AGENDA
AMADOR COUNTY UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
Wednesday, August 11th, 2021
OPEN SESSION 6:30PM
CLOSED SESSION AT END OF MEETING IF NEEDED

Meeting Location: Amador County Building, 810 Court Street, Jackson, CA

NOTE: A copy of the Board agenda and backup materials is available for inspection and review on the Amador County Unified School District Website at www.amadorcoe.org. An audio recording of the Board Meeting is made. If you are in need of a hard copy of the agenda, please email the Communication Specialist at adam.cranfill@acusd.org.

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.

If a person or group of persons disrupt the orderly conduct of a meeting, the legislative body has a right to order those persons removed from the meeting. If order still cannot be restored after removal of the individuals disrupting the meeting, members of the legislative body can order the room cleared and continue with the meeting. (Government Code §54957.9; Penal Code §8403; Elections Code §18340; Acosta v. City of Costa Mesa (9th Cir. 2013) 718 F.3d 800; White v. City of Norwalk (9th Cir. 1990) 900F.2d 1421, 1425.)

OUR UNITY OF PURPOSE: We work as a cohesive Governance Team through discussions, actions and decisions that are thoughtful, respectful, and sensitive. We support one another in and away from the Board Room through active listening, vulnerability and honesty. We make policy decisions that ensure equitable support to increase student achievement and foster social, emotional, and physical well-being for all students.

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1.0 CALL TO ORDER

2.0 BOARD MEMBERS
[ ] Kandi Thompson, Board President
[ ] Deborah Pulskamp, Board Clerk
[ ] James Marzano
[ ] Julia Burns
[ ] James Whitaker

3.0 ROLL TAKEN BY THE SECRETARY TO THE GOVERNING BOARD

4.0 ADDITIONS/DELETIONS OR CORRECTIONS TO THE AGENDA

5.0 PLEDGE OF ALLEGIANCE

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]
6.0 PRESENTATION AND RECOGNITION

7.0 EMPLOYEE ORGANIZATIONS

10.1 Amador County Teachers Association (ACTA) (Mr. Hunkins)
10.2 California School Employees Association (CSEA) (Ms. Cramer)

8.0 PUBLIC COMMENTS
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.

9.0 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.

9.1 Minutes
9.1a Board Meeting 8-4-21 1

9.2 Personnel (Mr. Vicari)
9.2a Current Personnel Recommendations 5
9.2b Administrative Salary Schedule Update to include Mental Health Therapist 6

9.3 Business (Mr. Critchfield)
9.3a Warrants issued between: 7/19/21-7/29/21 8

9.4 Educational Services (Mr. Snider)
9.4a Web Design Hosting Agreement 12
9.4b Career Technical Education Coordinator Job Description (New) 14
9.4c Mental Health Therapist Job Description (Updated) 14

9.5 Surplus
9.5a Plymouth Elementary- Smart Board, old 21
Plymouth Elementary- Smart Board, old
Plymouth Elementary- HP Scanner, old
Plymouth Elementary- Dell Monitor, old
Plymouth Elementary- Dell Monitor, old
Plymouth Elementary- Sharp Projector, old
Plymouth Elementary- Panasonic Projector, old
Plymouth Elementary- Intel tower, old
Plymouth Elementary- Mitsubishi projector, old
Plymouth Elementary- HP Laptop, old
Argonaut High School- AGS U.S. History textbook, adopted new textbook
Argonaut High School- AGS World Geography textbook, adopted new textbook
Argonaut High School- Glencoe Biology textbook, adopted new textbook
Argonaut High School- Chemistry- Matter and Change textbook, adopted new textbook
Argonaut High School- AGS Cycles of Life textbook, adopted new textbook

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[Government Code §54954.2]
9.6 **Donations**

9.6a Plymouth Elementary Preschool received $500.00 from Friends of Farms of Amador
Sutter Creek Elementary received $500.00 from Friends of Farms of Amador
Sutter Creek Elementary received $500.00 from Tracy

9.7 **Miscellaneous** (Dr. Gibson)

9.7a CIF Approval

10.0 **DISCUSSION/ACTION ITEMS**

10.1 **CDPH Updates Related to COVID-19 - Discussion/Action (As Needed)** (Dr. Gibson)
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.

10.2 **Updates to the ACUSD Health and Safety Plan During COVID-19 for a Safe Return to School for the 2021-2022 School Year - Discussion/Action (As Needed)** (Dr. Gibson)
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.

10.3 **COVID-19 Masking – Discussion/Action Resolution: 21/22-002** (Dr. Gibson)
This resolution was taken to the Board for consideration on August 4, 2021. The Board requested to table the item and for the Superintendent to bring it back for consideration at a later date.

10.4 **Temporary Inter-Fund Transfer – Discussion/Action Resolution: 21/22-003** (Mr. Critchfield)
Amador County Unified School District receives the majority of our funding in December and April through Property Tax collection. There may be a time that borrowing in the months prior to receiving Taxes may be needed to meet our obligations. This resolution will allow Amador County Unified School District to borrow cash should the need arise to meet cash obligations through the 2021-22 school year. Borrowing between funds is allowed per Education Code 42603.

10.5 **DGS Donations – Discussion/Action Resolution: 21/22-004** (Mr. Critchfield)
The State of California offers their surplus items to other government agencies. In order for Amador County Public Schools to renew the current application to receive free surplus items, California’s Department of General Services (DGS) requires a resolution be approved by the Board of Trustees. Items that have been received in the past are computers, office furniture, filing cabinets, and a table for one of the new conference rooms.

10.6 **SCOE teacher Induction Program - Discussion/Action** (Mr. Snider)
SCOE’s Teacher Induction Program assists schools and districts in providing Teacher Induction that meets both program and credentialing standards for the state of California. The program provides credentialed teachers with a specifically designed standards-based professional development series, mentoring and coaching, credentialing services, and
technical assistance aligned to the California Standards for the Teaching Profession (CSTP). The two-year program provides a bridge linking the theory, knowledge and skills acquired in the Preliminary Credential Program to the realities of daily classroom teaching.

11.0 REPORTS

11.1 Report from Superintendent (Dr. Gibson)
11.2 Reports and Remarks from Board Members

12.0 PUBLIC COMMENTS ON CLOSED SESSION

13.0 CLOSED SESSION

14.0 RECONVENE TO OPEN SESSION/REPORT ON CLOSED SESSION

15.0 NEXT MEETING
ACUSD Regular Meeting: Wednesday, August 25, 2021, tentatively scheduled to be held at the Amador County Administration Building, 810 Court St., Jackson, CA. Open Session will start immediately following the ACOE meeting.

16.0 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
MINUTES
AMADOR COUNTY UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING
Wednesday, August 4th, 2021
CLOSED SESSION APPROXIMATELY 4:30 PM
OPEN SESSION APPROXIMATELY 5:45 PM
IMMEDIATELY FOLLOWING SELPA MEETING

MASKS REQUIRED FOR UNVACCINATED INDIVIDUALS WHILE INDOORS

Meeting Location: Amador County Building, 810 Court Street, Jackson, CA

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1.0 CALL TO ORDER 4:33pm

2.0 BOARD MEMBERS
[X] Kandi Thompson, Board President
[X] Deborah Pulskamp, Board Clerk
[X] James Marzano
[X] Julia Burns
[X] James Whitaker

3.0 ROLL TAKEN BY THE SECRETARY TO THE GOVERNING BOARD

4.0 PUBLIC COMMENTS ON CLOSED SESSION
5.0 CLOSED SESSION
5.1 Conference with Legal Counsel pursuant to Govt. Code section 54956.9 – Anticipated Litigation Regarding COVID-19

6.0 RECONVENE TO OPEN SESSION/REPORT ON CLOSED SESSION  5:59pm

7.0 ADDITIONS/DELETIONS OR CORRECTIONS TO THE AGENDA

8.0 PRESENTATION AND RECOGNITION

9.0 PLEDGE OF ALLEGIANCE

10.0 EMPLOYEE ORGANIZATIONS (Approximately 20 minutes)
10.1 Amador County Teachers Association (ACTA) (Mr. Hunkins)
10.2 California School Employees Association (CSEA) (Ms. Cramer)

11.0 PUBLIC COMMENTS ON AGENDA ITEMS (Approximately 20 minutes maximum)

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12.0 CONSENT AGENDA (Approximately 10 minutes)
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Motioned by: Marzano
Seconded by: Pulskamp
Voting: Unanimously Approved

12.1 Minutes
12.1a Board Meeting 7-21-21
12.2b Board Meeting 7-22-21

12.2 Personnel (Mr. Vicari)
12.2a Current Personnel Recommendations

12.3 Business (Mr. Critchfield)
N/A

12.4 Educational Services (Mr. Snider)
N/A

12.5 Surplus
N/A

12.6 Miscellaneous (Dr. Gibson)
13.0 DISCUSSION/ACTION ITEMS

13.1 COVID-19 Health and Safety for the 2021-2022 School Year – Discussion/Action (Dr. Gibson)
   a. Public Comment Submitted in Writing Prior to the Board Agenda Posting
   b. Public Comment In-person – Maximum of 20 minutes and no more than 3 minutes per speaker
   d. Amador County Public Health Department Update
   e. ACUSD COVID-19 Health and Safety Plan
   f. COVID-19 Masking Resolution

Motioned by: Pulskamp
Seconded by: Burns
Voting:
Thompson: Aye
Pulskamp: Aye
Burns: Aye
Marzano: Nay
Whitaker: Aye
Motion passed 4-1

13.2 Board Policy 6158 – Independent Study (update) – Discussion/Action (Mr. Snider)
Policy updated to reflect NEW LAW (AB 130, 2021) which requires all districts, for the 2021-22 school year, to offer independent study to meet the educational needs of students unless a waiver is obtained and to adopt policy with specified components in order to generate apportionment for independent study. Motioned by Burns, Seconded by Whitaker. Motion passed 5-0.

Motioned by: Burns
Seconded by: Whitaker
Voting: Unanimously Approved

14.0 REPORTS

14.1 Report from Superintendent (Dr. Gibson)
Introduced new SPED Director, Terry Crumpacker.

14.2 Reports and Remarks from Board Members
Whitaker- no report
Marzano- no report
Burns- Board member Burns enjoyed the Amador County Fair over the weekend and observed it was well attended. She is now wearing a mask because she was exposed to a positive COVID-19 case at the fair where she was not wearing a mask. Was happy for the students who were able to participate in the fair with their fair projects.
Pulskamp - Believes everyone is looking forward to the new school year but it may not look how we want it to. Regardless, it will still be in person. Happy that kids will share crayons and do partner work and we are moving towards what’s best but it may not be perfect yet.

Thompson - Thanks everyone on the School Board even though it is not a fun seat to sit in. Thanks Cabinet members and Dr. Gibson for the work they have done. Thanks the Union and how it has collaborated with them. States this work is above the paygrade of a School Board Member. Comments about how the Amador County Fair was fun and amazing for students, daughter’s friend sold a cow and pig for $30,000. Comments how kids are taught in schools how to raise the animals and thanks the teachers who taught them how. Thanks the public and states she appreciates everyone present.

15.0 NEXT MEETING
ACUSD Regular Meeting: Wednesday, August 11, 2021, tentatively scheduled to be held at the Amador County Administration Building, 810 Court St., Jackson, CA. Open Session will start at 6:30 PM.

16.0 ADJOURNMENT 7:50pm
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DATE: August 11, 2021

AGENDA ITEM #: 9.2a

Motion: __________________
Second: __________________
Vote: __________________

SUBJECT:
Human Resources Consent Agenda for August 11, 2021

CURRENT PERSONNEL RECOMMENDATIONS

Certificated~ New Hire 2021-2022
Marissa Khouri, TK-8 School Counselor, 1 FTE, Itinerant, effective August 23, 2021
Danae Boyce, Intervention Teacher, .5 FTE, Plymouth Elementary, effective August 12, 2021
Jessica Phillips, Elementary Teacher, 1 FTE, Ione Elementary, effective August 12, 2021

Certificated~ Temporary Hire 2021-2022
Giles Turner, Drama Teacher, .667 FTE, Amador High School

Certificated~ Voluntary Transfer 2021-2022 School Year, Effective August 9, 2021
Carella Herberger, 1 FTE, Elementary Teacher, Ione Elementary to 1 FTE, Elementary Teacher, Virtual Academy

Classified ~ New Hire
Bobbi Jo Clinkenbeard, Recess/Lunch Aide, 2 hours/11 months, Pine Grove Elementary, effective August 11, 2021
Julianna Burkhart, Administrative Assistant IV Selpa, 8 hours/12 months, District Office, effective August 12, 2021
Sandra Plasse, Administrative Assistant III/Dispatch, 8 hours/12 months, Transportation, effective August 30, 2021

RECOMMENDATION:
Approve Human Resources Consent Agenda

PRESENTED BY: David Vicari, Assistant Superintendent, Human Resources & Labor Relations
AGENDA ITEM #: 9.2b

SUBJECT: Administrative Salary Update

BACKGROUND INFORMATION: Administrative Salary Schedule Update to include Mental Health Therapist

FISCAL IMPLICATIONS: N/A

RECOMMENDATION: Approve Human Resources Consent Agenda

PRESENTED BY: David Vicari, Assistant Superintendent, Human Resources & Labor Relations
### CERTIFICATED

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<th>CLASSIFICATION</th>
<th>WORK DAYS</th>
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**Stipends:**
- Doctorate: $1,750
- Masters Degree: $1,000
- Large Enrollment (420+) Elementary Principal: $4,000

### CLASSIFIED

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<th>CLASSIFICATION</th>
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Classified Management: 260 days includes 30 days vacation and 13 paid holidays

Administrators will receive longevity increases in 5% increments after their 8th, 13th and 18th years of service as an administrator with the district and/or county office.
AGENDA ITEM #: 9.3a

SUBJECT:
Warants issued between: 7/19/21- 7/29/21

BACKGROUND INFORMATION:
N/A

FISCAL IMPLICATIONS:
N/A

RECOMMENDATION:
Superintendent Gibson recommends approving this.

PRESENTED BY:
Jared Critchfield, Assistant Superintendent of Business Services
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If there are any questions regarding any of the payments, please contact Jared Critchfield @ 257-5375 or Nancy Kohlman @ 257-5333
AUGUST 11, 2021

AGENDA ITEM #: 9.4a

SUBJECT: About You Web Design Website Hosting Agreement for 2021-2022

BACKGROUND INFORMATION:
This is the yearly web hosting agreement for the district and school websites. This includes the following services for the district office and all school sites.
• WordPress web hosting
• Security updates to the Core WordPress Files, Divi Theme Files and all WordPress Plugins
• Daily website backups
• ADA compliance scans and resolutions
• Updates to server software: PHP versions and dashboard software.

FISCAL IMPLICATIONS:
$7,800 funded through the Educational Services Department Budget.

RECOMMENDATION:
The Superintendent recommends approval of the About You Web Design Website Hosting Agreement for 2021-2022.

PRESENTED BY:
Sean Snider, Assistant Superintendent of Educational Services
Hosting, Technical Support, Website Security Maintenance, and ADA Compliance.
$7800 for 2021-2022.

Hosting & Technical Support - applies to all sites under the hosting plan.

- WordPress software hosting
- Scheduled updates to server software
- PHP versions and SiteTools dashboard software updates
- Daily Data Base backups
- Top Level Tech Support 24/7

Website Security Maintenance & ADA Compliance

Services include:
- Security Updates to the WordPress Core software, Divi theme and all Plugin Modules.
- Daily website backups.
- Monthly ADA scans and corrections to any items that fall out of compliancy due to the ever-changing ADA requirements.

  NOTE: ADA errors that occur due to incorrect website edits performed by staff other than employees of About You Web Design are subject to an hourly fee of $65 for remediation. It is highly advisable that no staff be allowed to edit the site content until they have been trained by AYWD on the proper ADA Compliance standards. AYWD is not responsible for errors committed by untrained staff.

Note: the term “website maintenance” refers to items listed above and does not include redesign requests or extended training beyond what may be required for new staff.
Any services requested that fall outside of the items listed in this proposal would be billed at $65 per hour.

NOTE: NorthStar and Amador Adult Education are now designed and managed by Brittany Williams for the 2021-2022 school year, and as such About You Web Design is no longer responsible for the Website Security Management or ADA compliance of sites designed or managed by other parties.
Amador County Public Schools

AUGUST 11, 2021

AGENDA ITEM #: 9.4b and 9.4c

SUBJECT: Job Descriptions: Mental Health Therapist, Career Technical Education (CTE) Coordinator

BACKGROUND INFORMATION:
The Mental Health Therapist position, which is a new position for our district, was originally placed on the ACTA Certificated Salary Schedule Column III (AB+30). Since the original job description was approved, it has been discovered that these positions in other districts are typically on the same salary level as a school psychologist, due to the commensurate education and certifications mental health therapists have. We have missed out on two qualified candidates because of this discrepancy in our salary range.

The Coordinator, Career & Technical Education (CTE) assists site principals, and CTE teachers in administering, monitoring and implementing the requirements for a quality CTE and dual enrollment program and all grant requirements. The CTE coordinator provides leadership and support for the staff and collaborates with administrators, instructional staff, and community members in assuring that appropriate CTE curriculum and instructional practices are occurring in all classrooms. The CTE coordinator meets with CTE teachers individually and in small groups, with local, regional and statewide members of the public involved in CTE, and professional learning communities to support implementation of CTE program requirements.

FISCAL IMPLICATIONS:
Mental Health Therapist: Increase of $32,536 per year.
One position is funded through the Board approved Expanded Learning Opportunities Grant Plan. Two additional positions are funded through the $2.5 million Mental Health Services Oversight and Accountability Commission (MHSOAC) grant.
CTE Coordinator: Increase of $4,212 over CTE TOSA funded through the K-12 Strong Workforce Program (SWP) Grant

RECOMMENDATION:
The Superintendent recommends approval of the Mental Health Therapist job description.

PRESENTED BY:
Sean Snider, Assistant Superintendent, Educational Services
JOB DESCRIPTION
The Coordinator, Career & Technical Education (CTE) assists site principals and CTE teachers in administering, monitoring, and implementing the requirements for a quality CTE and dual enrollment program and all associated grant requirements. The CTE coordinator provides leadership and support for the staff and collaborates with administrators, instructional staff, and community members in assuring that appropriate CTE curriculum and instructional practices are occurring in all classrooms. The CTE coordinator meets with CTE teachers individually and in small groups, with local, regional and statewide members of the public involved in CTE, and professional learning communities to support implementation of CTE program requirements.

REPORTS TO:
Assistant Superintendent, Educational Services

MAJOR DUTIES AND RESPONSIBILITIES:
1. Assists with and promote high quality curriculum and instruction aligned with the California CTE Model Curriculum Standards including, but limited to, helping to provide a coherent sequence of CTE courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.

2. Assists in hiring and supervising teaching and support staff.

3. Collaborates on budget development for CTE operations.

4. Writes, implements, and administers the Federal Perkins grant

5. Provides information as needed to the United States and California Department of Education and California Community College Chancellor’s Office

6. Serves as a member of the ACUSD High School administrative team and provide support and assistance to the other members of the team as needed

7. Assists in providing pupils with high quality career exploration and guidance.

8. Provides for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary education institutions, documented through formal written agreements.

9. Works with post-secondary education institutions to provide dual-enrollment opportunities for high school students.

10. Forms ongoing and structural industry and labor partnerships, documented through formal written agreements and through participation on advisory committees.

11. Provides opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, and other work-based learning opportunities.

12. Reflects regional or local labor market demands and focuses on current or emerging high-skill, high-wage, or high-demand occupation.

13. Works to create industry recognized credentials, certificates, and appropriate post-secondary
education, or employment pathways.

14. Assists with recruiting and retaining a skilled staff and assists with professional development opportunities for those teachers and faculty.

15. Works with the business office on the expenditure reporting requirements of all career technical program grants, including Carl D. Perkins Career Technical Education grant, Agricultural Career Technical Education Incentive grant, K-12 Strong Workforce Program (K-12 SWP), CRANE, etc. (budget revisions, quarterly claims, expenditure reports).

16. Reports data, as a program participation requirement to allow for an evaluation of the program. Create plans to meet the data reporting requirements outlined as part of the grant criteria including the following:
   - The number of pupils completing high school.
   - The number of pupils completing CTE coursework.
   - The number of pupils obtaining an industry-recognized credential, certificate, license, or other measure of technical skill attainment.
   - The number of former pupils employed and the types of businesses in which they are employed.
   - The number of former pupils enrolled in a postsecondary educational institution, a state apprenticeship, or another form of job training.

17. Promotes the CTE program through outreach, marketing, and communications.

18. Collaborates with consortium members.

19. Works with CTE teachers in forming, maintaining, and growing advisory groups.

20. Participates in or leads meetings, workshops and seminars with CTE employees new to the district.

21. Assists staff in providing the best possible learning environment for all students.

22. Collaborates with others (e.g. teachers, counselors, administrators, students, parents, other District personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.

23. Maintains a variety of detailed records in a variety of written and electronic formats.

24. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.

25. Other related duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

Training and/or Education:
Bachelor’s Degree or higher from an accredited university
Knowledge of Career Technical Education programs and associated grants

Experience:
Demonstrated ability in secondary school instruction and curriculum development
Demonstrated ability as an administrator
LICENSES OR CERTIFICATION:
Current valid California teaching credential
Current valid California Administrative Services Credential
Valid California drivers’ license and evidence of insurance, TB, and criminal justice fingerprint clearance.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

PAY RANGE AND WORK DAYS:
Level I of the Certificated Administrative Salary Schedule (192 work days)
MENTAL HEALTH THERAPIST

DEFINITION: The Mental Health Therapist provides a variety of mental health services for qualifying students (including therapy, consultation, student status, and treatment); communicates information to staff and families; and provides information and/or direction as may be requested. The mental health therapist reports to the Assistant Superintendent of Educational Services, or designee.

EXAMPLES OF DUTIES:

● Administers assessments (e.g. psycho social, emotional, etc.) for the purpose of evaluating the social and emotional development of students and/or determining eligibility for services.

● Attends meetings as assigned (e.g. Individual Education Plan (IEP) as a member of the team, progress evaluations, case consultations concerning student status and treatment, staff meetings, on-site trainings, in-service meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.

● Collaborates with internal school personnel and public/private agencies (e.g. medical staff, psychiatrist, outside counseling; conducts workshops/trainings on a variety of topics related to mental health and social-emotional well-being, etc.) for the purpose of providing information and/or services to strengthen families and/or students/clients.

● Completes specific program procedures in all work assignments and adheres to ethical obligations, including client confidentiality for the purpose of providing effective mental health services.

● Coordinates with service providers such as case managers, teachers, clinical mental health services staff for the purpose of coordinating mental health plans to ensure quality treatment, delivery of services, and review/update progress.

● Develops treatment and goals for treatment plans for the purpose of providing interventions and/or delivering services in compliance with established guidelines.

● Implements classroom interventions (e.g. group/classroom calming activities, teach anger management skills and other topics, provides support to schools during school crisis, etc.) for the purpose of supporting the classroom team and/or providing therapeutic interventions as needed.

● Maintains a variety of manual and electronic files and/or records (e.g. case histories and services plans in compliance with LEA Medi-Cal requirements, medical billing records, etc.) for the purpose of ensuring documentation for reference in accordance with administrative, clinical, and state legal requirements.

● Monitors direct services in the school (e.g. individual and group treatment, case management, and consultation, etc.) for the purpose of delivering effective mental health services to qualifying students.

● Prepares a variety of written materials (e.g. therapy notes, reports, letters, plans, psycho
social notes assessments, communication notes, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Provides therapeutic interventions for the purpose of addressing immediate safety concerns and/or providing support and services to improve student outcomes.
- Responds to crises within the school environment for the purpose of providing appropriate interventions.

QUALIFICATIONS
SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining complete and accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current methods and modalities in student treatment; child and adolescent treatment competency skills; community resources; medical terminology; continuum of care; and utilization management.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; observing and interpreting human behavior; working autonomously and in cooperation with others; and working with detailed information/data.

TRAINING AND EXPERIENCE
Job related experience within a specialized field is preferred.
Bachelor’s degree required.
Master’s degree preferred in job-related area.

CERTIFICATES AND LICENSES
Any of the following (or combination of):
LCSW, MFT, or Clinical Psychologist License
Pupil Personnel Services Credential
School Counseling, School Psychologist or Social Work Credential
Valid Driver’s License & Evidence of Insurability
PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:
Lifting, pushing and/or pulling objects normally does not exceed 50 pounds and is an infrequent aspect of the job.

Mobility:
Positions in this class require the mobility to stand, stoop, reach and bend.

Vision:
Positions in this class require vision (which may be corrected) to read small print.

SALARY LEVEL
Level II of the Certificated Administrative Salary Schedule (192 Work Days)
AGENDA ITEM #: 9.5a

SUBJECT:
Surplus Requests

BACKGROUND INFORMATION:
N/A

FISCAL IMPLICATIONS:
N/A

RECOMMENDATION:
Superintendent Gibson recommends approving these surplus requests.

PRESENTED BY:
Dr. Torie Gibson, Superintendent
Amador County Unified School District/Amador County Office of Education

Request to Surplus

School Site/Department: Argonaut High School / Library
Name of Person Completing Form: Sonya Beckwith
Signature of Employee Responsible: [Signature]
Date: 08/02/21

<table>
<thead>
<tr>
<th>Item I.D. # or Inventory Sticker</th>
<th>Description of Item Brand, Model, Year Purchased</th>
<th>Reason for Surplus Request</th>
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</thead>
<tbody>
<tr>
<td>(16)</td>
<td>ACS U.S. History</td>
<td>No longer using - Adapted new textbook</td>
</tr>
<tr>
<td>(3)</td>
<td>ACS World Geography</td>
<td></td>
</tr>
<tr>
<td>(191)</td>
<td>Biology (Glenoe)</td>
<td></td>
</tr>
<tr>
<td>(63)</td>
<td>Chemistry - Matter &amp; Change</td>
<td></td>
</tr>
<tr>
<td>(20)</td>
<td>ACS Cycles of Life</td>
<td></td>
</tr>
</tbody>
</table>

Site's Disposal Method: [Signature] Date: 8-2-21

DISTRICT OFFICE USE

Received by Superintendent's Office: [Signature] Date: 8-5-21

Board Approved: ____________________________ Date: ____________________________

Board Approval Sent to Site: ____________________________ Date: ____________________________

FOLLOWING BOARD APPROVAL

Final Method of Disposal: ____________________________
Amador County Unified School District / Amador County Office of Education  
Request to Surplus

School Site/Department: Plymouth Elementary  
Date: 7-30-21

Name of Person Completing Form: Sara Holmes

<table>
<thead>
<tr>
<th>Item I.D. # and Inventory Sticker</th>
<th>Description of the Item Including: Brand, Model, Year Purchased</th>
<th>Reason for Surplus Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Tag 4459 Resource 2D1D</td>
<td>Smart Board</td>
<td></td>
</tr>
<tr>
<td>SB680-R2-L2-67565</td>
<td>Smart Technologies</td>
<td></td>
</tr>
<tr>
<td>Tag # 44580 Resource 3D1D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SB680-R2-L2-6777415</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Tag</td>
<td>HP C8433A Scanner</td>
<td>Old</td>
</tr>
</tbody>
</table>
| No Tag                           | Dell Monitor C23RX3L  
                                    | CN=0K5GRD7876L0FL1W-A00                                      |                            |
|                                  | Dell Monitor C8X7U-72872-94W-8CM                             |                            |

Administrator's Signature: ___________________________ Date: ___________________________

DISTRICT USE

Received by Superintendent’s Office: ___________________________ Date: 8/15/21

Superintendent’s recommendation for value and disposal method:

Board Approval sent to site: ___________________________ Date: ___________________________

Final Method of Disposal: Ewaste  
Responsible Employee’s Signature: ___________________________ Date: 8/1/2021

8/2015
Amador County Unified School District / Amador County Office of Education  
Request to Surplus

School Site/Department: Plymouth Elementary  
Date: 7-30-21

Name of Person Completing Form: Sara Holmes

<table>
<thead>
<tr>
<th>Item I.D. # and Inventory Sticker</th>
<th>Description of the Item Including: Brand, Model, Year Purchased</th>
<th>Reason for Surplus Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>#004390 ACUSD Resource 2010 Tag</td>
<td>Sharp projector P.D. 2008 8009124660</td>
<td>Old</td>
</tr>
<tr>
<td>ACUSD 003038</td>
<td>Panasonic projector</td>
<td></td>
</tr>
<tr>
<td>ACUSD 10001076</td>
<td>Dell tower Intel Core I5 D2 tower</td>
<td></td>
</tr>
<tr>
<td>ACUSD 002529</td>
<td>Mitsubishi projector</td>
<td></td>
</tr>
<tr>
<td>NO Tag 002958 ACUSD</td>
<td>HP laptop</td>
<td></td>
</tr>
<tr>
<td>Dell NO tag</td>
<td>Dell laptop Latitude 3470</td>
<td></td>
</tr>
</tbody>
</table>

Administrator's Signature:  
Date:

DISTRICT USE

Received by Superintendent's Office  
Date: 8/15/21

Superintendent's recommendation for value and disposal method:

Board Approval sent to site:  
Date:

Final Method of Disposal: E-waste  
Date: 9/2/2021

Responsible Employee's Signature:  
Date:  

8/2015
AUGUST 11, 2021

AGENDA ITEM #: 9.6a

SUBJECT: Donations

BACKGROUND INFORMATION: N/A

FISCAL IMPLICATIONS: N/A

RECOMMENDATION: Superintendent Gibson recommends approving these donations.

PRESENTED BY: Dr. Torie Gibson, Superintendent
Date: 7/27/21
School Site / Department: Plymouth Elementary State Preschool
Name of person completing this form: B. Holmes
Description of Gift / Contribution: $500.00
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 of Donee/Contributor: Friends of Form of Amador
Mailing Address: P.O. Box 1542
Town: Jackson, CA. Zip: 95642
Telephone No.: 209-725-5500

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.
Friends of Farms of Amador
P.O. Box 1543
Jackson, Ca. 95642

On behalf of the students and staff of Plymouth State Preschool, please accept my gratitude for your generous donation. Your generosity shows how communities can come together to support students and education. Thank you again for supporting our school.

Sincerely,

Joe Horacek
Principal
AMADOR COUNTY PUBLIC SCHOOLS
Acknowledgment of Donation of Gift/Contribution to District

Date: 7-29-21

School Site/Department: Sutter Creek Elem.

Name of person completing this form: Tracy Ament

Description of Gift/Contribution: $500.00 for gardens

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 [x] No

If yes, Maintenance Department completes this section.

Required materials for installation:

Labor costs of installation:

Total:

Maintenance Director's Signature:

Name of Donee/Contributor: Friends of Farm of Amador

Mailing Address: P.O. Box 1543

Town: Jackson Zip: 95642

Telephone No.: ________________________________

Have you acknowledged receipt of gift/contribution with a thank you letter? [x] 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.
July 29, 2021

Friends of Farms of Amador
PO Box 1543
Jackson, CA 95642

To Whom it may concern,

On behalf of the staff and students of Sutter Creek Elementary School, I would like to personally thank you for your donation of $500.00 for our garden. The students enjoy the garden and this donation will continue to be a source of education for them.

Your donation will be put to good use by the staff and volunteers of our wonderful school campuses.

Thank you again for your support of the Sutter Creek Elementary Schools.

Sincerely,

Tia Peters
Principal
Sutter Creek Elementary

TP/ta
PC: ACUSD
School ID #94-2645622
AMADOR COUNTY PUBLIC SCHOOLS
Acknowledgment of Donation of Gift/Contribution to District

Date: 7-29-21

School Site/Department: Sutter Creek Elem.

Name of person completing this form: Tracy

Description of Gift/Contribution: Student School Supplies

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 [X] No

If yes, Maintenance Department completes this section.

Required materials for installation: ____________________________

Labor costs of installation: ____________________________

Total: ____________________________ **

Maintenance Director’s Signature: ____________________________

Name of Donee/Contributor: Staples

Mailing Address: 12000 Industry Blvd.

Town: Jackson Zip: 95643

Telephone No.: ____________________________

Have you acknowledged receipt of gift/contribution with a thank you letter? [X] 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.

Form No. 49 (Rev. 3/2008)
July 29, 2021

Staples
12060 Industry Blvd.
Jackson, CA 95645

Dear Staples,

On behalf of the students of Sutter Creek Elementary School, I would like to personally thank you for your donation of student supplies. Your generosity is much appreciated.

Your donations will be put to good use in our classes and all of our students will be thrilled about their new supplies when they arrive at school on August 11.

Thank you again for your support of the students at Sutter Creek Elementary.

Sincerely,

Tia Peters
Principal
Sutter Creek Elementary

TP/ta
PC: ACUSD
School ID #94-264622
AMADOR COUNTY PUBLIC SCHOOLS  
Acknowledgment of Donation of Gift/Contribution to District

Date: 7-28-21

School Site/Department: Jackson Elementary

Name of person completing this form: Jena Whitlock

Description of Gift/Contribution: $500 for garden

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.

<table>
<thead>
<tr>
<th>Required materials for installation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor costs of installation:</td>
</tr>
<tr>
<td>Total:                             **</td>
</tr>
</tbody>
</table>

Maintenance Director’s Signature:

Name of Donee/Contributor: Farms of Amador

Mailing Address: P.O. Box 1543

Town: Jackson, CA Zip: 95642

Telephone No.: 204-267-5506

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.

Form No. 49 (Rev. 3/2008)
July 28, 2021

Dear Friends of Farms of Amador,

On behalf of the students and staff at Jackson Elementary, I would like to thank you for your generous donation to our school. We will put the money to good use. It is thoughtful community members like yourselves that makes a difference. Thank you once again.

Sincerely,

Barbara Magpusao
Principal
Jackson Elementary
AGENDA ITEM #: 9.7a

SUBJECT:
CIF Approval

BACKGROUND INFORMATION:
Allow approved individuals to vote during CIF League meetings.

FISCAL IMPLICATIONS:
N/A

RECOMMENDATION:
Superintendent Gibson recommends approving this CIF Approval Form.

PRESENTED BY:
Dr. Torie Gibson, Superintendent
TO: SUPERINTENDENT OF PUBLIC SCHOOLS
PRINCIPAL OF PRIVATE SCHOOLS

FROM: RON NOCETTI, EXECUTIVE DIRECTOR

RE: FORM TO RECORD DISTRICT AND/OR SCHOOL REPRESENTATIVES TO LEAGUES

DATE: APRIL 12, 2021

Enclosed is a form upon which to record your district and/or school representatives to leagues for next year, 2021-2022. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. It is a legal requirement that league representatives be so designated.

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. This is a necessity! (Ed. Code 33353 (a) (1))

We are asking that, after action by the governing board, you send the names of league representatives to your CIF Section office. Obviously, the presumption behind this code section is that the representatives of boards are the only people who will be voting on issues, at the league and section level, that impact athletics.

If a governing board does not take appropriate action to designate representatives or this information is not given to Section offices within the required time frame, CIF is required to suspend voting privileges (CIF Constitution, Article 2, Section 25, p. 18) for the affected schools.

At the State Federated Council level, we will be asking that Sections verify that their representatives are designated in compliance with this Ed. Code section.

I hope this gives you a bit of background. Thank you for all you do to help support high school athletics. It is a valuable program in all high schools, and we appreciate the support you give to the program and to CIF.

Please return the enclosed form no later than June 28, 2021 directly to your CIF Section Office. Addresses of each section are listed on the back of the form. Please contact us if we can give you further information.
2021-2022 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 28, 2021.

Amador County Unified School District/Governing Board at its August 11, 2021 meeting, appointed the following individual(s) to serve for the 2021-2022 school year as the school’s league representative:

**PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES**

<table>
<thead>
<tr>
<th>NAME OF SCHOOL</th>
<th>Amador High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF REPRESENTATIVE</td>
<td>Nicole Gravette</td>
</tr>
<tr>
<td>POSITION</td>
<td>Vice Principal</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>330 Spanish St</td>
</tr>
<tr>
<td>CITY</td>
<td>Sutter Creek</td>
</tr>
<tr>
<td>ZIP</td>
<td>95685</td>
</tr>
<tr>
<td>PHONE</td>
<td>209-257-7300</td>
</tr>
<tr>
<td>FAX</td>
<td>209-267-5942</td>
</tr>
<tr>
<td>E-MAIL</td>
<td><a href="mailto:ngravette@acusd.org">ngravette@acusd.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF SCHOOL</th>
<th>Amador High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF REPRESENTATIVE</td>
<td>Kaleb Cagle</td>
</tr>
<tr>
<td>POSITION</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>330 Spanish St</td>
</tr>
<tr>
<td>CITY</td>
<td>Sutter Creek</td>
</tr>
<tr>
<td>ZIP</td>
<td>95685</td>
</tr>
<tr>
<td>PHONE</td>
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<td>209-267-5942</td>
</tr>
<tr>
<td>E-MAIL</td>
<td><a href="mailto:kcagle@acusd.org">kcagle@acusd.org</a></td>
</tr>
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NAME OF SCHOOL

<table>
<thead>
<tr>
<th>NAME OF REPRESENTATIVE</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
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<td>FAX</td>
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<tr>
<td>E-MAIL</td>
<td></td>
</tr>
</tbody>
</table>

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school’s governing board in order to be eligible to serve on the section and state governance bodies.

Superintendent’s or Principal’s Name: Torie Gibson
Signature: 

Address: 217 Rex Avenue
City: Jackson
Zip: 95642

Phone: 209-257-5353
Fax: 209-257-5360

**PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.**

SEE FOLLOWING PAGE FOR CIF SECTION OFFICE CONTACT INFORMATION.
CIF SECTION OFFICES

CIF CENTRAL SECTION
Ryan Tos, Commissioner
764 P Street, #105
Fresno, CA 93721
Phone: (559) 781-7586
Email: kellyjones@cifcs.org

CIF CENTRAL COAST SECTION
David Grissom, Commissioner
333 Piercy Road
San Jose, CA 95138
Phone: (408) 224-2994
Email: dgrissom@cifccs.org

CIF LOS ANGELES SECTION
Vicky Lagos, Commissioner
10660 White Oak Avenue, Suite 216
Granada Hills, CA 91344
Phone: (818) 767-0800
Email: vlagos@cif-la.org

CIF NORTH COAST SECTION
Pat Cruickshank, Commissioner
5 Crow Canyon Court, Suite 209
San Ramon, CA 94583
Phone: (925) 263-2110
Email: slivingston@cifnecs.org

CIF NORTHERN SECTION
Elizabeth Kyle, Commissioner
2241 St. George Lane, Suite 2
Chico, CA 95926
Phone: (530) 343-7285
Email: lkyile@cifns.org

CIF OAKLAND SECTION
Franky Navarro, Commissioner
1000 Broadway, Ste. 150
Oakland, CA 94607
Phone: (510) 879-2846
No fax number

CIF SAC-JOAQUIN SECTION
Michael Garrison, Commissioner
P.O. Box 289
Lodi, CA 95241
Phone: (209) 334-5900
Email: kjohnson@cifsjs.org

CIF SAN DIEGO SECTION
Joe Heinz, Commissioner
3470 College Avenue
San Diego, CA 92115
Phone: (858) 292-8165
Email: scandia@cifsds.org

CIF SAN FRANCISCO SECTION
Don Collins, Commissioner
555 Portola Drive, Bungalow 2
San Francisco, CA 94131
Phone: (415) 920-5185
Fax: (415) 920-5189

CIF SOUTHERN SECTION
Rob Wigod, Commissioner
10932 Pine Street
Los Alamitos, CA 90720
Phone: (562) 493-9500
Email: sharonh@cifss.org
TO: SUPERINTENDENT OF PUBLIC SCHOOLS
PRINCIPAL OF PRIVATE SCHOOLS

FROM: RON NOCETTI, EXECUTIVE DIRECTOR

RE: FORM TO RECORD DISTRICT AND/OR SCHOOL REPRESENTATIVES TO LEAGUES

DATE: APRIL 12, 2021

Enclosed is a form upon which to record your district and/or school representatives to leagues for next year, 2021-2022. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. It is a legal requirement that league representatives be so designated.

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. This is a necessity! (Ed. Code 33353 (a) (1))

We are asking that, after action by the governing board, you send the names of league representatives to your CIF Section office. Obviously, the presumption behind this code section is that the representatives of boards are the only people who will be voting on issues, at the league and section level, that impact athletics.

If a governing board does not take appropriate action to designate representatives or this information is not given to Section offices within the required time frame, CIF is required to suspend voting privileges (CIF Constitution, Article 2, Section 25, p. 18) for the affected schools.

At the State Federated Council level, we will be asking that Sections verify that their representatives are designated in compliance with this Ed. Code section.

I hope this gives you a bit of background. Thank you for all you do to help support high school athletics. It is a valuable program in all high schools, and we appreciate the support you give to the program and to CIF.

Please return the enclosed form no later than June 28, 2021 directly to your CIF Section Office. Addresses of each section are listed on the back of the form. Please contact us if we can give you further information.
2021-2022 Designation of CIF Representatives to League

Please complete the form below for each school under your jurisdiction and RETURN TO
THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 28, 2021.

Amador County Unified School District/Governing Board at its August 11, 2021 meeting,
(Date) appointed the following individual(s) to serve for the 2021-2022 school year as the school’s league
representative:

PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES

<table>
<thead>
<tr>
<th>NAME OF SCHOOL</th>
<th>Argonaut High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF REPRESENTATIVE</td>
<td>Troy Gassaway</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>501 Argonaut Lane</td>
</tr>
<tr>
<td>PHONE</td>
<td>209-257-7700</td>
</tr>
<tr>
<td>FAX</td>
<td>209-223-3149</td>
</tr>
<tr>
<td>E-MAIL</td>
<td><a href="mailto:troy.gassaway@acusd.org">troy.gassaway@acusd.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF SCHOOL</th>
<th>Argonaut High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF REPRESENTATIVE</td>
<td>Carrie Foster</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>501 Argonaut Lane</td>
</tr>
<tr>
<td>PHONE</td>
<td>209-257-7700</td>
</tr>
<tr>
<td>FAX</td>
<td>209-223-3149</td>
</tr>
<tr>
<td>E-MAIL</td>
<td><a href="mailto:cfoster@acusd.org">cfoster@acusd.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF SCHOOL</th>
<th>Argonaut High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF REPRESENTATIVE</td>
<td>Scott Hunkins</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>501 Argonaut Lane</td>
</tr>
<tr>
<td>PHONE</td>
<td>209-257-7700</td>
</tr>
<tr>
<td>FAX</td>
<td>209-223-3149</td>
</tr>
<tr>
<td>E-MAIL</td>
<td><a href="mailto:shunkins@acusd.org">shunkins@acusd.org</a></td>
</tr>
</tbody>
</table>

If the designated representative is not available for a given league meeting, an alternate designee of the
district governing board may be sent in his/her place. NOTE: League representatives from public schools and
private schools must be designated representatives of the school’s governing boards in order to be eligible to
serve on the section and state governance bodies.

Superintendent’s or Principal’s Name Torie Gibson Signature

Address 217 Rex Avenue City Jackson Zip 95642

Phone 209-257-5353 Fax 209-257-5360

PLEASE RETURN THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.
SEE FOLLOWING PAGE FOR CIF SECTION OFFICE CONTACT INFORMATION.
CIF SECTION OFFICES

CIF CENTRAL SECTION
Ryan Tos, Commissioner
764 P Street, #105
Fresno, CA  93721
Phone:  (559) 781-7586
Email:  kellyjones@cifcs.org

CIF CENTRAL COAST SECTION
David Grissom, Commissioner
333 Piery Road
San Jose, CA  95138
Phone:  (408) 224-2994
Email:  dgrissom@cifcscs.org

CIF LOS ANGELES SECTION
Vicky Lagos, Commissioner
10660 White Oak Avenue, Suite 216
Granada Hills, CA  91344
Phone:  (818) 767-0800
Email:  vlagos@cif-la.org

CIF NORTH COAST SECTION
Pat Cruickshank, Commissioner
5 Crown Canyon Court, Suite 209
San Ramon, CA  94583
Phone:  (925) 263-2110
Email:  slivingston@cifncs.org

CIF NORTHERN SECTION
Elizabeth Kyle, Commissioner
2241 St. George Lane, Suite 2
Chico, CA  95926
Phone:  (530) 343-7285
Email:  lkyle@cifns.org

CIF OAKLAND SECTION
Franky Navarro, Commissioner
1000 Broadway, Ste. 150
Oakland, CA  94607
Phone:  (510) 879-2846
No fax number

CIF SAC-JOAQUIN SECTION
Michael Garrison, Commissioner
P.O. Box 289
Lodi, CA  95241
Phone:  (209) 334-5900
Email:  kjohnson@cifsjs.org

CIF SAN DIEGO SECTION
Joe Heinz, Commissioner
3470 College Avenue
San Diego, CA  92115
Phone:  (858) 292-8165
Email:  scandia@cifsds.org

CIF SAN FRANCISCO SECTION
Don Collins, Commissioner
555 Portola Drive, Bungalow 2
San Francisco, CA  94131
Phone:  (415) 920-5185
Fax:  (415) 920-5189

CIF SOUTHERN SECTION
Rob Wigod, Commissioner
10932 Pine Street
Los Alamitos, CA  90720
Phone:  (562) 493-9500
Email:  sharohn@cifss.org
AUGUST 11, 2021

AGENDA ITEM #: 10.1

SUBJECT: CDPH Updates Related to COVID-19- Discussion/Action (As Needed)

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. Updated copy of CDPH updates will be provided in open session as needed related to COVID-19.

FISCAL IMPLICATIONS:
N/A

RECOMMENDATION:
Superintendent Gibson recommends approving this.

PRESENTED BY:
Dr. Torie Gibson, Superintendent
AGENDA ITEM #: 10.2

SUBJECT:
Updates to the ACUSD Health and Safety Plan During COVID-19 for a Safe Return to School for the 2021-2022 School Year - Discussion/Action (As Needed)

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. Updated copy provided during open session as needed.

FISCAL IMPLICATIONS:
N/A

RECOMMENDATION:
Superintendent Gibson recommends approving this.

PRESENTED BY:
Dr. Torie Gibson, Superintendent
AGENDA ITEM #: 10.3

SUBJECT: COVID-19 Masking- Discussion/Action (As Needed)

BACKGROUND INFORMATION:
This resolution was taken to the Board for consideration on August 4, 2021. The Board requested to table the item and for the Superintendent to bring it back for consideration at a later date.

FISCAL IMPLICATIONS:
N/A

RECOMMENDATION:
Superintendent Gibson recommends approving this.

PRESENTED BY:
Dr. Torie Gibson, Superintendent
BEFORE THE BOARD OF TRUSTEES OF
AMADOR COUNTY UNIFIED SCHOOL DISTRICT
COUNTY OF AMADOR, STATE OF CALIFORNIA

RESOLUTION NO. ACUSD 21/22-002
DECLARING NEED FOR LOCAL CONTROL IN MASKING AND DEMAND FOR
GUIDANCE ON ENFORCEMENT AND NEED TO ALIGN SCHOOL GUIDANCE
WITH THE UNITED STATES CENTERS FOR DISEASE CONTROL AND
PREVENTION, AND AUTHORIZING NECESSARY ACTIONS IN CONNECTION
THEREWITH

WHEREAS, the Amador County School District (the “District”), located in the County of Amador (the “County”), consists of schools serving students in Ione, Plymouth, Sutter Creek, Jackson, Pioneer, Pine Grove, Fiddletown, Volcano and other communities which exist to provide a high quality educational environment for all students; and

WHEREAS, in Amador County, persons 0-17 years old account for only 10% of all COVID-19 cases as of August 5, 2021; and

WHEREAS, the District has served our community for over 35 years and has made sound decisions to protect the health of students and staff; and

WHEREAS, schools in the Amador County Unified School District opened to some in-person learning in October 2020, opened with a hybrid model in November 2020, and allowed any student wishing to be in person, access to in person learning four days per week as of April 2021 with no epidemiological evidence of COVID-19 transmission occurring on campus; and

WHEREAS, the majority of adults and children over 12 years old - including those at high risk of adverse outcomes from COVID-19 - have had ample opportunity to be vaccinated; and

WHEREAS, differing levels of virus across the State require targeted strategies to mitigate the spread of COVID-19 and require locally determined approaches;

NOW, THEREFORE, be it resolved, determined and ordered by the Board of Trustees of the Amador County Unified School District to support the following positions:

● Insist that the governing authority for school safety protocols be returned to locally elected school trustee members;
● Recognize the significant number of requests for parental choice coupled with other parents advocating for continued masking to maximize COVID-19 prevention;
● Advocate for Parental Choice for masking and COVID-19 vaccination for their children;
● Exert the need and advocate for further guidance from the State of California on how to enforce the State’s masking requirement when the District can no longer suspend students for willful defiance, nor can a student’s educational rights be taken away to remove them unwillingly to independent study or on-line school;
● Publicly declare that CDPH and Elected State representatives changed guidance to schools to avoid taking responsibility for the enforcement of such directives, removed the statues used by districts to enforce such actions with students, and thus created confusion within the public, school boards and educational leaders on how to implement said guidance;
• Recognize that the District is required to comply with California Department of Public Health
guidance, to the extent that such guidance can be understood and successfully implemented.

BE IT FURTHER RESOLVED, that Amador County Unified School District calls for alignment
between the United States Centers for Disease Control and Prevention (CDC) and the California
Department of Public Health (CDPH) for masking and other health related guidance so that
confusion and political divide do not enter into the COVID-19 debate;

NOW, THEREFORE, BE IT FURTHER RESOLVED, That the Board of Trustees of the
Amador County Unified School District Board of Trustees direct the Secretary of the Board of
Trustees to transmit official copies of this resolution to the California Department of Public Health,
California State and Federal elected officials, California Governor, and any other entities the board
deems appropriate for this resolution.

BE IT FURTHER RESOLVED, that this resolution be distributed to all schools.

__________________________________  __________________________________
Kandi Thompson     Deborah Pulskamp
President, Board of Trustees    Clerk, Board of Trustees
AGENDA ITEM #: 10.4

SUBJECT:
Resolution: ACUSD 21/22-003 Temporary Inter-Fund Transfer – Discussion/Action

BACKGROUND INFORMATION:
Amador County Unified School District receives the majority of our funding in December and April through Property Tax collection. There may be a time that borrowing in the months prior to receiving Taxes may be needed to meet our obligations. This resolution will allow Amador County Unified School District to borrow cash should the need arise to meet cash obligations through the 2021-22 school year. Borrowing between funds is allowed per Education Code 42603.

FISCAL IMPLICATIONS:
Interest will be paid to the other funds for the number of days of the transfer at the rate paid by Amador County Treasurer.

RECOMMENDATION:
Superintendent Gibson recommends approval of the Inter-Fund Borrowing Resolution ACOE 21/22-003.

PRESENTED BY:
Jared Critchfield, Assistant Superintendent of Business Services
AMADOR COUNTY UNIFIED SCHOOL DISTRICT

Resolution No. ACUSD 21/22-003

Resolution for the Temporary Inter-fund Transfer

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

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

WHEREAS, no more than 85% of the maximum of moneys held in any fund or account during the 2020-2021 fiscal year may be transferred, and

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

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Amador County Unified School District, in accordance with the provisions of Education Code section 42603 adopts the following authorization for the fiscal year 2021-2022 to temporarily transfer funds between the following funds provided that all transfers are approved by the Superintendent or his designee:

Fund 12 – Child Development
Fund 35 – ACOE School Facilities Fund

Approved this 11th day of August, 2021.

AYES:
NOES:
ABSENT:

Kandi Thompson, Board President
Amador County Unified School District
AGENDA ITEM #: 10.5

SUBJECT:
Resolution ACUSD 21/22-004 for Department of General Services Eligibility Renewal Application for Donations – Discussion/Action

BACKGROUND INFORMATION:
The State of California offers their surplus items to other government agencies. In order for Amador County Public Schools to renew the current application to receive free surplus items, California’s Department of General Services (DGS) requires a resolution be approved by the Board of Trustees. Items that have been received in the past are computers, office furniture, filing cabinets, and a table for one of the new conference rooms.

FISCAL IMPLICATIONS:
Creates an opportunity for future savings.

RECOMMENDATION:
Superintendent Gibson recommends approval of Resolution ACUSD 21/22-004

PRESENTED BY:
Jared Critchfield, Assistant Superintendent, Business Services
### ORGANIZATION TYPE

#### PUBLIC GOVERNMENTAL AGENCY
- [ ] Conservation
- [ ] Economic Development
- [x] Education – ADA **4000**
- [ ] Parks & Recreation
- [ ] Public Health
- [ ] Public Safety
- [ ] Other (specify): __________

#### PRIVATE AGENCY/ORGANIZATION
- [ ] Homeless Program
- [ ] Private Education – ADA ________
- [ ] Private Health
- [ ] Older Americans Act for Sr. Citizens
- [ ] Other (specify): __________

### RESOLUTION

"BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form."

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature*</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jared Critchfield</td>
<td>Assist. Supt.</td>
<td><img src="signature.png" alt="Signature" /></td>
<td><a href="mailto:jcritchfield@acusd.org">jcritchfield@acusd.org</a></td>
</tr>
<tr>
<td>Gordon Wilson</td>
<td>Purchasing Tech.</td>
<td><img src="signature.png" alt="Signature" /></td>
<td><a href="mailto:gwilson1@acusd.org">gwilson1@acusd.org</a></td>
</tr>
<tr>
<td>Haley Maciel</td>
<td>Admin. Assistant</td>
<td>Haley Maciel</td>
<td><a href="mailto:haley.maciel@acusd.org">haley.maciel@acusd.org</a></td>
</tr>
</tbody>
</table>
Date Resolution was PASSED and ADOPTED

Number of AYES | Number of NOES | Number of ABSENT
---|---|---

☐ By checking this box, I do hereby certify that the foregoing is a full, true, and correct resolution adopted by the Governing Board of the above named organization at the meeting thereof held at its regular place of meeting on the date and by the vote above stated, a copy of said resolution is on file in the principal office of the Governing Board.

<table>
<thead>
<tr>
<th>Governing Board Name</th>
<th>Clerk of the Governing Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACUSD &amp; ACOE</td>
<td>Kandi Thompson</td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>August 11, 2021</td>
</tr>
</tbody>
</table>

**STATE AGENCIES ONLY**

State Billing Code: ________________

<table>
<thead>
<tr>
<th>Chief Administrative Officer Name</th>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**FOR STATE SURPLUS AGENCY USE ONLY**

Application Status: [ ] Approved  [ ] Disapproved

<table>
<thead>
<tr>
<th>Signed</th>
<th>Date</th>
</tr>
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</table>
AGENDA ITEM #: 10.6

SUBJECT: Sacramento County Office of Education (SCOE) Teacher Induction Program MOU

BACKGROUND INFORMATION:
SCOE's Teacher Induction Program assists schools and districts in providing Teacher Induction that meets both program and credentialing standards for the state of California. The program provides credentialed teachers with a specifically designed standards-based professional development series, mentoring and coaching, credentialing services, and technical assistance aligned to the California Standards for the Teaching Profession (CSTP). The two-year program provides a bridge linking the theory, knowledge and skills acquired in the Preliminary Credential Program to the realities of daily classroom teaching.

New teachers design an Individual Learning Plan (ILP) and work closely with a mentor and site administrator who offer coaching and longer-term analysis of teaching practice to help new teachers develop enduring professional skills. This program is designed to blend our district and schools’ goals, the teacher's context for teaching, and their areas for growth into a focused approach to professional development.

FISCAL IMPLICATIONS:
26 Teachers = $46,800 to SCOE Teacher Induction for the basic program
26 Mentors = $46,800 in mentor stipends

The total estimated cost of Induction: $93,600 funded with restricted Federal Title 2 funds

RECOMMENDATION:
The Superintendent recommends approval of the SCOE Teacher Induction MOU.

PRESENTED BY:
Sean Snider, Assistant Superintendent, Educational Services
Date: June 2, 2021

To: District Superintendents, Associate Superintendents, Chief Business Officers, District Coordinators and Partner Programs

RE: Sacramento Consortium Teacher Induction Program MOU

Dear SCOE Partner:

The Sacramento County Office of Education, as the Local Education Agency (LEA) for the SCOE School of Education, is committed to providing quality induction services.

As districts continue to navigate the current teacher shortage and a substantial percentage of teachers become eligible for retirement, it will be important to plan ahead for new hires in the years to come. In anticipation, we want to provide you with some information to assist you in planning your preliminary budgets and Local Control Accountability Plan (LCAP) with regards to California Teacher Induction for your newly hired teachers.

Teacher Induction

SCOE’s Teacher Induction Program (SCOE TI) assists schools and districts in providing Teacher Induction that meets both program and credentialing standards for the state of California. SCOE TI provides credentialed teachers with an individually designed, standards-based professional development plan, mentoring and coaching, credentialing services, and technical assistance aligned to the California Standards for the Teaching Profession (CSTP).

The two-year program provides a bridge linking the theory, knowledge and skills acquired in the Preliminary Credential Program to the realities of daily classroom teaching. New teachers design an Individualized Learning Plan (ILP) and work closely with a mentor and site administrator who offers “just-in-time” coaching and longer-term analysis of teaching practice to help new teachers develop enduring professional skills. Our program is designed to meld your district/school’s goals, the teacher’s context for teaching and their areas for growth, into a focused approach to professional development.

Teacher Induction’s Connection to District LCAP Goals/Actions and District/Site Strategic Plan

The Individualized Learning Plan teachers develop in conjunction with their mentor and site leader is an excellent opportunity to support District LCAP goals and support the strategic plan including the mission, objectives and strategies of the district and school site. A primary goal of induction is to support each teacher in developing professional learning goals that are job-embedded and practical. Site administrators can play a crucial role with new teachers by supporting teachers in understanding how induction might align with the goals of the site and district.
LCAP State Priority 1
As you work with local community groups and teacher stakeholders to develop your LCAP goals, the details below may be helpful in planning ahead for services, support and supervision for new teachers in order for them to remain highly qualified and fully credentialed.

Teacher induction goals and intern support align with several areas of the LCAP and most closely connect with Priority 1: Conditions of Learning - “Basic degree to which teachers are appropriately assigned pursuant to Education Code section 44258.9, and fully credentialed in the subject areas and for the pupils they are teaching.”

Highlights of the MOU include:

- General Responsibilities for SCOE and for each partner program/district
- Fiscal Responsibilities for each party
- Ownership of materials
- Compliance with Commission on Teacher Credentialing (CTC) requirements
- Indemnification of each party

2020-2021 Fee Structure:
The fee structure created in collaboration with the Sacramento Teacher Induction Program’s Advisory Council, shall be consistent for all teacher candidates in order to keep costs stable for our partner districts.

1. Teacher Candidate cost-for-service per year for a two-year Induction Program - $1,800
2. Teacher Candidate cost-for-service for each participant who has met the Early Completion Option (ECO) criteria - $1,800 + $500 (one-time fee) = $2,300

Timeline for Completion of MOU Process and Billing Cycle:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2021</td>
<td>Signed MOU between partner program and SCOE due</td>
</tr>
<tr>
<td>August 15, 2021</td>
<td>Estimate of candidate numbers from partner program due to SCOE</td>
</tr>
<tr>
<td>September 15, 2021</td>
<td>Purchase Orders completed and sent to SCOE</td>
</tr>
<tr>
<td>November 1, 2021</td>
<td>Invoices processed and sent to participating programs for payment</td>
</tr>
<tr>
<td>Oct 2 – Dec 15, 2021</td>
<td>Late hire billing processed as needed</td>
</tr>
</tbody>
</table>

We look forward to continuing our collaborative work in supporting teachers and students. While we are sending this electronically, we would appreciate any opportunities to meet with each of you in person at your districts or sites. Please do not hesitate to call us (916-228-2236 or 2536) if we can support you with any portion of the process.

We look forward to working with each of you in 2021-2022.

Chris Roe, Ed.D. and Tammy Patten
Directors, SCOE School of Education
Teacher Induction
croe@scoe.net
tpatten@scoe.net
District Memorandum of Understanding
Sacramento Consortium Teacher Induction Program,
Sacramento County Office of Education
and AMADOR COE/USD

The Sacramento County Office of Education (SCOE) is the Local Education Agency for SCOE’s Sacramento Consortium Teacher Induction Program. SCOE partners with Charter, Private and District programs (Program Partners) to administer a Commission on Teacher Credentialing (CTC) approved, job-embedded, two-year Teacher Induction Program (Induction Program) for General Education Multiple and Single Subject and Education Specialist Clear Credential Candidates. This partnership is hereinafter referred to as the Consortium.

The Sacramento Consortium Teacher Induction Advisory Council (Advisory Council) is composed of representatives from SCOE, Program Partners, and Institutions of Higher Education. It provides feedback to the Induction Program and helps enhance PK-20 education collaboration.

The purpose of the MOU is to establish a formal working relationship between the parties to this agreement and to set forth the operative conditions, which will govern this partnership. SCOE and the participating LEAs will form a partnership in providing and coordinating services as part of the Consortium.

I. Parties
This Memorandum of Understanding (MOU) is entered between the Sacramento County Office of Education (SCOE) and the AMADOR COE/USD (District) to implement the Induction Program.

II. Term
The effective dates of this MOU are July 1, 2021 through June 30, 2022. Either party may terminate this agreement upon written notice submitted to the Advisory Council no later than 180 days prior to the start of the next school year.

III. Responsibilities - General

A. SCOE shall:
   1. Be responsible for ensuring that the Induction Program fulfills the applicable standards of program quality and effectiveness adopted by the CTC and the California Department of Education (CDE) through the development of the Sacramento Consortium Teacher Induction Program.
   2. Supply to the CTC and CDE reports and other information as requested on all matters related to program requirements and activities.
   3. Employ staff to perform services as described in the Sacramento Consortium Teacher Induction Program Standards and budget guidelines.
4. Provide a workspace for SCOE’s Induction Program staff including computer, fax access and telephone, and meeting space for program activities.

5. Develop an annual program budget.

6. Establish a payment schedule and reporting requirements for the fee for service for each eligible credential candidate.

7. Develop and establish contracts with outside vendors for professional services as needed and/or required.

8. Facilitate a process for equitable distribution of services to Induction Program credential candidates and Mentors for all Consortium partners.

9. Advise participants of an Early Completion Option for “experienced and exceptional” candidates.

10. Convene the Advisory Council and develop other administrative processes as provided for in the Sacramento Consortium Teacher Induction Program Plan.

11. Participate in program evaluation.

B. District agrees to the following:

1. The District superintendent (or designee) will serve as the District Advisor. He/she shall provide feedback and support to SCOE’s Induction Program Directors and may serve on the Advisory Council. District will identify the District Advisor on Attachment 1 (attached hereto and incorporated herein) and return the attachment with its signed MOU.

2. Appoint an Induction Program Coordinator according to established guidelines to oversee all Induction Program activities within the District and assume the responsibilities established by the Consortium.

3. Assess credential candidates to ensure that they meet enrollment criteria. Enroll and serve eligible credential candidates according to induction requirements and criteria established by the Consortium.

4. Identify all teachers who are in their first year of teaching or first year of teaching in the District and other candidates who are eligible for Program services as described by CTC guidelines by September 30, 2021.

5. Confirm all participants by October 31, 2021 for purposes of invoicing.

6. Identify all school sites with eligible credential candidates and provide appropriate and sufficient information to all site administrators.

7. Communicate to all site administrators the Program requirements, including release time to participate in required observations (2-3 days) and employer input into the Candidates’ development of an Individual Learning Plan (ILP) within the first 60 days of enrollment in the program. The ILP will be solely used for professional growth and development of the participating teacher, not for evaluation or employment purposes.

8. Select experienced teachers as Induction Program Mentors according to established criteria as outlined in CTC’s 2016 Teacher Induction Program Standards. Ensure Mentors’ attendance at all required induction events including attendance at required Mentor training.

9. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission’s identified criteria of a valid corresponding Clear or Life Credential, three (3) years successful teaching experience, and English learner
authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level, subject matter, and credential.

10. Ensure Mentors will meet in one-to-one consultations with the participating teacher(s) as described in the program.

11. District must assure that each participating teacher receives an average of not less than one hour per week of individualized support/mentoring.

12. Arrange for substitute teachers if necessary to allow for Mentors’ observations of their credential candidates.

13. Provide on-going information about Induction Program activities to the District’s governing board.

14. Participate in required program evaluation.

15. Agree to all completion requirements as stated in the approved induction program document.

IV. Responsibilities – Fiscal

A. SCOE, in its capacity as the Induction Program’s LEA, agrees to the following:
   1. Overall fiscal responsibility for the administration of the Induction Program.
   2. Develop and maintain a balanced budget that allocates amounts sufficient to meet the costs of implementing program responsibilities as described in the Sacramento Consortium Teacher Induction Program Plan.
   3. Expend income according to regularly established policies and procedures.

B. The District agrees to the following:
   1. Pay $1,800 per Teacher Candidate cost-for-service fee per year of a two-year Induction Program. District agrees to pay the full fee unless written notice is provided to SCOE per number 4, below.
   2. In addition to the induction program fee of $1,800, there will be an additional one-time fee of $500 for Education Specialist Level I candidates who are required to demonstrate competency in Level II content standards via the SCOE Teacher Induction Level II Portfolio process. The $500 fee will support the review of the candidate’s portfolio and recommendation for the clear Education Specialist credential.
   3. Pay $2,300 cost-for-service fee for each Teacher Candidate who has met the criteria for, and has been accepted as a candidate for the Early Completion Option (ECO), in lieu of the two-year program. ECO candidates may have different ECO completion terms. District agrees to pay the full fee unless written notice is provided to SCOE per number 4 below.
   4. Provide written notice to SCOE of any Teacher Candidate who discontinues program participation. Written notice may be provided via email to kyeagley@scoe.net. Refund total is determined by date SCOE receives written notice, not teacher drop date.

SCOE will provide a refund to the District according to the following schedule:
<table>
<thead>
<tr>
<th>Date SCOE Receives Written Notice</th>
<th>Amount of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul. 1- Oct. 31</td>
<td>100% of Teacher Candidate fee</td>
</tr>
<tr>
<td>Nov. 1- Dec. 31</td>
<td>50% of Teacher Candidate fee</td>
</tr>
<tr>
<td>Jan 1- Jan. 31</td>
<td>25% of Teacher Candidate fee</td>
</tr>
<tr>
<td>Feb. 1-Jun. 30</td>
<td>No refund</td>
</tr>
</tbody>
</table>

5. Designate a Fiscal Contact to maintain fiscal records related to the District’s Induction Program and provide them to the Induction Program upon request.

V. Ownership of Materials
Any and all products developed by the Induction Program are the exclusive property of the Sacramento County Office of Education (SCOE). School districts, their employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products without the express written permission of SCOE and the Consortium. SCOE and the Induction Program shall have the authority to adapt and adopt materials developed by Induction Program for dissemination purposes.

VI. Compliance with CTC Requirements
Pursuant to Education Code Section 44227 both parties agree to adhere to the General Preconditions (requirements 1-6) established by the CTC, which are attached to this MOU as Attachment 2 and incorporated into the MOU.

VII. General Terms.
A. Entire Contract:
This contract contains the Parties’ entire written agreement. Any representations or promises not specifically detailed in this document will not be valid or binding on the Parties to this contract. Any modification to the terms of this contract must be made in writing and signed by all Parties to this contract.

B. Indemnification:
1. District agrees to defend, indemnify, and hold harmless SCOE (including its directors, agents, officers and employees) from any claim, action, or proceeding arising from any actual or alleged acts or omissions of District (its director, agents, officers, or employees) in performing its duties and obligations described in this agreement or imposed by law.

SCOE agrees to defend, indemnify, and hold harmless District (including its directors, agents, officers and employees) from any claim, action, or proceeding arising from any actual or alleged
acts or omissions of SCOE (its director, agents, officers, or employees) in performing its duties and obligations described in this agreement or imposed by law.

2. Each party shall be responsible for maintaining the confidentiality of employee data to the extent required by law. If either party fails to comply with this requirement it shall hold the non-offending party harmless and indemnify that party for the breach of confidentiality.

3. The principles of comparative fault shall govern this agreement. This provision shall survive the termination of this agreement.

C. Independent Agents:

This MOU is by and between two independent agents and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture and/or association. The employees and agents of each party shall not be entitled to the employment benefits of the other by virtue of this agreement. Each party shall remain responsible for worker’s compensation and other employment laws for their respective employees.

D. Nondiscrimination Clause:

Any service provided by either party pursuant to this agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, ethnicity, ethnic group identification, immigration status, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations.

E. Force Majeure

No party shall be liable to the other for delays or failures in performance under this MOU for events beyond their reasonable control, including acts of God, war, government regulation, terrorism, disaster, strikes of a third-party, civil disorder, curtailment of transportation facilities, pandemics, infectious disease outbreak, or similar occurrence beyond the party’s control, making it impossible, illegal, or commercially impracticable for one or both parties to perform its obligations under this MOU, in whole or in part.

F. Execution of Agreement:

This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.
G. **Signatures:**
By affixing its signature to this Contract, each Party warrants and represents that each has the authority to enter into this contract and to perform all obligations under the contract, and further that the signatory of this contract is authorized to legally bind the Party.

By: ____________________________
**Signature of Authorized Official**
Sacramento County Office of Education

Printed Name: ______________________
Title: Director, Financial Services
Date: ______________________________

By: ____________________________
**Signature of Authorized Official**
AMADOR COE/USD

Printed Name: ______________________
Title: ______________________________
Date: ______________________________
Teacher Induction Program
Preconditions and Program Standards

Commission on Teacher Credentialing

Standards Adopted
October 2016

Handbook Revised June 26, 2017
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Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, California 95811

This handbook is available at:
http://www.ctc.ca.gov/
Teacher Induction

The Teacher Induction standards govern the program for Preliminary Multiple Subject, Single Subject and Education Specialist teachers complete to earn a Clear Teaching Credential.

Preconditions for Teacher Induction Programs

1. Each Induction program must be designed to provide a two-year, individualized, job-embedded system of mentoring, support and professional learning that begins in the teacher’s first year of teaching.

2. The Induction program must identify and assign a mentor to each participating teacher within the first 30 days of the participant’s enrollment in the program, matching the mentor and participating teacher according to credentials held, grade level and/or subject area, as appropriate to the participant’s employment.

3. Each Induction program must assure that each participating teacher receives an average of not less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor.

4. Goals for each participating teacher must be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher’s enrollment in the program.

5. The Individual Learning Plan must be designed and implemented solely for the professional growth and development of the participating teacher and not for evaluation for employment purposes.

6. An Induction program sponsor must make available and must advise participants of an Early Completion option for “experienced and exceptional” candidates who meet the program’s established criteria.
Induction Program Design for Mentoring
Clear Teaching Credential Candidates

Standard 1: Program Purpose
Each Induction program must support candidate development and growth in the profession by building on the knowledge and skills gained during the Preliminary Preparation program to design and implement a robust mentoring system as described in the following standards that helps each candidate work to meet the California Standards for the Teaching Profession.

Standard 2: Components of the Mentoring Design
The Induction program’s mentoring design must be based on a sound rationale informed by theory and research, and must provide multiple opportunities for candidates to demonstrate growth in the California Standards for the Teaching Profession. The mentoring approach implemented by the program must include the development of an Individualized Learning Plan (ILP) for candidates based on needs determined by the teacher and program provider, in consultation with the site administrator and guided by the Preliminary Program Transition Plan. The ILP must address identified candidate competencies that support the recommendation for the credential. Mentoring support for candidates must include both “just in time” and longer term analysis of teaching practice to help candidates develop enduring professional skills. The program’s design features both individually and as a whole must serve to strengthen the candidate’s professional practice and contribute to the candidate’s future retention in the profession.

Standard 3: Designing and Implementing Individual Learning Plans within the Mentoring System
The Individualized Learning Plan (ILP) must address the California Standards for the Teaching Profession and provide the road map for candidates’ Induction work during their time in the program along with guidance for the mentor in providing support. The ILP must be collaboratively developed at the beginning of Induction by the candidate and the mentor, with input from the employer regarding the candidate’s job assignment, and guidance from the program staff. The ILP must include candidate professional growth goals, a description of how the candidate will work to meet those goals, defined and measurable outcomes for the candidate, and planned opportunities to reflect on progress and modify the ILP as needed. The candidate’s specific teaching assignment should provide the appropriate context for the development of the overall ILP; however, the candidate and the mentor may add additional goals based on the candidate’s professional interests such as, for example, advanced certifications, additional content area literacy, early childhood education, case management, evidence-based practices supportive of specific disabilities within the candidate’s caseload, consultation, collaboration, co-teaching, and collaborating with para-educators and service providers. Within the ILP, professional learning and support opportunities must be identified for each candidate to practice and refine effective teaching practices for all students through focused cycles of inquiry.

The program must assist the candidate and the mentor with assuring the availability of resources necessary to accomplish the ILP. The program must ensure dedicated time for regular mentor and candidate interactions, observations of colleagues and peers by the candidate, and other activities contained in the ILP. In addition, the mentoring process must support each candidate’s consistent practice of reflection on the effectiveness of instruction, analysis of student and other outcomes data, and the use of these data to further inform the repeated cycle of planning and instruction. Within the
ongoing mentoring interactions, the mentor must encourage and assist candidates to connect with and become part of the larger professional learning community within the profession.

**Standard 4: Qualifications, Selection and Training of Mentors**

The Induction program assigns qualified mentors and provides guidance and clear expectations for the mentoring experience based on the program’s design. Qualifications for mentors must include but are not limited to:

- Knowledge of the context and the content area of the candidate’s teaching assignment
- Demonstrated commitment to professional learning and collaboration
- Possession of a Clear Teaching Credential
- Ability, willingness, and flexibility to meet candidate needs for support
- Minimum of three years of effective teaching experience

Guidance and clear expectations for the mentoring experience provided by the program must include but are not limited to:

- Providing “just in time” support for candidates, in accordance with the ILP, along with longer-term guidance to promote enduring professional skills
- Facilitation of candidate growth and development through modeling, guided reflection on practice, and feedback on classroom instruction
- Connecting candidates with available resources to support their professional growth and accomplishment of the ILP
- Periodically reviewing the ILP with candidates and making adjustments as needed

The program must provide ongoing training and support for mentors that includes, but is not limited to:

- Coaching and mentoring
- Goal setting
- Use of appropriate mentoring instruments
- Best practices in adult learning
- Support for individual mentoring challenges, reflection on mentoring practice, and opportunities to engage with mentoring peers in professional learning networks
- Program processes designed to support candidate growth and effectiveness

**Standard 5: Determining Candidate Competence for the Clear Credential Recommendation**

The Induction program must assess candidate progress towards mastery of the *California Standards for the Teaching Profession* to support the recommendation for the clear credential. The documentation of candidate progress must reflect the learning and professional growth goals indicated within the Individualized Learning Plan and evidence of the candidate’s successful completion of the activities outlined in the ILP.

Prior to recommending a candidate for a Clear Credential, the Induction program sponsor must verify that the candidate has satisfactorily completed all program activities and requirements, and that the program has documented the basis on which the recommendation for the clear credential is made. The program sponsor’s verification must be based on a review of observed and documented evidence, collaboratively assembled by the candidate, the mentor and/or other colleagues, according to the
program's design. The Induction program’s recommendation verification process must include a defensible process of reviewing documentation, a written appeal process for candidates, and a procedure for candidates to repeat portions of the program, as needed.

**Standard 6: Program Responsibilities for Assuring Quality of Program Services**
The program must regularly assess the quality of services provided by mentors to candidates, using criteria that include candidate feedback, the quality and perceived effectiveness of support provided to candidates in implementing their Individualized Learning Plan, and the opportunity to complete the full range of program requirements. Induction program leaders must provide formative feedback to mentors on their work, including establishment of collaborative relationships. Clear procedures must be in place for the reassignment of mentors, if the pairing of candidate and mentor is not effective.
The program must provide a coherent overall system of support through the collaboration, communication and coordination between candidates, mentors, school and district administrators, and all members of the Induction system.