
- Excellent Impact Attenuation & Force Reduction
- Moisture Barrier or Drain-Through Profile
- Quick Installation
- Recyclable and derived form recycled material
- Standard Field Requires Only 2 Trucks (90k Sq. ft.)
- Made In the USA: Meets Buy-America Requirements
En-Plast is a Houston, Texas based technology business that manufactures engineered pads which utilize post-consumer recycled material and other plastics for a variety of in-ground and above ground applications.

About En-Plast

En-Plast is a Houston, Texas based technology business that manufactures engineered pads which utilize post-consumer recycled material and other plastics for a variety of in-ground and above ground applications.

Why ShockDrain 580?

Shock Absorption
ShockDrain 580 is industry-leading in shock attenuation which reduces impact and fosters a safer playing environment for athletes.

Drainage
ShockDrain 580 is at the forefront of drainage technology, allowing maximum permeability.

Economic Benefits
Our solution is one of the most cost-effective on the market. Don’t believe us? Get in touch to learn more.

Hydraulic Properties

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<th>Value</th>
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Shock-Absorbing Properties

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Chemical Properties

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</tbody>
</table>
ShockDrain 580 is a shock attenuation and synthetic aggregate technology designed for the use beneath synthetic turf designed to achieve optimum advanced artificial athlete performance. Additionally, the technology delivers high fluid and air transmissivity and low thermal gradient between sub-grade and turf.

### Material Properties

<table>
<thead>
<tr>
<th>Property</th>
<th>Unit</th>
<th>Values¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition</td>
<td>Composite</td>
<td>Thermoset Elastomer, Polyolefin Composite</td>
</tr>
<tr>
<td>Composite Ballast²</td>
<td>lbs/ft² (kg/m²)</td>
<td>0.94 (4.6)</td>
</tr>
<tr>
<td>Nominal Thickness</td>
<td>mils (mm)</td>
<td>580 (15)</td>
</tr>
<tr>
<td>Core Thickness</td>
<td>mils (mm)</td>
<td>99 (2.5)</td>
</tr>
<tr>
<td>Thermal and Humid Aging³</td>
<td>%</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>Water Absorption⁴</td>
<td>lbs/ft² (kg/m²)</td>
<td>0.02 (&lt;0.06)</td>
</tr>
<tr>
<td>Tensile Strength⁵</td>
<td>lbs/ft</td>
<td>1200 (MD), 1200 (TD)</td>
</tr>
<tr>
<td>Elongation at Break⁵</td>
<td>%</td>
<td>MD: 120, TD: 120</td>
</tr>
<tr>
<td>Compression Set⁶</td>
<td>lbs/in²</td>
<td>1,000, 5,000, 10,000</td>
</tr>
<tr>
<td>% [min]</td>
<td></td>
<td>(100%), (95%), (70%)</td>
</tr>
<tr>
<td>Coefficient of Linear Thermal Expansion⁶</td>
<td>in/ft</td>
<td>0.003</td>
</tr>
</tbody>
</table>

### Hydraulic Properties

<table>
<thead>
<tr>
<th>Property</th>
<th>Unit</th>
<th>Values¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transmissivity⁷</td>
<td>gpm/ft²(m²/sec)</td>
<td>120</td>
</tr>
<tr>
<td>Infiltration Rate (Perforated)⁸</td>
<td>in/hr</td>
<td>140</td>
</tr>
</tbody>
</table>

### Shock Absorbing Properties

<table>
<thead>
<tr>
<th>Property</th>
<th>Values¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Attenuation (Gmax⁹)</td>
<td>90</td>
</tr>
<tr>
<td>HIC⁹</td>
<td>1.3</td>
</tr>
<tr>
<td>Advance Artificial Athletes⁹</td>
<td>Upon Request</td>
</tr>
</tbody>
</table>

### Chemical Properties

<table>
<thead>
<tr>
<th>Property</th>
<th>Values¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polycyclic Aromatic Hydrocarbon¹¹</td>
<td>No Detectable Level</td>
</tr>
<tr>
<td>Common Metals¹²</td>
<td>No Dispersion Above Limit</td>
</tr>
</tbody>
</table>

### Dimensions and Delivery

The product shall be delivered to the jobsite in roll form with each roll individually identified and nominally measuring from 4 ft. in width by 206 ft. in length. The typical truckload quantity is 60 rolls. Custom roll lengths available upon request.

---

¹ Unless indicated otherwise, values shown are typical values. Brief descriptions of test procedures are given in the following notes.
² Unit weight of the composite ballast as a measure to stabilize product during installation and resist wind movement.
³ Response to thermal and humid aging tested in accordance with ASTM D2126-09.
⁴ Water absorption tested in accordance with ASTM D3575-08, time of immersion 48 hours.
⁵ Tensile strength determined in accordance with ASTM D4595 Modified using test specimens of 100mm (4 in) x 200mm (8 in) strips, initial grip separation of 100mm (4 in), and elongation at break calculated by grip separation.
⁶ Enplast modified ASTM D3575 Compression set (15 min load set read at transducer).
⁷ Transmissivity determined in accordance with ASTM D4716, under 5.8 kpa (120 psf) and hydraulic gradient 1%
⁸ Infiltration rate EN12616-2013 method A.
⁹ Shock absorbing Gmax and HIC tested in an infilled synthetic turf field in accordance with ASTM F1936. HIC varies based upon turf pile height and infill type and ratios.
¹⁰ Advanced Artificial Athletes tested in an infilled synthetic turf field in accordance with STC Advanced Artificial Athlete Protocol. Result varies based upon turf pile height and infill type.
¹¹ EPA 8270C SIM PAH (Soil) tested by Eurofins Calisience test number En-plast 16-01-1335.
¹² EPA 6010B-EPA 7471A tested by Curtis & Tompkins test number En-plast 272962.
¹³ ASTM D696 mod.
NaturalCool is 100% naturally processed, chemical-free coconut coir fiber. Coir is a thick and highly durable plant fiber, its high strength and natural resistance to the elements is why it has been utilized in rope production for centuries. NaturalCool is a natural evolution of Greenplay’s leadership in research and organic production technology that utilizes a patented process of harnessing these strong fibers to create a highly durable and stable thatch layer within the turf system to provide proven safety and performance to sporting fields across the globe.

Durable & Resilient
No Watering Required
Low Maintenance
Hypoallergenic
Thatch Layer With No Fly-Out

Lowers Turf Temperature
Low Abrasion
Highly Permeable
Resists Mold & Fungus
100% Organic & Recyclable

THE POWER OF NATURE

EXTREMELY DURABLE / NO MOISTURE REQUIRED
MINIMAL PARTICLE WEAR AFTER SIMULATED 8-YEAR LIFE CYCLE

The results of this analysis show minimal yarn fiber breakdown resulting in no change in the particle size range of the infill sample after undergoing 20,000 Lisport cycles.

Jeffrey Gentile, Co-Founder & CFO
(Firefly Sports Testing Job #F9676/64219 Date: 12/8/2020)

The Power of Nature

NATURALCOOL SPECIFICATIONS

<table>
<thead>
<tr>
<th>Specification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origin</td>
<td>Select, pesticide-free source of virgin plant materials</td>
</tr>
<tr>
<td>Composition</td>
<td>Specifically cut coconut coir fibers</td>
</tr>
<tr>
<td>Particle Shape</td>
<td>Irregular/Fiber</td>
</tr>
<tr>
<td>Fiber Diameter</td>
<td>0.05 – 0.3 mm</td>
</tr>
<tr>
<td>Fiber Length</td>
<td>0.1-15mm +/- 20%</td>
</tr>
<tr>
<td>Bulk Density</td>
<td>0.142 g/cm³ (9 lb./ft³)</td>
</tr>
<tr>
<td>Color</td>
<td>Natural tan earth tones</td>
</tr>
<tr>
<td>Abrasive Index</td>
<td>28 (avg.) ASTM F1015</td>
</tr>
<tr>
<td>Permeability</td>
<td>1177/hr. EN 12616:2003 (2” turf w/Shockdrain 580 pad)</td>
</tr>
<tr>
<td>Resists</td>
<td>Rot, mold, fungus</td>
</tr>
<tr>
<td>Moisture Requirement</td>
<td>None</td>
</tr>
</tbody>
</table>

Complies with COPA California Organic Products Act

OMRI LISTED For Organic Use
THE POWER BEHIND THE SCIENCE

OBJECTIVE
It is critical to maintain an even and consistent infill level across the playing field. When the foot is raised in play it should return down the same distance no matter where it is on the surface. Divots and recessed infill areas common with granular type infills greatly contribute to lower extremity injuries.

THE RESULT:
NaturalCool provides the most stable infill matrix possible by virtue of a dense, natural thatch layer that resists shifting and migration. The strongest plant fibers on earth, through a patented process, lock into place within the grass fibers to provide the ultimate surface stability and virtually no material fly-out.

*Firefly Sports Testing 12/8/2020

DURABILITY TESTING
A turf system with NaturalCool infill was subjected to 20K cycles on a Lisport. This machine quickly simulates 8 years of use on the turf system (fiber and infill).

THE RESULT:
NaturalCool – No significant breakdown of material composition of the infill sample, less than 7% average variance per sieve.
Turf Fiber - careful inspection of synthetic turf fiber within the NaturalCool infill system showed minimal turf wear.

*Firefly Sports Testing 12/8/2020
Fiber (150x Magnification)

SAFETY TESTING
A turf system with NaturalCool infill, a turf system with a competitor organic infill, and a field of natural grass were tested using the ASTM F1015 test for abrasiveness.

THE RESULT:
The abrasive index of natural grass is rated as 20 (ASTM F1505), NaturalCool’s average abrasive index rating is 28.0*
This result shows that a turf system with NaturalCool infill as thatch is compatible to a natural grass field. However, it is far more durable and will provide years of consistent play with much less maintenance.

*Firefly Sports Testing 12/8/2020
Engineered specifically for high-impact sports, IRONTURF™ is the world’s most durable synthetic turf.

We combine our patented MatriX woven technology with resilient TenCate XPS and Diamond fibers to create a playable, durable and safe turf. Made with American sports like football in mind, we’ve designed denser turf bundles to offer greater resilience. The unique woven pattern of IRONTURF™ reduces infill splash, decreases rotational resistance and lessens lower leg stress, improving safety through consistent GMAX.
## YARN

<table>
<thead>
<tr>
<th>Density (Denier)</th>
<th>10,000/1 (XPS); 12,000/6 (XWRD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thickness (Micons)</td>
<td>125 (XPS); 365 (XWRD)</td>
</tr>
<tr>
<td>Melting Point</td>
<td>128° C</td>
</tr>
<tr>
<td>Breaking Strength</td>
<td>24 lbs/force (XPS/XWRD)</td>
</tr>
<tr>
<td>Lead Content (PPM)</td>
<td>&lt;100</td>
</tr>
</tbody>
</table>

## STANDAROd COLORS

<table>
<thead>
<tr>
<th>Color</th>
<th>Pantone Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Green</td>
<td>575C</td>
</tr>
<tr>
<td>Lime Green</td>
<td>749C</td>
</tr>
<tr>
<td>Field Green/Lime Green</td>
<td>712C</td>
</tr>
<tr>
<td>Brown</td>
<td>1545C</td>
</tr>
<tr>
<td>Navy Blue</td>
<td>282C</td>
</tr>
<tr>
<td>Florida Blue</td>
<td>281C</td>
</tr>
<tr>
<td>Gray</td>
<td>422+429</td>
</tr>
<tr>
<td>Black</td>
<td>000C</td>
</tr>
<tr>
<td>Red</td>
<td>185C</td>
</tr>
<tr>
<td>Orange</td>
<td>166C</td>
</tr>
<tr>
<td>Blue Lagoon</td>
<td>2925C</td>
</tr>
<tr>
<td>Red Clay</td>
<td>7526C</td>
</tr>
<tr>
<td>Crimson</td>
<td>202C</td>
</tr>
<tr>
<td>Blue</td>
<td>268C</td>
</tr>
<tr>
<td>Tan</td>
<td>728C</td>
</tr>
<tr>
<td>Bright Yellow</td>
<td>136C</td>
</tr>
<tr>
<td>White</td>
<td>000</td>
</tr>
<tr>
<td>Vegas Gold</td>
<td>466C</td>
</tr>
</tbody>
</table>

## TURF

### TURF CONTENT

TenCate U.V. resistant XWRD monofilament and TenCate U.V. resistant XPS Plus woven with a unique blend of 13 oz/yd² of U.V. stable PP and PE weft/warp fibers for the base structure.

### Stability Coating

16.0 oz/yd² Polyurethane coating with drainage holes or permeable acrylic coating.

### Total Weight

88 oz/yd²

### Pile Height

2 inch

### Face Weight

59 oz/yd²

### Roll Width

15 feet

### Water Permeability

≥ 13.2 gal/yd²/min

### Tuft Bind

≥ 18 lbs

### Stitching

12 pic

Pile Height, Max Thickness, Face Weight, Primary & Secondary Backing, and Total Weight can differ by ±10%. Roll Width can differ by ±0.8 inch.

GreenFields has the right to alter each product specification in order to improve the system according to the latest standards.

GreenFields is not legally liable in case of noncompliance with the above mentioned specifications.

*In woven turf, face yarn and base yarns are woven together into one structure simultaneously - there is no separate backing.

**Conventional coating is not required on woven turf to keep fibers into backing. Woven turf is coated for stability purposes during the installation process.

†Face Weight reflects entire length of yarn, including portion woven into backing, which is consistent with standard ASTM method of measuring tuft including back stitch.

††Our woven technology eliminates the need for backing and makes the term "Tuft Bind" irrelevant. We have included this measure here in order to meet the requirements of certain RFPs.
State of California

MULTIPLE AWARD SCHEDULE

Valley Precision Grading, Inc.

<table>
<thead>
<tr>
<th>CMAS NUMBER:</th>
<th>4-21-10-1065</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMAS TERM DATES:</td>
<td>10/22/2021 through 04/30/2023</td>
</tr>
<tr>
<td>CMAS CATEGORY:</td>
<td>Non Information Technology Commodities</td>
</tr>
<tr>
<td>APPLICABLE TERMS &amp; CONDITIONS:</td>
<td>December 1, 2017</td>
</tr>
<tr>
<td></td>
<td>(<a href="http://www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/CMAS/Non-IT-Commodities-CMAS-Terms-and-Conditions.ashx?la=en&amp;hash=9AD54FF697C740F342E8B9B5BDEEDFC263632CB3">www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/CMAS/Non-IT-Commodities-CMAS-Terms-and-Conditions.ashx?la=en&amp;hash=9AD54FF697C740F342E8B9B5BDEEDFC263632CB3</a>)</td>
</tr>
<tr>
<td>MAXIMUM ORDER LIMIT:</td>
<td>State Agencies: See Purchasing Authority Dollar Threshold provision</td>
</tr>
<tr>
<td></td>
<td>Local Government Agencies: Unlimited</td>
</tr>
<tr>
<td>FOR USE BY:</td>
<td>State &amp; Local Government Agencies</td>
</tr>
<tr>
<td>BASE TIPS CONTRACT #:</td>
<td>20020501</td>
</tr>
<tr>
<td>BASE TIPS CONTRACT HOLDER:</td>
<td>Polyloom Corporation Geosurfaces Inc GeoSurfaces Southeast Inc Academy Greenfields USA</td>
</tr>
</tbody>
</table>

This CMAS provides for the purchase, warranty, installation and repair of synthetic or natural sports fields, courts or tracks. (See page 3 for the restrictions applicable to this CMAS.)

NOTICE: Products and/or services on this CMAS may be available on a Mandatory Statewide Contracts. If this is the case, the use of this CMAS is restricted unless the State agency has an approved exemption as explained in the Statewide Contract User Instructions. Information regarding Statewide Contracts can be obtained at the: Statewide Contract Index Listing (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/Statewide-Contracts?search=statewide contract listing). This requirement is not applicable to local government entities.

 Buyers must verify that the CMAS vendor has a letter of authorization from the manufacturer or an authorized distributor for the sale of the products being procured. Service specific letters of authorization are required if the CMAS vendor is providing installation and repair services.

The services provided under this CMAS are only in support of the products covered by this CMAS.

Original Signature on File
KATELYNNE LEISENRING, Program Analyst, California Multiple Award Schedules Unit

Effective Date: 10/22/2021
The most current Ordering Instructions and Special Provisions, CMAS Terms and Conditions, and products and/or services are included herein. All purchase orders issued by State agencies shall incorporate these Ordering Instructions and Special Provisions and CMAS Terms and Conditions.

Agency non-compliance with the requirements may result in the loss of delegated authority to use the CMAS program.

CMAS contractor non-compliance with the requirements may result in termination.
CMAS PRODUCT & SERVICE CODES

Product & Service Codes listed below are for marketing purposes only. Review the base contract for the products and/or services available.

- Brand-GreenFields
- Brand-Tencate Grass
- Floor Cov-Sport Flooring
- Floor Cov-Synthetic Turf
- Playground-Surface Rubberized

AVAILABLE PRODUCTS AND/OR SERVICES

All of the products in the base contract are available within the scope of this CMAS.

The ordering agency must verify the products and pricing are currently available on the TIPS 20020501 contract by emailing TIPS (tips@tips-usa.com) to obtain the most current pricing.

EXCLUDED PRODUCTS AND/OR SERVICES

Artificial/synthetic turf testing and evaluation services are not available under this CMAS.

ISSUE PURCHASE ORDER TO

Agency purchase orders must be either mailed or emailed to the following:

Valley Precision Grading, Inc.
3330 Luyung Drive
Rancho Cordova, CA 95742
Attn: Kristofer Olson

E-mail: kip@vpgrading.com

Agencies with questions regarding products and/or services may contact the CMAS contractor as follows:

Contact: Kristofer Olson
Phone: (916) 638-8800
E-mail: kip@vpgrading.com

TOP 500 DELINQUENT TAXPAYERS

In accordance with Public Contract Code (PCC) § 10295.4, and prior to placing an order for non-IT goods and/or services, agencies must verify with the Franchise Tax Board and the California Department of Tax and Fee Administration that this CMAS contractor’s name does not appear on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. See next paragraph for information.
The Franchise Tax Board’s list of Top 500 Delinquent Taxpayers is available at www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html.

The California Department of Tax and Fee Administration’s list of Top 500 Sales & Use Tax Delinquencies in California is available at www.cdtfa.ca.gov/taxes-and-fees/top500.htm.

**CALIFORNIA SELLER’S PERMIT**

The CMAS contractor’s California Seller’s Permit Number is 240382656. Prior to placing an order with this company, agencies must verify that this permit is still valid at the California Department of Tax and Fee Administration website (cdtfa.ca.gov).

**CMAS PRICES**

The maximum prices allowed for the products and/or services available are those set forth in the base contract.

The ordering agency is encouraged to seek prices lower than those in the base contract. When responding to an agency’s Request for Offer (RFO), the CMAS contractor can offer lower prices to be competitive.

**PRICE DISCOUNTS**

This CMAS contains square footage discounts. See the base contract for the specific percent of discount.

**DARFUR CONTRACTING ACT**

This CMAS contractor has certified compliance to the Darfur Contracting Act, per Public Contract Code (PCC) § 10475, et seq. It is the agency’s responsibility to verify that the contractor has a Darfur Contracting Act Certification on file.

**CALIFORNIA CIVIL RIGHTS LAW CERTIFICATION**

Pursuant to Public Contract Code section 2010, effective January 1, 2017, applicants must certify their compliance with the California Civil Rights laws and Employer Discriminatory Policies (section 51 of the Civil Code, section 12960 of the Government Code). It is the agency’s responsibility to verify that the contractor has a California Civil Rights Law Certification on file.

**WARRANTY**

For warranties, see the base contract, the CMAS Terms and Conditions, General Provisions, and CMAS Warranty.

**DELIVERY**

As negotiated between agency and CMAS contractor and included in the purchase order, or as otherwise stipulated in the contract.
SHIPPING INSTRUCTIONS

F.O.B. (Free On Board) Destination. Seller pays the freight charges.

PURCHASING AUTHORITY DOLLAR THRESHOLD

Order limits for the purchase of goods and/or services is determined by the individual agency purchasing authority threshold.

No CMAS order may be executed by a State agency that exceeds that agency’s purchasing authority threshold. State agencies with approved purchasing authority, along with their dollar thresholds can be obtained at the List of State Departments with Approved Purchasing Authority website (www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-State-Departments-with-Approved-Purchasing-Authority).

HOW TO USE CMAS

Agencies must adhere to the detailed requirements in the State Contracting Manual (SCM) when using CMAS. The requirements for the following bullets are in the SCM, Volume 2, Chapter 6 (for non-IT), the SCM, Volume 3, Chapter 6 (for IT), and the SCM, Volume FISCaL, Chapter 5 (FISCaL):

• Develop a Request for Offer, which includes a Scope of Work (SOW), and Bidder Declaration form. For information on the Bidder Declaration requirements, see the SCM, Volume 2, Section 3.5.7 and Volume 3, Section 3.4.7.
• Search for potential CMAS contractors on the CMAS website (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules) and select “Find a CMAS Contractor.”
• Solicit offers from a minimum of 3 CMAS contractors including one small business and/or DVBE, if available, who are authorized to sell the products and/or services needed.
• If soliciting offers from a certified DVBE, include the Disabled Veteran Business Enterprise Declarations form (Standard 843) in the Request for Offer. This declaration must be completed and returned by the DVBE prime contractor and/or any DVBE subcontractors. (See the SCM Volumes 2, 3, and FISCaL, Chapter 3).
• This is not a bid transaction, so the small business preference, DVBE incentives, protest language, intents to award, evaluation criteria, advertising, etc., are not applicable.
• If less than 3 offers are received, State agencies must document their file with the reasons why the other suppliers solicited did not respond with an offer.
• Assess the offers received using best value methodology, with cost as one of the criteria.
• Issue a Purchase Order to the selected CMAS contractor.
• For CMAS transactions under $10,000, only one offer is required if the State agency can establish and document that the price is fair and reasonable. The fair and reasonable method can only be used for non-customizable purchases.

Local governments set their own order limits, and are not bound by the order limits on the cover page of this CMAS.
SPLITTING ORDERS

Splitting orders to avoid any monetary limitations is prohibited.

Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders, per Public Contract Code (PCC) § 10329.

Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited, per State Administrative Manual (SAM) § 4819.34.

MINIMUM ORDER LIMITATION

The minimum dollar value of an order to be issued under this CMAS is $100.00.

ORDERING PROCEDURES

1. Purchase Orders

All Ordering Agency purchase order documents executed under this CMAS must contain the applicable CMAS number as show on page 1.

1. State Departments:


   FISCAL Purchase Documents – State departments transacting in FISCaL will follow the FISCaL procurement and contracting procedures.

2. Local Governmental Departments:

   Local governmental agencies may use their own purchase document for purchase execution.

   The agency is required to complete and distribute the purchase order. For services, the agency shall modify the information contained on the order to include the service period (start and end date), and the monthly cost (or other intermittent cost), and any other information pertinent to the services being provided. The cost for each line item should be included in the order, not just system totals.

   The contractor must immediately reject purchase orders that are not accurate. Discrepancies are to be negotiated and incorporated into the purchase order prior to the products and services being delivered.
2. Service and Delivery after CMAS Expiration

The purchase order must be issued before the CMAS expires. However, delivery of the products or completion of the services may be after the CMAS expires (unless otherwise specifically stated in the purchase order).

3. Multiple CMAS Agreements on a Single Purchase Order

Agencies wishing to include multiple CMAS agreements on a single FISCAl purchase order must adhere to the following guidelines:

- All CMAS must be for the same CMAS contractor.
- The purchase order must go to one contractor location.
- Write the word “CMAS” in the space usually reserved for the contract number. On Standard 65’s, this is at the top of the form. The word “CMAS” signifies that the purchase order contains items from multiple CMAS agreements. The purchasing agency may only use one bill code.
- For each individual CMAS (as differentiated by alpha suffix), the agency must identify and group together the CMAS number with the line items and subtotal per CMAS number (do not include tax in the subtotal), and sequentially identify each individual CMAS as Sub #1, Sub #2, Sub #3, etc. This facilitates accurate billing of administrative fees by the Procurement Division.
- The total of all items on the purchase order must not exceed the purchase order limit identified in the CMAS.
- Do not combine items from both non-IT and Information Technology CMAS agreements. A non-IT CMAS begin with the number “4” and an Information Technology CMAS begins with the number “3.” The purchase order limits are different for these two types of CMAS agreements.

4. Amendments to Agency’s Purchase Orders

Agency purchase orders cannot be amended if the CMAS has expired.

The SCM, Volumes 2 & 3, Chapter 6.A5.0 and SCM, Volume FISCAl, Chapter 5.A4.0 provides the following direction regarding amendments to all types of LPA purchase orders:

Original orders, which include options for changes (e.g., quantity or time), that were evaluated and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then amendments are not allowed unless an NCB is approved for those amendments.
Amendments unique to non-IT services are covered in the SCM, Volume 2, Chapter 6.B2.9 and SCM, Volume FISCal, Chapter 5.A4.1 as follows:

If the original contract permitted amendments, but did not specify the changes (e.g., quantity or time), it may be amended, per Public Contract Code (PCC) § 10335 (d)(1). Only a contract may be amended once under this exemption. The time shall not exceed one year, or add not more than 30% of the original order value and may not exceed $250,000. If the original contract did not have language permitting amendments, the NCB process must be followed.

Also, see the SCM, Volumes 2 & 3, Chapter 8, Topic 6, for more information on amending purchase orders.

**CMAS CONTRACTOR OWNERSHIP INFORMATION**

The CMAS contractor is a large business enterprise.

**SMALL BUSINESS MUST BE CONSIDERED**

Prior to placing orders under the CMAS program, State agencies shall whenever practicable first consider offers from small businesses that have established CMAS [Government Code (GC) § 14846(b)]. NOTE: The Department of General Services auditors will request substantiation of compliance with this requirement when agency files are reviewed.

CMAS Small Business and Disabled Veteran Partners lists (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules) can be found on the CMAS website by selecting “Find a CMAS Contractor”.

In response to our commitment to increase participation by small businesses, the Department of General Services waives the administrative fee (a fee currently charged to customer agencies to support the CMAS program) for orders to certified small business enterprises.

See the current fees in the [DGS Price Book](http://www.dgs.ca.gov/OFS/Price-Book).

**SMALL BUSINESS/DVBE - TRACKING**

State agencies are able to claim subcontracting dollars towards their SB or DVBE goals whenever the CMAS contractor subcontracts a commercially useful function to a certified SB or DVBE. The CMAS contractor will provide the ordering agency with the name of the SB or DVBE used and the dollar amount the ordering agency can apply towards its SB or DVBE goal.
SMALL BUSINESS/DVBE - SUBCONTRACTING

1. The amount an ordering agency can claim towards achieving its SB or DVBE goals is the dollar amount of the subcontract award made by the CMAS contractor to each SB or DVBE.

2. The CMAS contractor will provide an ordering agency with the following information at the time the order is quoted:
   a. The CMAS contractor will state that, as the prime contractor, it shall be responsible for the overall execution of the fulfillment of the order.
   b. The CMAS contractor will indicate to the ordering agency how the order meets the SB or DVBE goal, as follows:
      i. List the name of each company that is certified by the Office of Small Business and DVBE Services that it intends to subcontract a commercially useful function to; and
      ii. Include the SB or DVBE certification number of each company listed, and attach a copy of each certification; and
      iii. Indicate the dollar amount of each subcontract with a SB or DVBE that may be claimed by the ordering agency towards the SB or DVBE goal; and
      iv. Indicate what commercially useful function the SB or DVBE subcontractor will be providing towards fulfillment of the order.

3. The ordering agency’s purchase order must be addressed to the prime contractor, and the purchase order must reference the information provided by the prime contractor as outlined above.

WITHHOLD LANGUAGE (SB588)

Option 1 – Withhold Language

Upon delivery or completion of ordered goods or services, for which the Contractor committed to DVBE subcontractor participation, state departments shall require the Contractor to certify all the following:

1. The amount and percentage of work the Contractor committed to provide to one or more DVBEs under the requirements of the contract and the amount each DVBE received from the Contractor.
2. That all payments under the contract have been made to the DVBE. Upon request, the Contractor shall provide proof of payment for the work.
In accordance with the Military and Veterans Code 999.7, state departments shall withhold $10,000 from the final payment, or the full final payment if less than $10,000, if the Contractor fails to meet the certification requirements identified above. State departments shall notify the Contractor of their failure to meet the certification requirements and give the Contractor an opportunity to comply with the certification requirements. If after thirty (30) calendar days from the date of notice, the Contractor refuses to comply with the certification requirements, the state department shall permanently deduct $10,000 from the final payment, or the full payment if less than $10,000.

**Option 2 – No Withhold Language**

During the contract term, and upon completion of the contract for which a DVBE subcontractor commitment was made, DGS-PD will require the Contractor to certify all participation commitments and payments under the contract have been made to the DVBE. Upon request by DGS-PD, the Contractor shall provide proof of payment for the work.

**NEW EQUIPMENT REQUIRED**

The State will procure new equipment. All equipment must be new (or warranted as newly manufactured) and the latest model in current production. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable.

Where Federal Energy Management Program (FEMP) standards are available, all State agencies shall purchase only those products that meet the recommended standards. All products displaying the Energy Star label meet the FEMP standards.

**SPECIAL MANUFACTURED GOODS**

Any CMAS for goods to be manufactured by the CMAS contractor specifically for the State and not suitable for sale to others may require progress payments.

For a Non-IT goods CMAS, see the CMAS Non-IT Commodities Terms and Conditions, Provision 69, Progress Payments.

**PRODUCT INSTALLATION**

The CMAS contractor is fully responsible for all installation services performed under the CMAS. Product installations must be performed by manufacturer authorized personnel and meet manufacturer documented specifications.

The prime contractor, as well as any subcontractors, must hold any certifications and/or licenses required for the project.

**TRADE-IN EQUIPMENT**

Trade-ins at open market price may be considered. The product description and trade-in allowance must be identified on the purchase order.
Agencies are required to adhere to State Administrative Manual (SAM) § 3520 through 3520.6, Disposal of Personal Property and Surplus Personal Property, as applicable, when trade-ins are considered. A Property Survey Report, Standard 152, must be submitted for approval prior to disposition of any State-owned personal property, including general office furniture regardless of the acquisition value, or if the property was recorded or capitalized for accounting purposes.

**STATE AGENCY BUY RECYCLED CAMPAIGN (SABRC)**

State ordering agencies are required to report purchases made within the eleven product categories in the California Department of Resources Recycling and Recovery’s State Agency Buy Recycled Campaign (SABRC) per Public Contract Code sections 12200-12217.

Contractor will be required to complete and return a Recycled-Content Certification form (www.calrecycle.ca.gov/contracts/forms) upon request by the state ordering agency.

**PRODUCT SUBSTITUTIONS**

Substitution of Deliverables may not be tendered without advance written consent of the Buyer. The Contractor must offer an equivalent or newer model of the product from the same manufacturer at the same or lower price. Contractor cannot use any specification in lieu of those contained in the Contract without written consent from the Buyer.

**PUBLIC WORKS (INSTALLATION SERVICES ONLY)**

A public works contract is defined as an agreement for “the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind” in accordance with the Public Contract Code (PCC) § 1101. State agencies planning these types of projects need to review the SCM, Volume 1, Chapters 10 and 11 for applicable guidelines and regulations. Visit the Department of General Services (DGS), Real Estate Services Division (RESD) website (www.dgs.ca.gov/RESD) if you have questions about these types of transactions.

Agency CMAS purchase orders may allow for public works installation only when it is incidental to the total purchase order amount.

Agencies are to ensure that the applicable laws and codes pertaining to the contractor and sub-contractor licensing, prevailing wage rates, bonding, labor code requirements, etc., are adhered to by the prime contractor as well as any sub-contractor during performance under the CMAS purchase order.

The bond amount for public works is not less than 100% of the purchase order price.

**NOTE:** In accordance with Labor Code (LC) § 1773.2, the ordering agency is responsible for determining the appropriate craft, classification or type of worker needed for any contract for public works. Also, the agency is to specify the applicable prevailing wage rates as determined by the Director of the Department of Industrial Relations (DIR). In lieu of specifying the prevailing wage rates, the agency may include a statement on the order that the prevailing wage rates are on file at the agency’s office, and will be made available upon request. The prevailing wage rates are available from the DIR at www.dir.ca.gov (select Statistics & Research).
**Bonds:** For guidelines, see CMAS, General Terms and Conditions, Public Works Requirements.

**State Contractor's License:** Public works services can be obtained through CMAS only if incidental to the overall purchase order. If incidental public works services are included in the purchase order, prior to issuing the order agencies should contact the State Contractor's License Board (www.cslb.ca.gov) to verify that the Contractor's License shown below is still active and in good standing.

The CMAS contractor's California Contractor's License number is 783244. This is a Class C-61 and D12 license that is valid through 08/31/2022.

**NOT SPECIFICALLY PRICED (NSP) ITEMS**

The only time that open market/incidental, non-schedule items may be included in a CMAS order is when they fall under the parameters of the Not Specifically Priced (NSP) Items provision.

CMAS contractors must be authorized providers of the hardware, software and/or services they offer under the Not Specifically Priced (NSP) Items provision.

Agency and CMAS contractor use of the NSP provision is subject to the following requirements:

1. Purchase orders containing only NSP items are prohibited.
2. A purchase order containing NSP items may be issued only if it results in the lowest overall alternative to the State.
3. NSP items shall be clearly identified in the order. Any product or service already specifically priced and included in the base contract may not be identified as an NSP item.
4. NSP Installation Services: The CMAS contractor is fully responsible for all installation services performed under the CMAS. Product installations must be performed by manufacturer authorized personnel and meet manufacturer documented specifications. The prime contractor, as well as any subcontractors, must hold any certifications and/or licenses required for the project. The total dollar value of all installation services included in the purchase order cannot exceed the dollar value of the products included in the purchase order, nor can they exceed the NSP Maximum Order Limitation.
5. Maximum Order Limitation: For orders $250,000, or less, the total dollar value of all NSP items included in a purchase order shall not exceed $5,000. For orders exceeding $250,000, and at the option of the contractor, the total dollar value of all NSP items in a purchase order shall not exceed 5% of the total cost of the order, or $25,000 whichever is lower.
6. An NSP item included in an order issued against a CMAS is subject to all of the terms and conditions set forth in the contract.
7. Trade-ins, upgrades, involving the swapping of boards, are permissible, where the contract makes specific provisions for this action. In those instances, where it is permitted, the purchase order must include the replacement item and a notation that the purchase involves the swapping of a board.

The following NSP items **are specifically excluded** from any order issued under this CMAS:

1. Items not intended for use in directly supporting the priced items included in the same order. An NSP item must be subordinate to the specifically priced item that it is supporting. For example, a cable, which is not otherwise specifically priced in the base contract, is subordinate to a specifically priced printer or facsimile machine, and is eligible to be an NSP item subject to that cable meeting the remaining NSP requirements. However, a printer or facsimile machine, which is not otherwise specifically priced in the base contract, is not subordinate to a specifically priced cable, and is not eligible to be an NSP item.

2. Supply type items, except for the minimum amount necessary to provide initial support to the priced items included in the same order.

3. Items that do not meet the Productive Use Requirements for information technology products, per the SCM, Volume 3, Chapter 2, Section 2.B6.2 and SCM, Volume FISCAl, Chapter 2, Section 2.E3.2.

4. Any other item or class of items specifically excluded from the scope of this CMAS.

5. Public Works components NOT incidental to the total purchase order amount.

6. Products or services the CMAS contractor is NOT factory authorized or otherwise certified or trained to provide.

7. Follow-on consultant services that were previously recommended or suggested by the same CMAS contractor.

The CMAS contractor is required to reject purchase orders containing NSP items that do not conform to the above requirements. The CMAS contractor will promptly notify the agency issuing the non-conforming order of its non-acceptance and the reasons for its non-acceptance.

**STATE AND LOCAL GOVERNMENTS CAN USE CMAS**

State and local government agency use of CMAS is optional. A local government is any city, county, city and county, district, or other local governmental body or corporation, including Universities of California, California State Universities, K-12 schools, and community colleges empowered to expend public funds. While the State makes this CMAS available, each local government agency should make its own determination whether the CMAS program is consistent with their procurement policies and regulations.
PCC 10298 allows any city, county, city and county, district, or other local governmental body or corporation empowered to expend public funds to contract with suppliers awarded California Multiple Award Schedules (CMAS) without further competitive bidding.

See complete PCC 10298 language at (leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC&sectionNum=10298).

PCC 10299 allows any school district empowered to expend public funds to utilize California Multiple Award Schedules (CMAS) without further competitive bidding.

See complete PCC 10299 language at (leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC&sectionNum=10299).

**UPDATES AND/OR CHANGES**

A CMAS supplement is not required for updates and/or changes once the update and/or change becomes effective for the base contract, except as follows:

- A CMAS supplement is required when the CMAS is based on specific products and/or services from another contractor’s multiple award contract and the contractor wants to add a new manufacturer’s products and/or services.
- A CMAS supplement is required for new federal contract terms and conditions that constitute a material difference from existing contract terms and conditions. A material change has a potentially significant effect on the delivery, quantity or quality of items provided, the amount paid to the contractor or on the cost to the State.

**SELF-DELETING BASE CONTRACT TERMS AND CONDITIONS**

Instructions, or terms and conditions that appear in the Special Items or other provisions of the base contract and apply to the purchase, license, or rental (as applicable) of products or services by the US Government in the United States, and/or to any overseas location shall be self-deleting. (Example: "Examinations of Records" provision).

Federal regulations and standards, such as Federal Acquisition Regulation (FAR), Federal Information Resources Management Regulation (FIRM R), Federal Information Processing Standards (FIPS), General Services Administration Regulation (GSAR), or Federal Installment Payment Agreement (FIPA) shall be self-deleting. Federal blanket orders and small order procedures are not applicable.

**ORDER OF PRECEDENCE**

The CMAS Terms and Conditions takes precedence if there is a conflict between the terms and conditions of the contractor’s base contract, packaging, invoices, catalogs, brochures, technical data sheets or other documents (see CMAS Terms and Conditions, CONFLICT OF TERMS).
APPLICABLE CODES, POLICIES AND GUIDELINES

All California codes, policies, and guidelines are applicable. The use of CMAS does not reduce or relieve state agencies of their responsibility to meet statewide requirements regarding contracting or the procurement of goods or services. Most procurement and contract codes, policies, and guidelines are incorporated into CMAS agreements. Nonetheless, there is no guarantee that every possible requirement that pertains to all the different and unique State processes has been included.

PAYMENTS AND INVOICES

1. Payment Terms

Payment terms for this CMAS are net 45 days.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code (GC) § 927 et. seq. Unless expressly exempted by statute, the Act requires State agencies to pay properly submitted, undisputed invoices not more than 45 days after (1) the date of acceptance of goods or performance of services; or (2) receipt of an undisputed invoice, whichever is later.

2. Payee Data Record (Standard 204)

State Agencies not transacting in FISCal, must obtain a copy of the Payee Data Record (Standard 204) in order to process payments. State Ordering Agencies forward a copy of the Standard 204 to their accounting offices. Without the Standard 204, payment may be unnecessarily delayed. State Agencies should contact the CMAS contractor for copies of the Payee Data Record.

3. DGS Administrative and Incentive Fees

Orders from State Agencies:

The Department of General Services (DGS) will bill each State agency directly an administrative fee for use of CMAS. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS. This administrative fee is waived for CMAS purchase orders issued to California certified small businesses.

See the current administrative fees in the DGS Price Book (www.dgs.ca.gov/OFS/Price-Book).

Orders from Local Government Agencies:

CMAS contractors, who are not California certified small businesses, are required to remit to DGS an incentive fee equal to a percentage of the total of all local government agency orders (excluding sales tax and freight) placed against their CMAS. The incentive fee is in lieu of local government agencies being billed the referenced DGS administrative fee.

See the current incentive fees in the DGS Price Book.
This incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

The check covering this fee shall be made payable to the Department of General Services, CMAS Unit, and mailed to the CMAS Unit along with the applicable Quarterly Report. See the provision in this CMAS entitled “Contractor Quarterly Report Process” for information on when and where to send these checks and reports.

4. Contractor Invoices

Unless otherwise stipulated, the CMAS contractor must send their invoices to the agency address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include the following:

- CMAS number
- Agency purchase order number
- Agency Bill Code (State Only)
- Line item number
- Unit price
- Extended line item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

The company name on the CMAS, purchase order and invoice must match or the State Controller’s Office will not approve payment.

5. Advance Payments

Advance payment is allowed for services only under limited, narrowly defined circumstances, e.g., between specific departments and certain types of non-profit organizations, or when paying another government agency (Government Code (GC) § 11256 – 11263 and 11019).

It is NOT acceptable to pay in advance, except software maintenance and license fees, which are considered a subscription and may be paid in advance if a provision addressing payment in advance is included in the purchase order.

Software warranty upgrades and extensions may also be paid for in advance, one time.

6. Credit Card

The CMAS contractor accepts the State of California credit card (CAL-Card).

A purchase order is required even when the ordering department chooses to pay the CMAS contractor via the CAL-Card.
7. Leasing/Financing

California State Agencies are required to utilize the Golden State Financial Marketplace (GS SMart) program for all financing and leasing needs. California Local Agencies (counties, cities, K-12 school districts, community colleges, California State Universities, Universities of California, etc.) may utilize the GS SMart program for financing and leasing according to PCC 14937. The minimum dollar amount for Local Agency financing and leasing is $100,000.

8. Lease/Purchase Analysis

State agencies must complete a Lease/Purchase Analysis (LPA) to determine best value when contemplating a lease/rental, and retain a copy for future audit purposes (State Administrative Manual (SAM) § 3710).

For short-term rental equipment, the lease/purchase analysis must be approved by the Department of General Services, Office of legal Services.

The lease/purchase analysis for all other purchases must be approved by the Department of General Services, GS SMart State Financial Marketplace. Buyers may contact the GS SMart Administrator, Kris Bianchini via e-mail at kristopher.bianchini@dgs.ca.gov for further information.

9. Leasing

The State reserves the right to select the form of payment for all procurements, be it either an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS SMart and/or Lease SMart). If payment is via the financial marketplace, the Supplier will invoice the State and the State will approve the invoice and the selected Lender/Lessor for all product listed on the State’s procurement document will pay the supplier on behalf of the State.

Buyers may contact the GS SMart Administrator, Kris Bianchini via e-mail at kristopher.bianchini@dgs.ca.gov for further information.

CONTRACTOR QUARTERLY REPORT PROCESS

CMAS contractors are required to submit a detailed CMAS Business Activity Report on a quarterly basis to the CMAS Unit.

This report shall be mailed to:

Department of General Services
Procurement Division – CMAS Unit
Attention: Quarterly Report Processing
PO Box 989052, MS #2-202
West Sacramento, CA 95798-9052
Reports that include checks for incentive fees must be mailed and shall not be e-mailed. All other reports may be e-mailed to the attention of Quarterly Report Processing as follows:

CMAS Unit E-Mail: cmas@dgs.ca.gov

For the full instructions on completing and submitting CMAS Quarterly Business Activity Reports, and a soft copy of a blank quarterly report form, go to the CMAS website (www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/California-Multiple-Award-Schedules) and then select “File a CMAS Quarterly Report”.

Important things to remember regarding CMAS Quarterly Business Activity Reports:

- A report is required for each CMAS, each quarter, even when no new purchase orders are received in the quarter.
- A separate report is required for each CMAS.
- Each purchase order must be reported only once in the quarter identified by the purchase order date, regardless of when the services were performed, the products were delivered, the invoice was sent, or the payment was received.
- Purchase orders from State and local government agencies must be separated on the report, as shown in the instructions.
- CMAS contractors must report the sales activity for all resellers listed on their CMAS.
- Any report that does not follow the required format or excludes required information will be deemed incomplete and returned to the CMAS contractor for corrections.
- Taxes and freight must not be included in the report.
- CMAS contractors must attach to their quarterly report a check covering the required incentive fee for all CMAS sales to local government agencies.
- New CMAS agreements and supplements will be approved only if the CMAS contractor has submitted all required quarterly reports and incentive fees.

CMAS Quarterly Business Activity Reports are due in the CMAS Unit within two weeks after the end of each quarter as shown below:

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>January 1 to March 31</th>
<th>Due April 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 2</td>
<td>April 1 to June 30</td>
<td>Due July 15</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>July 1 to September 30</td>
<td>Due October 15</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>October 1 to December 31</td>
<td>Due January 15</td>
</tr>
</tbody>
</table>

**CONTRACTOR QUARTERLY INCENTIVE FEES**

CMAS contractors, who are not California certified small businesses, are required to remit to DGS an incentive fee equal to a percentage of the total of all local government agency orders (excluding sales tax and freight) placed against their CMAS. The incentive fee is in lieu of local government agencies being billed the referenced DGS administrative fee.

See the current incentive fees in the DGS Price Book.
CMAS contractors cannot charge local government agencies an additional charge on a separate line item to cover the incentive fee. The CMAS contractor must include the incentive fee in the price of the products or services offered, and the line item prices must not exceed the applicable base contract prices.

A local government agency is any city, county, district, or other local governmental body, including the California State University (CSU) and University of California (UC) systems, K-12 public schools and community colleges empowered to expend public funds.

This incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

The check covering this fee shall be made payable to the Department of General Services, CMAS Unit, and mailed to the CMAS Unit along with the applicable Quarterly Report. See the provision in this CMAS entitled “Contractor Quarterly Report Process” for information on when and where to send these checks and reports.

OBTAINING COPY OF ORIGINAL CMAS AND SUPPLEMENTS

A copy of a CMAS and supplements, if any, can be obtained at Cal eProcure (caleprocure.ca.gov). A complete CMAS consists of the following:

- CMAS cover pages (which includes the signature page, ordering instructions and special provisions, and any attachments or exhibits as prepared by the CMAS Unit)
- CMAS Terms and Conditions.
- Base contract terms and conditions
- Product/service listing and prices
- Supplements, if applicable.

It is important for the agency to confirm that the required products, services, and prices are included in the CMAS and are at or below base contract rates. To streamline substantiation that the needed items are in the base contract, the agencies should ask the CMAS contractor to identify the specific pages from the base contract that include the required products, services, and prices. Agencies should save these pages for their file documentation.

CONTRACTORS ACTING AS FISCAL AGENTS ARE PROHIBITED

When a subcontractor ultimately provides all of the products or performs all of the services that a CMAS contractor has agreed to provide, and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature, and does not provide a Commercially Useful Function (CUF). It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

AGENCY RESPONSIBILITY

Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes.
This responsibility includes, but is not necessarily limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards the State’s interests, obtaining required approvals, and documenting compliance with Government Code (GC) § 19130.b (3) for outsourcing services.

It is the responsibility of each agency to consult as applicable with their legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order.

If you do not have legal services available to you within your agency, the DGS Office of Legal Services is available to provide services on a contractual basis.

CONFLICT OF INTEREST

Agencies must evaluate the proposed purchase order to determine if there are any potential conflict of interest issues. See the CMAS Terms and Conditions, Conflict of Interest, for more information.

FEDERAL DEBARMENT

When federal funds are being expended, the agency is required to obtain (retain in file) a signed “Federal Debarment” certification from the CMAS contractor before the purchase order is issued.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

CONTRACTOR TRAVEL

The Travel provision is not applicable to this CMAS.

LIQUIDATED DAMAGES FOR LATE DELIVERY

The value of the liquidated damages cannot be a penalty, must be mutually agreed upon by agency and contractor and included in the purchase order to be applicable.

ACCEPTANCE TESTING CRITERIA

If the agency wants to include acceptance testing for all newly installed technology systems, and individual equipment, and machines which are added or field modified (modification of a machine from one model to another) after a successful performance period, the test criteria must be included in the purchase order to be applicable.
AMERICANS WITH DISABILITY ACT (ADA)

Section 504 of the Rehabilitation Act of 1973 as amended; Title VI and VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act, 42 USC 12101; California Code of Regulations, Title 2, Title 22; California Government Code, Sections 11135, et seq.; and other federal and State laws, and Executive Orders prohibit discrimination. All programs, activities, employment opportunities, and services must be made available to all persons, including persons with disabilities. See Attachment A for Procurement Division’s ADA Compliance Policy of Nondiscrimination on the Basis of Disability.

Individual government agencies are responsible for self-compliance with ADA regulations.

Contractor sponsored events must provide reasonable accommodations for persons with disabilities.

DGS PROCUREMENT DIVISION CONTACT AND PHONE NUMBER

Department of General Services
Procurement Division, CMAS Unit
707 Third Street, 2nd Floor, MS 2-202
West Sacramento, CA 95605-2811

Phone #  (916) 375-4365
Procurement Division (State Department of General Services)

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE
POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY

To meet and carry out compliance with the nondiscrimination requirements of the Americans with Disabilities Act (ADA), it is the policy of the Procurement Division (within the State Department of General Services) to make every effort to ensure that its programs, activities, and services are available to all persons, including persons with disabilities.

For persons with a disability needing a reasonable accommodation to participate in the Procurement process, or for persons having questions regarding reasonable accommodations for the Procurement process, please contact the Procurement Division at (916) 375-4400 (main office); the Procurement Division TTY/TDD (telephone device for the deaf) or California Relay Service numbers which are listed below. You may also contact directly the Procurement Division contact person who is handling this procurement.

**Important:** To ensure that we can meet your need, it is best that we receive your request at least 10 working days before the scheduled event (i.e., meeting, conference, workshop, etc.) or deadline due-date for procurement documents.

The Procurement Division TTY telephone numbers are:

Sacramento Office: 916-376-5127 (CALNET 480-5127)

The California Relay Service Telephone Numbers are:

Voice: 1-800-735-2922, or 7-1-1
Speech to Speech Service: 1-800-854-7784
TO: Jared Critchfield  
Argonaut High School  
209-257-7704  
jcritchfield@acusd.org

PROJECT: Argonaut HS. Synthetic field

Greenfields IronTurf 59 oz. Woven system

The following pricing is for the removal of the existing natural turf field and installation of a new AstroTurf Synthetic Turf field @ 80,100 sf.

SITEWORK SCOPE INCLUDES THE FOLLOWING:

1) Removal of the existing grass field and disposal of the materials on-site. The materials will be spread out if desired.
2) Process and compact sub-grade to accommodate a 4” section of aggregate base.
3) Install a permeable trench drain system to allow for field drainage.
4) Install 4” section of class II aggregate base and grading to tolerances for synthetic field construction.
5) Install infrastructure for Kifco water reel into field area.
6) Attachment boards around the perimeter of the existing curb for synthetic turf attachment.
7) Non-permeable fabric over the base material except over the new trench drain.
8) Enplast 580 shock pad.
9) Greenfields IronTurf 59oz. woven turf system.
10) Center logo, (mustang head).
11) Endzone letters (mustangs and Argonaut) single color.
12) Field markings for football and soccer.
13) TCA 1400 groomer or equal.
14) Coop Fee @2%

Total System Cost with Greenplay Eco-Fiber infill........................................ $1,216,141.00
Option #1 Black SBR rubber infill.................................................................$1,230,123.00
Option #2 Greenplay standard (same as Calaveras) .................................$1,270,515.00
Alt #1
Kifco Water reel $25,000.00

TERMS OF PAYMENT:
60% at delivery of turf
35% at substantial completion of turf.
5% retention within 35 days of acceptance.

Exclusions:
1. Items not specifically included are considered excluded.
2. This proposal is good for 30 days.
3. Field events/markings other than football and soccer
4. Fencing work other than specified above.
5. Main line irrigation for Kifco in-ground connection is figured to be within 100lf. of the connection location. Existing lines are assumed to be in place for the existing system. A 2” line (minimum) is required to feed the Kifco reel system.

Sincerely, Kip Olson
Valley Precision Grading, Inc.
1-916-752-5645
TO: Jared Critchfield  
Amador County Unified School District  
209-257-7704  
jcritchfield@acusd.org

PROJECT: Amador HS. Synthetic field

Greenfields IronTurf 59 oz. Woven system

The following pricing is for the removal of the existing natural turf field and installation of a new AstroTurf Synthetic Turf field @ 91,400 sf.

SITEWORK SCOPE INCLUDES THE FOLLOWING:

1) Removal of the existing grass field and disposal of the materials to district owned site. The materials will be spread out if desired.
2) Demolition and disposal of the existing interior concrete curb.
3) Installation of a new concrete interior curb with turf attachment board around the existing interior footprint and behind the goal post on the east endzone.
4) Process and compact sub-grade to accommodate a 4” section of aggregate base.
5) Install a permeable trench drain system to allow for field drainage.
6) Install new goal posts.
7) Install new sand pits w/sand catcher system. Two are included.
8) Remove existing fencing, enlarge surface area with excess soils, relocate fencing to accommodate new pole vault runway and landing pad in SE corner of field as discussed.
9) Install 4” section of class II aggregate base and grading to tolerances for synthetic field construction.
10) Install infrastructure for Kifco water reel into field area.
11) Non-permeable fabric over the base material except over the new trench drain.
12) Enplast 580 shock pad.
13) Greenfields IronTurf 59oz. woven turf system, solid or alternating green panels with green endzones.
14) Center logo, (Buffalo head), Amador & Buffalo’s endzone letters with border (two color).
15) Field markings for football and soccer.
16) TCA 1400 groomer or equal.
17) Coop Fee @2%

Total System Cost with Greenplay Eco-Fiber infill................................. $1,698,770.00
Option #1 Black SBR rubber infill............................................................... $1,711,824.00
Option #2 Greenplay standard (same as Calaveras) ......................... $1,765,387.00

Alt #1
Kifco Water reel $25,000.00

Alt#2
Stobian SC track system (same system as Calaveras) includes removal and disposal of the existing track surface, minor repairs and leveling of the existing asphalt surfacing. No outer curb is included in this cost. School has choice of standard colors for surface, striping, and markings.

Total system cost $300,000.00

Alt #3
Track surfacing on combined long jump/triple jump, and pole vault runways. $65,000.00

TERMS OF PAYMENT:
60% at delivery of turf
35% at substantial completion of turf.
5% retention within 35 days of acceptance.

Exclusions:

1. Items not specifically included are considered excluded.
2. This proposal is good for 30 days.
3. Field events/markings other than football and soccer
4. Fencing work other than specified above.
5. Main line irrigation for Kifco in-ground connection is figured to be within 100lf. of the connection location. Existing lines are assumed to be in place for the existing system. A 2” line (minimum) is required to feed the Kifco reel system.

Sincerely, Kip Olson
Valley Precision Grading, Inc.
1-916-752-5645
10. 4. Discussion Only - Draft Timeline for Potential Bond Measure (Mr. Critchfield)

Background Information
A draft timeline for a school bond election to be held in November 2022, to be reviewed in open session.

Fiscal Implications
N/A

Presented by
Jared Critchfield, Assistant Superintendent of Business Services

Supporting Documents

Draft Bond Timeline 2022

Quick Summary / Abstract
A draft timeline for a school bond election to be held in November 2022, to be reviewed in open session.
<table>
<thead>
<tr>
<th>Activity / Event</th>
<th>Potential Actual Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Conduct Parent and Student ‘Polls’ by Site</strong></td>
<td></td>
</tr>
<tr>
<td>2 Review All Facilities Needs</td>
<td>Ongoing</td>
</tr>
<tr>
<td>3 Evaluation of All Potential Funding Sources (i.e. Stimulus Funds, State Aid,</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Bond, General Fund, Developer Fees, Philanthropy, etc.)</td>
<td></td>
</tr>
<tr>
<td>4 Community Contact to Highlight New Leadership and Completed Facilities Projects</td>
<td>Ongoing</td>
</tr>
<tr>
<td>5 Prioritize Remaining Facilities Needs</td>
<td>Ongoing</td>
</tr>
<tr>
<td>6 Board Discussions About FMP, Preliminary Priorities and Capital Plan</td>
<td>Ongoing</td>
</tr>
<tr>
<td>7 Coordinate Additional Team Members, as Required</td>
<td>Ongoing</td>
</tr>
<tr>
<td>8 Mimi Dene Williams Finalizes FMP</td>
<td>November 2021 - January 2022</td>
</tr>
<tr>
<td>9 Coordinate Weekly (or More Frequent) Bond Planning Meetings</td>
<td>January 2022</td>
</tr>
<tr>
<td>10 Next Steps / Specific Timeline Meetings with Team</td>
<td>January 2022</td>
</tr>
<tr>
<td>11 Commence Certain Projects with Funds On Hand</td>
<td>January 2022</td>
</tr>
<tr>
<td>12 Mimi Dene Williams and District Present FMP to Board, Including Preliminary Priorities and Capital Plan</td>
<td>Board Meeting Wednesday, February 9, 2022</td>
</tr>
<tr>
<td>13 Board Presentation and Discussions on a New Bond</td>
<td>Board Meeting Wednesday, February 9, 2022</td>
</tr>
<tr>
<td>14 Board Selects Survey Consultant and Other Team Members, as Required</td>
<td>TBD Board Meeting in Late February 2022</td>
</tr>
<tr>
<td>15 DRAFT Informational Public Outreach Presentation and Other Materials</td>
<td>February 2022 - March 2022</td>
</tr>
<tr>
<td>16 Schedule Community Outreach Meetings</td>
<td>February 2022 - March 2022</td>
</tr>
<tr>
<td>17 Discuss Completed Facilities Projects and Present Future Capital Plan with Prominent Residents and Civic Organizations</td>
<td>February 2022 - March 2022</td>
</tr>
<tr>
<td>18 Voter Opinion Survey is Drafted</td>
<td>Late February 2022 - Early March 2022</td>
</tr>
<tr>
<td>19 Execution of Voter Opinion Survey</td>
<td>March 2022</td>
</tr>
<tr>
<td>20 Integrate Prioritized Facilities Needs and Funding into Updated Capital Plan</td>
<td>March 2022 - April 2022</td>
</tr>
<tr>
<td>21 Present Survey Results to Board and Community</td>
<td>TBD Board Meeting in Early April 2022</td>
</tr>
<tr>
<td>22 If Required, Amend Priorities and Bond Program (or Slow Down or Halt the Overall Process)</td>
<td>TBD Board Meeting in Early April 2022</td>
</tr>
<tr>
<td>23 Board Approves Reimbursement Resolution</td>
<td>TBD Board Meeting in Early April 2022</td>
</tr>
<tr>
<td>24 Board Finalizes Informational Materials and FAQ on Facilities</td>
<td>TBD Board Meeting in Early April 2022</td>
</tr>
<tr>
<td>25 Send Summary of Survey Results to Local Paper</td>
<td>Mid April 2022</td>
</tr>
<tr>
<td>26 Additional Conversations with Prominent Residents and Community Meetings</td>
<td>April 2022 - June 2022</td>
</tr>
<tr>
<td>27 Stakeholder Meetings (e.g. School Site Admin, Staff, Etc.)</td>
<td>April 2022 - June 2022</td>
</tr>
<tr>
<td>28 School Site Tours / Town Hall Meetings to Highlight Future Projects</td>
<td>April 2022 - June 2022</td>
</tr>
<tr>
<td>29 Board Directs Bond Counsel to DRAFT Resolution Calling Election, with Input from District and Eastshore</td>
<td>TBD Board Meeting in May 2022</td>
</tr>
<tr>
<td>30 Finalization of Capital Plan including Available Funds and Prioritized Facilities Needs</td>
<td>May 2022 - June 2022</td>
</tr>
<tr>
<td>31 Board Finalizes Bond Priorities and Updated Capital Plan Based Upon Community Feedback</td>
<td>TBD Board Meeting in June 2022</td>
</tr>
<tr>
<td>32 Board Review of DRAFT Resolution Calling Election</td>
<td>TBD Board Meeting in June 2022</td>
</tr>
<tr>
<td>33 Board Adopts Resolution Placing New Bond Measure on Ballot</td>
<td>TBD Board Meeting in July 2022</td>
</tr>
<tr>
<td>34 Last Day District May Submit Resolution to County</td>
<td>Friday, August 12, 2022*</td>
</tr>
<tr>
<td>35 Last Day to File Arguments For or Against for Inclusion in Voter Pamphlets</td>
<td>TBD**</td>
</tr>
<tr>
<td>36 Last Day to File Rebuttals for Inclusion in Voter Pamphlets, if Required</td>
<td>TBD**</td>
</tr>
<tr>
<td>37 First Day for Absentee Ballots</td>
<td>Monday, October 10, 2022</td>
</tr>
<tr>
<td>38 Last Day to Register to Vote</td>
<td>Monday, October 24, 2022</td>
</tr>
<tr>
<td>39 Election Day</td>
<td><strong>Tuesday, November 8, 2022</strong></td>
</tr>
</tbody>
</table>

*State law requires that the resolutions calling school bond elections be submitted to the County Registrar of Voters at least 85 days prior to the election date (§ 8620). Because certain counties require the resolution well in advance of § 8620, Amador County requirements should be confirmed the moment the District ‘officially’ considers a measure.

**Pending confirmation from Amador County.**