

**HAPPY VALLEY SCHOOL DISTRICT  
BOARD OF TRUSTEES  
October 8, 2025  
3:30 pm, Multi-Purpose Room  
Regular Board Meeting  
Agenda**

**A. Approval of Agenda**

**B. Approval of Minutes-** Regular Board Meeting, September 10, 2025

**C. Community Input**

Members of the audience are welcome to address the Board of Trustees at this time during the meeting regarding items not listed on this agenda. The Trustees may ask questions for clarity but cannot take action on those matters, if desired, until such matters are appropriately placed on a future agenda, according to law. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter (Board bylaws 9323).

**D. Board Report**

**E. Superintendent's Report**

**F. Staff Report**

**G. Student Report**

**H. Information Items**

**1. Construction Update**

The Board will receive an update regarding construction.

**2. Donation**

The Board will receive information regarding a \$25,000 donation made to the school.

**I. Action Items**

**1. Student Internet Safety Agreement**

The Board will consider for approval the confirmation of the CIPA (Children's Internet Protection Act) compliance: Using Lightspeed Relay Filtering through the Santa Cruz County Office of Education, Student Internet Safety Agreements, and Common-Sense Media for Internet Usage.

**2. Quarterly Status Report of Uniform Complaint**

The Board will consider approval of the Quarterly Uniform Complaint report under the Williams Legislation – First Quarterly Report for the 2025-2026 School Year.

**3. Strategic Plan**

The Board will consider approval of the Happy Valley Strategic Plan which includes benchmarks.

**4. Board Policies**

The Board will receive and consider approval of Board Policies

**5. Surplus Items**

The Board will consider approval of the following surplus items to be recycled.

1. Broken TV from Room 3
2. Non-working Computer Cart from Room 1
3. 3 Old Projectors from the Computer Lab

**J. Consent Items**

1. MOU with SCCOE for IT services.
2. MOU with Scotts Valley Unified School District, Title III.
3. MOU with SCCOE regarding Internship placement of MSW Intern.
4. Approval of vendor warrants paid since the last meeting.

**K. Communications and Announcements**

1. Oct. 13- No School, Staff Development Day
2. Oct. 15- Parent Club Meeting, 6:30 pm, Via Zoom
3. Oct. 17- Drive for Schools Tickets Due
4. Oct. 20- Hearing and Vision Testing, 8:15 am, MPR
5. Oct. 24- Peacebuilder Assembly, 10:45 am, Stage
6. Oct. 27- Picture Day Retakes, 8:30 am, Stage
7. Oct. 31- Halloween Parade, 11:45 am.

**L. Closed Session**

1. Superintendent Goals

**M. Adjournment**

Happy Valley School District  
Regular Board Meeting  
September 10, 2025  
MINUTES

The meeting was called to order by the Board President at 3:30pm

BOARD MEMBERS PRESENT: Freeman, Willet, Hodges, Trotter, Stahl

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Stewart, Lynd, Rossi

STUDENTS PRESENT: Mia, Alissha

A. APPROVAL OF THE AGENDA

MSC FREEMAN/TROTTER to approve the Board Meeting agenda as written.

Unanimous.

B. APPROVAL OF THE MINUTES

MSC STAHL/FREEMAN to approve the minutes from the Board Meeting August 13, 2025. Unanimous.

C. COMMUNITY INPUT

None.

D. BOARD REPORT

1. The Board introduced themselves to the new student Board members.

E. SUPERINTENDENT'S REPORT

Michelle Stewart informed the Board of the following:

1. Great start to the school year. Everyone has been patient with the construction project, we had some donations and purchased new field activities, and all home visits have been completed.
2. The teachers are preparing to participate in a research project through the University of Kansas called CW-Fit that focuses on positive reinforcement during reading lessons. Each teacher will receive a stipend and the school will receive \$20,000 for our participation.
3. Met with previous librarian, Laamie Young, who will be helping support volunteer librarians; and we are thankful for Lindsay Patel and her organization in the library.
4. This year we have a new theme each month and are passing out raffle tickets to students who are exemplifying the theme. Three raffle tickets are pulled at the assemblies and students get to choose a prize.

F. STAFF REPORT

Angie Rossi informed the Board of the following:

1. TK is painting.

2. Kindergarten is working on their alphabet.
3. 1st grade is doing their ant unit.
4. 2nd grade is working on maps.
5. 3rd grade is doing multiplication and division.
6. 4th grade is learning about California regions.
7. 5th/6th grade is doing math projects.

**G. STUDENT REPORT**

Alissha and Mia introduced themselves to the Board and informed them of the following:

1. 6th grade going to OSS.
2. We had our first assembly.
3. Buddies have started.
4. New games for recess.

**H. PUBLIC HEARING**

MSC FREEMAN/HODGES to close the meeting for a Public Hearing at 3:39pm for the following. Unanimous.

**1. SUFFICIENT TEXTBOOKS/INSTRUCTIONAL MATERIALS**

Allowing comment on whether the district has supplied each student with sufficient textbooks and instructional materials to ensure a quality educational program.

**2. ADOPTING THE GANN LIMITS**

Allowing comment on whether the district establishes maximum appropriation limitations, commonly called the Gann Limit.

MSC WILLET/STAHL to reopen the meeting at 3:40pm there being no public comment. Unanimous.

**I. INFORMATION ITEMS**

**1. CONSTRUCTION UPDATE**

The Board received an update regarding restroom construction. The restrooms should be completed soon.

**2. PARCEL TAX EXPENDITURES**

The Board received information regarding 2024-2025 Parcel Tax Expenditures.

**3. 2025-2026 LCAP AND BUDGET APPROVAL**

The Board received information regarding the Santa Cruz County Office of Education's approval of the Happy Valley's 2025-2026 LCAP and Budget.

**J. ACTION ITEMS**

**1. RESOLUTION 25-26-01, SUFFICIENT TEXTBOOK/INSTRUCTIONAL MATERIALS**

MSC STAHL/FREEMAN to approve the Resolution 25-26-01, certifying that each student in grades TK-6 has sufficient textbooks and instructional materials to ensure a quality educational program. Unanimous.

**2. RESOLUTION 25-26-02, ADOPTION OF THE GANN**

MSC STAHL/FREEMAN to approve resolution 25-26-02, which establishes maximum appropriation limitations, commonly called Gann Limits, for public agencies

including school districts. Unanimous.

3. CERTIFICATION OF PROVISION OF STANDARDS-ALIGNED WITH INSTRUCTIONAL MATERIALS

MSC STAHL/HODGES to certify that each student in the district has been provided with a standards-aligned textbook or basic instructional material in History/ Social Studies, Mathematics, Reading/Language Arts, and Science. Unanimous.

4. UNAUDITED ACTUALS

MSC FREEMAN/STAHL to approve the Unaudited Actuals for 2024-2025. Unanimous.

5. TRANSPORTATION PLAN

MSC FREEMAN/HODGES to approve the 2025-2026 Transportation Plan. Unanimous.

6. STRATEGIC PLAN

No action. Will be brought back at next Board meeting for approval.

7. PROP 28 ARTS AND MUSIC ANNUAL REPORT

MSC Freeman/TROTTER to approve the the Prop 28 Arts and Music Annual Report for the 2024-2025 fiscal year. Unanimous.

8. BOARD POLICY

MSC WILLET/STAHL to approve the Board policy updates. Unanimous.

9. HEROES OF HAPPY VALLEY

MSC FREEMAN/WILLET to approve the Heroes of Happy Valley Application for George Purnell. Unanimous.

K. CONSENT AGENDA

MSC FREEMAN/HODGES to approve the following consent items. Unanimous.

1. Approval of Memorandum of Understanding Seniors Council.
2. Approval of Service Agreements for 2025-2026.
3. Approval of Authorization/Fee Schedule with Testing Engineers, Inc.
3. Approval of vendor warrants paid since the last meeting.

L. COMMUNICATION AND ANNOUNCEMENTS

1. September 16, 2025 - Picture Day, 8:30am, Stage
2. September 17, 2025 - Parent Club Meeting, 6:30pm, Via Zoom
3. September 22nd - 26th, 2025 - 6th Grade OSS
4. October 2, 2025 - Scotts Valley Fire Safety, K, 1st and 2nd Grade
5. October 4, 2025 - Redwood Gala/Casino Night, Bargetto Winery
6. October 8, 2025 - Board Meeting, 3:30pm, MPR
7. October 15, 2025 - Parent Club Meeting, 6:30pm, Via Zoom
8. October 20, 2025 - Hearing and Vision Testing

M. CLOSED SESSION

The Board adjourned into closed session at 4:32pm to discuss Superintendent Goals.

**N. REPORT OUT OF CLOSED SESSION**

The Board reported out of closed session, at 4:46pm, nothing to report.

**O. ADJOURNMENT**

MSC STAHL/FREEMAN to adjourn the meeting, there being no further business, 4:47pm. Unanimous.

pl

# **CIPA Compliance**

**2025-2026**

Take to the Board every year – reconfirmation of compliance and Board approval – October 8, 2025

- Teachers do internet safety compliance every year: Common Sense Media. Make sure attendance taken to show proof all students have completed
- Acceptable use agreement
- Documentation of Common Sense Media
- Filtering reports from the COE – content filtering report (on computer)
- Contract with the COE for filtering



Superintendent/Principal  
Michelle Stewart  
mstewart@hvesd.com

# Happy Valley School

A California Distinguished  
*Small School, Big Goals, Amazing Results*  
3125 Branciforte Drive  
Santa Cruz, CA 95065  
(831)429-1456



Administrative Assistant  
Paige Lynd  
plynd@hvesd.com

## HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT

### BOARD POLICY

Instruction B.P. 6163.4 (a)

#### Student Use of Technology

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout the school.

#### On-Line Services/Internet Access

The Board intends that the Internet and other on-line resources provided by the school be used to support the instructional program and to further student learning.

The Internet contains an unregulated collection of resources. The district does everything in their power to monitor the use of the Internet as to avoid student access to objectionable content, but the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Internet content changes dynamically and is not under district control. Parents/guardians who do not wish their children to access Internet must submit a request in writing to the district administrator of the school. Acceptable Use regulations shall specify user obligations and responsibilities and shall indemnify the district for any damages.

The District Administrator or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that school staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by school rules shall be subject to disciplinary action, revocation of the user account and/or legal action as appropriate.

Staff shall supervise students while using on-line services and may ask teacher aides to assist in this supervision.





Superintendent/Principal  
Michelle Stewart  
mstewart@hvesd.com

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Administrative Assistant  
Paige Lynd  
plynd@hvesd.com

## Happy Valley Elementary School District Student Rules for Use of computer and Computer Networks

### When you use school computers you agree to

1. Follow the directions of teachers and school staff
2. Abide by the rules of the school and school district
3. Obey the rules of any computer network you access
4. Be considerate and respectful of other users
5. Use school computers for school-related education and research only
6. Not use school computers and networks for personal (other than school assigned tasks)
7. Not change any software or documents (except documents you create)

### Use of School Computers and access to the Internet is a privilege

1. If you do not follow the rules you will be disciplined, and you will lose your computer privileges

### Do not produce, distribute, access, use, or store information, which is

1. Unlawful
2. Private or Confidential
3. Copyright protected
4. Harmful, threatening, abusive, or denigrates others
5. Obscene, pornographic, or contains inappropriate language
6. Interferes with or disrupts the work of others or causes congestion or damage to systems

### Protector Your Password

1. Do not allow anyone else to use your password and do not use anyone else's password



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Superintendent/Principal  
Michelle Stewart  
mstewart@hvesd.com

Administrative Assistant  
Paige Lynd  
plynd@hvesd.com

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## Acceptable Use Policy Parent Agreement

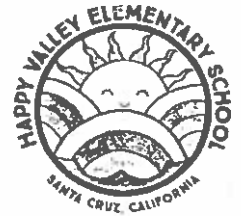
As the parent or guardian of this student, I have read the terms, conditions, and rules of the Acceptable Use Policy that accompanies this Agreement. I understand that access to computer resources is designed for educational purposes but that it is impossible for the Happy Valley Elementary School District to restrict access to all controversial materials on the Internet or to monitor all material being placed on a computer system by its users. I will not hold the Happy Valley Elementary School District or its employees responsible for materials acquired or the consequences of such use or acquisition on the Internet or with the local area network. I understand that my child is subject to disciplinary or legal action for any violation of the rules contained in the Acceptable Use Policy.

I hereby give permission for my child to have Internet access at Happy Valley School.



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Superintendent/Principal  
Michelle Stewart  
mstewart@hvesd.com

Administrative Assistant  
Paige Lynd  
plynd@hvesd.com

Dear Parents/Guardians,

Students at Happy Valley School are very fortunate to have so many opportunities to use computers and apply technology skills. The Curriculum Integration Center and computers in the classroom combine to create learning environments where technology is always available for students. All Happy Valley students will benefit from the integration of technology in all curriculum areas as well as the opportunity to engage in cooperative learning activities with other schools.

Although access to information via the Internet provides great opportunities for research and communication, we also have an obligation to protect students as they use these resources. To this end, the Happy Valley Board of Trustees adopted a policy addressing use of the Internet by students. Happy Valley School will be protected by an Internet filter through the Santa Cruz County Office of Education which will provide an extra layer of security.

Attached you will find a copy of the Board Policy, a list of Student Rules for Use of Computers and Computer Networks, and a Parent/Student agreement which must be signed.

Please contact me at school if you have any questions.

Sincerely,

Michelle Stewart  
Superintendent/Principal



# SANTA CRUZ COUNTY OFFICE OF EDUCATION

400 Encinal Street • Santa Cruz, CA 95060 • Tel (831) 466-5600 • Fax (831) 466-5607 • www.santacruzcoe.org

BOARD OF EDUCATION  
Mr. Ed Adams  
Mr. Mark Adams  
Mr. John Baker  
Mr. Jonathan Brown  
Mr. Kim D. Cook  
Mr. Abel Sanchez  
Mr. Joseph V. Vago

400 Encinal Street, Santa Cruz, CA 95060 • Tel (831) 466-5600 • Fax (831) 466-5607 • www.santacruzcoe.org

December 21, 2022

## NETWORK SERVICES AGREEMENT – 2023-24, 2024-25, 2025-26

THIS AGREEMENT entered into this 5th day of January, 2023  
by and between the OFFICE OF THE COUNTY SUPERINTENDENT OF SCHOOLS  
OF SANTA CRUZ COUNTY (hereinafter referred to as SUPERINTENDENT), and  
HAPPY VALLEY SCHOOL DISTRICT (hereinafter referred to as DISTRICT).

### 1. BUNDLED SERVICES

SUPERINTENDENT agrees to provide individual schools of the DISTRICT the following Network services:

- 1.1 Supply a port(s) on SUPERINTENDENT's router to accept lines that will connect the participating schools set forth in paragraph 4 of this PROPOSAL to the Internet.
- 1.2 Permit use of said port 24 hours/day, 7 days/week.
- 1.3 Provide the following services:
  - 1.3.1 Domain Name service for each site.
  - 1.3.2 Network Address Translation with Unlimited IP Addresses.
  - 1.3.3 Advanced Network Monitoring and NOC Services.
  - 1.3.4 Firewall and NAT service.
  - 1.3.5 Technical Support services to router at each site
  - 1.3.6 Content Management Services

### 2. CONDITIONS AND PAYMENT

- 2.1 DISTRICT agrees to pay \$3,519 in 2023-2024 to SUPERINTENDENT for services and support of up to 10 GB of connectivity bandwidth and the network services described above;
- 2.2 DISTRICT agrees to pay \$3,519 in 2024-2025 to SUPERINTENDENT for services and support of up to 10 GB of connectivity bandwidth and the network services described above; and
- 2.3 DISTRICT agrees to pay \$3,642 in 2025-2026 to SUPERINTENDENT for services and support of up to 10 GB of connectivity bandwidth and the network services described above;

2.4 SUPERINTENDENT will submit one (1) itemized invoice each of the three (3) fiscal years covered under this agreement to DISTRICT for services provided.

3. TERM

This AGREEMENT will commence on July 1, 2023 and terminate on June 30, 2026.

4. PARTICIPATING SCHOOLS OF DISTRICT

4.1 Happy Valley Elementary School

5. ASSURANCES

DISTRICT assures that all use of the Network will comply with the SCCOE Acceptable Use Policy and will not violate any copyright laws and/or other legal statutes. DISTRICT agrees to hold SUPERINTENDENT harmless for any violation of said assurances.

SUPERINTENDENT understands that this contract is based upon the receipt of E-Rate funds, and may be null and void if the DISTRICT'S application is not approved.

SUPERINTENDENT understands that this contract is priced dependent upon the continued existence of the K12-HSN (High Speed Network). Should that state subsidized network be discontinued, this AGREEMENT will be renegotiated.

SUPERINTENDENT also is basing this contract on receipt of E-Rate funds in a timely manner from the SLC Organization, and if funds are not received by mid-April, the DISTRICT will pay invoiced amount until funds are received.

Amendments to this AGREEMENT will be necessary if services are added.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

OFFICE OF THE COUNTY SUPERINTENDENT OF SCHOOLS

BY: \_\_\_\_\_

HAPPY VALLEY SCHOOL DISTRICT

BY: \_\_\_\_\_

Timestamp	Teacher name & grade	What is the name of the first lesson taught? What	What is the name of the second lesson taught? W	What is your plan to support absent students?
9/26/2025 12:05:52	Lindsey Doolan, third	My Rings of Responsibility 9-26-25	Words Can Hurt 9-26-25 and Is Seeing Believing?	Have student watch lesson independently at scho
10/1/2025 8:03:47	Carey Ruwe k/1	Pause and think online 9/29/25	Inernet Traffic Light 9/30/25	Push out lessons to parents
10/2/2025 12:07:49	Kate Royer 5/6	What is the Attention Economy?	My Media Balance	Push out lessons to parents
10/2/2025 12:52:50	Sophie Hannah (4th)	My Media Choices, Monday 9/29	Be a Super Digital Citizen, Thursday 10/2	Have them participate in worksheets and have a d
10/2/2025 13:09:07	kara Willlett 2nd	9/30 Keeping ONLINE Accounts safe	10/2 Be a Super Digital Citizen	Have student watch lesson independently at scho

**QUARTERLY DISTRICT STATUS REPORT OF UNIFORM COMPLAINTS  
TO THE COUNTY SUPERINTENDENT OF SCHOOLS  
QUARTER ENDED September 30, 2025**

**DISTRICT:** Happy Valley Elementary      **Date Reported to District Governing Board** October 8, 2025

**I. INSTRUCTIONAL MATERIALS**

**A) Insufficient textbooks or instructional materials in the classroom:**

<b># of Complaints</b> 0	<b># of Complaints Resolved</b> 0	<b># of Complaints Unresolved*</b> 0
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- **Explanation:** \_\_\_\_\_

**B) Insufficient textbooks or instructional materials to take home:**

<b># of Complaints</b> 0	<b># of Complaints Resolved</b> 0	<b># of Complaints Unresolved*</b> 0
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- **Explanation:** \_\_\_\_\_

**C) Textbooks or instructional materials in poor or unusable condition:**

<b># of Complaints</b> 0	<b># of Complaints Resolved</b> 0	<b># of Complaints Unresolved*</b> 0
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- **Explanation:** \_\_\_\_\_

**II. TEACHER VACANCY OR MISASSIGNMENT**

**A) No assigned certified teacher at the beginning of semester:**

<b># of Complaints</b> 0	<b># of Complaints Resolved</b> 0	<b># of Complaints Unresolved*</b> 0
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- **Explanation:** \_\_\_\_\_

**B) Teacher lacking credentials or training to teach English Language Learners (ELL) with  
More than 20% ELL in class:**

<b># of Complaints</b> 0	<b># of Complaints Resolved</b> 0	<b># of Complaints Unresolved*</b> 0
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- **Explanation:** \_\_\_\_\_

**C) Teacher instructing class lacking subject matter competency:**

<b># of Complaints</b> 0	<b># of Complaints Resolved</b> 0	<b># of Complaints Unresolved*</b> 0
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- **Explanation:** \_\_\_\_\_

**III. FACILITIES**

**A) Conditions pose an emergency or urgent threat to the health or safety of students/staff:**

<b># of Complaints</b> 0	<b># of Complaints Resolved</b> 0	<b># of Complaints Unresolved*</b> 0
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- **Explanation:** \_\_\_\_\_

## **HVESD Strategic Plan**

### **Our Mission**

Happy Valley School's Mission is to educate the whole child in a small, safe, community supported school that provides a solid foundation to achieve academic, social, and emotional success.

### **Our Vision**

Happy Valley will be a place where all students will be prepared for academic, social, and emotional success for the next stages of life and school.

### **Our Core Values**

- Provide an exceptional education with high expectations
- Value honesty and integrity
- Engage our diverse community
- Cultivate aware and involved citizens
- Recruit, retain and support high quality staff
- Honor students as individuals with a focus on the whole child
- Foster a small school environment
- Provide a safe place both academically and emotionally
- Create a growth mindset

### **Happy Valley Goals**

#### **I. Student Achievement and Engagement**

- Provide differentiation for all students
- Provide enrichment activities such as garden, library, art and music
- Evaluate current teaching practices and investigate curriculum that supports all learners
- Provide social and emotional supports for all students

#### **II. Fiscal Stewardship**

- Maintain balanced budget
- Provide safe and well-maintained facilities



### **III. Public Relations**

- Communicate transparently to the school community about important Board decisions
- Support community engagement and Provide events where the community is invited (i.e. Heroes of Happy Valley)
- Collaborate with the HVES Parent Club
- Participate in work days that enhance the campus

### **IV. Human Resources**

- Retain, recruit (when necessary) and support high quality staff
- Create positive relations between the staff and school board

*Please see action steps and metrics below.*

## Goal I. Student Achievement and Engagement

Action Step 1: Evaluate Current Teaching Practices and Investigate Curriculum that Supports All Differentiation for All Learners																																																																																																																									
Metrics, Measurement	Data listing criteria for support. Schedule of student contacts with baseline scores. Intervention Program and results Benchmark/ report card data Dashboard Data																																																																																																																								
Baseline	Intervention provided 2.5 days per week, in every classroom. Spring 2024 CAASPP data <i>*Scaled scores show maintenance of growth in ELA and Math</i> <table><tr><th>CAASPP Scores</th><th>2022 ELA</th><th>2023 ELA</th><th>2024 ELA</th><th>2022 Math</th><th>2023 Math</th><th>2024 Math</th></tr><tr><td>3rd</td><td>100%</td><td>100%</td><td>82%</td><td>95%</td><td>87%</td><td>86%</td></tr><tr><td>4th</td><td>82%</td><td>85%</td><td>71%</td><td>53%</td><td>70%</td><td>82%</td></tr><tr><td>5th</td><td>83%</td><td>94%</td><td>86%</td><td>50%</td><td>63%</td><td>59%</td></tr><tr><td>6th</td><td>79%</td><td>80%</td><td>90%</td><td>53%</td><td>70%</td><td>73%</td></tr><tr><td>OVERALL</td><td>86%</td><td>90%</td><td>82%</td><td>64%</td><td>73%</td><td>75%</td></tr></table> Trimester 3 2024 Report Card Data <table><tr><th></th><th>ELA RC (T3) 22.23</th><th>ELA RC (T3) 23.24</th><th>Writing RC (T3) 22.23</th><th>Writing RC (T3) 23.24</th><th>Math RC (T3) 22.23</th><th>Math RC (T3) 23.24</th><th>Math RC (T3) 21.22</th></tr><tr><td>Kinder</td><td>2.93</td><td>2.85</td><td>2.95</td><td>2.73</td><td>3.00</td><td>2.97</td><td>2.86</td></tr><tr><td>1st</td><td>3.02</td><td>2.94</td><td>2.93</td><td>2.8</td><td>3.03</td><td>2.92</td><td>2.72</td></tr><tr><td>2nd</td><td>3.15</td><td>2.87</td><td>2.75</td><td>2.75</td><td>3.18</td><td>2.85</td><td>3.5</td></tr><tr><td>3rd</td><td>3.25</td><td>3.42</td><td>2.77</td><td>2.85</td><td>2.93</td><td>2.97</td><td>3.25</td></tr><tr><td>4th</td><td>3.13</td><td>2.93</td><td>2.95</td><td>2.97</td><td>3.03</td><td>2.73</td><td>na</td></tr><tr><td>5th</td><td>2.88</td><td>2.95</td><td>2.93</td><td>3.05</td><td>3.00</td><td>2.92</td><td>3.00</td></tr><tr><td>6th</td><td>2.93</td><td>3</td><td>3.23</td><td>3.2</td><td>3.13</td><td>3.07</td><td>2.68</td></tr><tr><td>Total</td><td>3.04</td><td>2.99</td><td>2.93</td><td>2.91</td><td>3.04</td><td>2.92</td><td>3.00</td></tr></table>							CAASPP Scores	2022 ELA	2023 ELA	2024 ELA	2022 Math	2023 Math	2024 Math	3rd	100%	100%	82%	95%	87%	86%	4th	82%	85%	71%	53%	70%	82%	5th	83%	94%	86%	50%	63%	59%	6th	79%	80%	90%	53%	70%	73%	OVERALL	86%	90%	82%	64%	73%	75%		ELA RC (T3) 22.23	ELA RC (T3) 23.24	Writing RC (T3) 22.23	Writing RC (T3) 23.24	Math RC (T3) 22.23	Math RC (T3) 23.24	Math RC (T3) 21.22	Kinder	2.93	2.85	2.95	2.73	3.00	2.97	2.86	1st	3.02	2.94	2.93	2.8	3.03	2.92	2.72	2nd	3.15	2.87	2.75	2.75	3.18	2.85	3.5	3rd	3.25	3.42	2.77	2.85	2.93	2.97	3.25	4th	3.13	2.93	2.95	2.97	3.03	2.73	na	5th	2.88	2.95	2.93	3.05	3.00	2.92	3.00	6th	2.93	3	3.23	3.2	3.13	3.07	2.68	Total	3.04	2.99	2.93	2.91	3.04	2.92	3.00
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2025-26 Tasks	Students of greatest need are given first priority for intervention. Provide disaggregated data throughout the school year that includes all levels of learners.																																																																																																																								
Results																																																																																																																									

Action Step 2: Provide Enrichment Activities	
Metrics, Measurement	Survey results Schedule of pull outs and after school activities Survey of students/parents/teachers
Baseline	All students invited to Sprouts Day Camps. The District covers the cost for students in need. 2024-25 After School care for Kindergarten-6th grade daily. District covers the cost of students in need.
2025-26 Tasks	Revisit after school opportunities in the future, discuss with parent club in the spring. Look for opportunities during the school day to enrich student experiences.
Results	

Action Step 3: Provide Social and Emotional Supports for All Students	
Metrics, Measurement	Counseling program Information about PeaceBuilder Program Parent, staff and student surveys
Baseline	2023-24: 22 students 2023 Parent Survey: 94% believe students' social and emotional needs are met. Best practices and training shared at staff and aide meetings.
2025-26 Tasks	Continue with counseling and PeaceBuilder Program
Results	

## Goal II. Fiscal Stewardship

Action Step 1: Maintain Balanced Budget	
Metrics, Measurement	Board Reports Positive certification from the COE

Baseline	2024-25 Adopted Budget: Positive certification from the COE Concern about MYP
2025-26 Tasks	Seek to make cuts or find alternative funding opportunities. Fiscal stability plan if needed Consider District fundraising to the general fund Consider Bond in the future Fundraising committee
Results	

<b>Action Step 2: Provide Safe and Well-Maintained Facilities</b>	
Metrics, Measurement	SARC Workmans' Comp
Baseline	Summer 2023 Maintenance Worker hired Ongoing list of needs Regular janitorial support in classrooms
2025-26 Tasks	Hire a part time maintenance worker to maintain facilities and look for safety and maintenance needs. Modernization Project Evaluate services and outcome of projects.
Results	

<b>Action Step 3: Launch fundraising campaign</b>	
Metrics, Measurement	Budget Cost of planned construction, particularly finishing the current project
Baseline	Current state of the budget and WHY
2025-26 Tasks	Consider support from outside, including alumni Call to action to our families to find donors Look for possible grants Consider combining community event with fundraising kickoff Revisit educating people about the endowment and parcel tax Reach out to the Alumni who we know would be willing to contribute.

Results	
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### Goal III. Public Relations

Action Step 1: Support Community Engagement and Provide Events that the Community is invited to (i.e. Heroes of Happy Valley)	
Metrics, Measurement	List of events
Baseline	2023-24 there were 2 field days Calendar of events shared with board members (ie. Redwood Gala)
2025-26 Tasks	Reengage Board presence at all events Consider outside school community events Discuss fundraising Review tenants and by-laws of Heroes of Happy Valley. Attend the SCZCSBA meetings Focus on Heroes of Happy Valley.
Results	

Action Step 2 Collaborate with the HVES Parent Club	
Metrics, Measurement	Agendas Events
Baseline	Regular involvement of board, staff and administration at Parent Club meetings and functions May 2024 Community BBQ
2025-26 Tasks	Outreach to Parent Club (possible committees, including fundraising) Provide yearly calendar Regular report from Parent Club Representative Board members to attend Parent Club Meetings
Results	

Action Step 3: Communicate Transparently to the School Community About Important Board Decisions	
Metrics, Measurement	Newsletters Website Community response at Board Meetings
Baseline	Weekly Newsletters
2025-26 Tasks	Provide monthly board meetings on the Friday newsletter Find ways to encourage attendance Respond to parents as needed.
Results	

#### Goal IV. Human Resources

Action Step 1: Retain, Recruit (when necessary) and Support High Quality Staff	
Metrics, Measurement	Salary Schedule List of retention of teachers CBA
Baseline	2024 1 new teacher 1% raise
2025-26 Tasks	Maintain current practices
Results	

Action Step 2: Create Positive Relations Between the Staff and School Board	
Metrics, Measurement	Staff reports at Board meetings Surveys
Baseline	2024 Board members attended beginning of the year breakfast and the 6th grade graduation 2024 All board members participated in the Community BBQ and work day
2025-26 Tasks	Possible Board Retreat Attend beginning of the year breakfast, other events available Ensure board presence at all major events Plan for/attend outside of school community events, such as events

	hosted at the school during non-school hours.
Results	

*\* Last update 5/13/2025*

## CSBA UPDATE CHECKLIST – September 2025

District Name: Happy Valley Elementary School

Contact Name: Michelle Stewart Phone: 831-429-1456 Email: mstewart@huesd.com

POLICY	TITLE	OPTIONS/BLANKS	ADOPTION DATE	MANDATED
BP 3515	Campus Security			
AR 3515	Campus Security			
BP 3515.4	Recovery for Property Loss or Damage	<b>OPTION 1:</b> <input type="checkbox"/> <b>OPTION 2:</b> <input type="checkbox"/>		
AR 3515.4	Recovery for Property Loss or Damage			
AR 3516.1	Fire Drills and Fires			
BP 5113	Absences and Excuses			
AR 5113	Absences and Excuses			C
AR 5113.11	Attendance Supervision			
BP 5113.12	District School Attendance Review Board			
AR 5113.12	District School Attendance Review Board			
BP 5141	Health Care and Emergencies			
AR 5141	Health Care and Emergencies			
BP 5141.4	Child Abuse Prevention and Reporting			
AR 5141.4	Child Abuse Prevention and Reporting	<b>Fill in Blanks</b> <u>Child Protective Services</u> <u>1400 Emeline St.</u> <u>San Jose, CA 95060</u> <u>831-454-4222</u>		
BP 5142	Safety			
AR 5142	Safety			



## CSBA UPDATE CHECKLIST – September 2025

District Name: Happy Valley Elementary School

POLICY	TITLE	OPTIONS/BLANKS	ADOPTION DATE	MANDATED
BB 9005	Governance Standards			

## **CSBA POLICY GUIDE SHEET**

### **September 2025**

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

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

Policy Updated to reflect The Department of Homeland Security's, "Behavioral Threat Assessment and Management in Practice," guide.

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

Regulation updated to emphasize that a campus security plan be developed for each school site. Additionally, regulation updated to reference (1) **NEW LAW (AB 2715, 2024)** which authorizes the Governing Board to hold a closed session meeting with law enforcement or security personnel on matters posing a threat to security, including a threat to critical infrastructure controls or critical infrastructure information relating to cybersecurity, (2) **NEW LAW (AB 1858, 2024)** which requires districts to comply with specified requirements if a district's comprehensive school safety plan (CSSP) includes procedures to prepare for active shooters or other armed assailants by conducting a drill, and (3) the requirement for CSSPs to include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at a district school, an activity sponsored by the school, or on a school bus serving the school. In addition, regulation updated to reflect **NEW LAW (AB 2565, 2024)** which requires districts that undertake an addition, alteration, reconstruction, rehabilitation, or retrofit of a school building, to install interior locks on each door of any room with an occupancy of 5 or more persons in that school building.

#### **Board Policy 3515.4 - Recovery for Property Loss or Damage**

Policy updated to reference current parent/guardian liability limits for the costs of specified damages caused by their minor child. Additionally, policy updated to clarify that debt may not be collected for damages caused by a current or former student experiencing homelessness or foster child.

#### **Administrative Regulation 3515.4 - Recovery for Property Loss or Damage**

Regulation updated to make the process for recovery for property loss or damage more evident. Additionally, regulation updated to more closely align with law.

#### **Administrative Regulation 3516.1 - Fire Drills and Fires**

Regulation updated to reflect the requirement that the first emergency evacuation drill of each school year be conducted within 10 days of the beginning of classes. Additionally, regulation updated to reflect **NEW LAW (AB 2968, 2024)** which requires districts to develop a procedure to identify appropriate refuge shelters for all students and staff to be used in the event of an evacuation order by local authorities and notification to the fire department or other local authorities of the identified refuge, and, for each school in a high-risk fire zone, to (1) coordinate such procedure with the fire department or other local authorities, and (2) develop a communication and evacuation plan which can be used in the event of an early notice evacuation warning.

#### **Board Policy 5113 - Absences and Excuses**

Policy updated in conjunction with the accompanying administrative, with minor revisions.

#### **Administrative Regulation 5113 - Absences and Excuses**

Regulation updated to reflect **NEW LAW (AB 1884, 2024)** which removes the requirement that the deployment of an immediate family member be to a combat zone or combat support position, allowing for an excused absence when a student spends time with any deployed immediate family member who is an active duty member of the uniformed service. Additionally, regulation updated to reflect **NEW LAW (SB**

1138, 2024) which adds a student's participation in military entrance processing to the list of excused absences. In addition, regulation updated to clarify that only one of the methods listed for verification of student absences is required.

**Administrative Regulation 5113.11 - Attendance Supervision**

Regulation updated to reflect **NEW LAW (SB 153, 2024)** which authorizes districts to implement an attendance recovery program for students in grades kindergarten-12 to make up lost instructional time and offset absences.

**Board Policy 5113.12 - District School Attendance Review Board**

Policy updated to include in the philosophical paragraph the recognition of the negative impact that poor school attendance can have on student learning. Additionally, policy updated to reflect **NEW LAW (AB 1939, 2024)** which requires each district student attendance review board (SARB) to, at least annually, consult with students who reflect the diversity of all the schools that are served by the SARB for the purpose of soliciting input that will assist SARB members in gaining a better understanding of, and proposing interventions for, student attendance and behavioral challenges. In addition, policy updated to clarify that the district's SARB is required to operate in accordance with specified Board Bylaws and state law, and the county office of education's SARB rules and regulations.

**Administrative Regulation 5113.12 - District School Attendance Review Board**

Regulation updated to clarify that student attendance review board meetings which consider matters related to an individual student be held in closed session in accordance with Board Bylaw 9321 - Closed Session.

**Board Policy 5141 - Health Care and Emergencies**

Policy updated to clarify that automated external defibrillators are authorized to be used at designated school sites in accordance with the accompanying administrative regulation. Additionally, policy updated to reflect that (1) any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified, is required to acquire, place, and maintain trauma kits in accordance with the accompanying administrative regulation, and (2) school employees are required to be notified annually of the location of the trauma kits and be provided with information regarding training in the use of the trauma kit.

**Administrative Regulation 5141 - Health Care and Emergencies**

Regulation updated to make more current the language regarding consent for medical treatment when the parent/guardian cannot be reached by referring to "another person identified in the district's student information system," formerly, "the emergency contact form." Additionally, regulation updated to (1) clarify the requirements for the maintenance, testing, and inspection of automated external defibrillators (AED), (2) add that the Superintendent or designee is required to comply with all laws and regulations governing the placement of an AED and maintain required records of the AED maintenance and testing, (3) include that school employees be provided information about who they can contact if they want to voluntarily take AED or cardiopulmonary resuscitation training, (4) provide that the Superintendent or designee is required to annually offer a demonstration to at least one school staff member on how to use an AED properly in an emergency, and that the building owner may arrange for the demonstration or partner with a nonprofit organization to do so, and (5) add that the principal of any district school serving students in grades 6-12 that has an AED placed in the school annually notify students as to the location of all AEDs on campus. In addition, regulation updated to reflect that any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified, is required to acquire and place at least six trauma kits on the premises of the building in an easily accessible and recognizable container, as specified.

**Board Policy 5141.4 - Child Abuse Prevention and Reporting**

Policy updated in conjunction with the accompanying administrative regulation, with minor revisions.

**Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting**

Regulation updated to clarify that "general neglect" does not include (1) a parent's/guardian's economic disadvantage, or (2) a child receiving treatment by spiritual means or not receiving specified medical treatment for religious reasons. Additionally, regulation updated to move, for more appropriate placement, material related to a child who is experiencing homelessness or is classified as an unaccompanied minor. In addition, regulation updated to reflect **NEW LAW (AB 1913, 2024)** which requires districts to provide employee training on the prevention of abuse, including sexual abuse, of children on district property, by district staff, or in district-sponsored programs annually, rather than the previously required once every three years.

**Board Policy 5142 - Safety**

Policy updated in conjunction with the accompanying administrative regulation, with the section regarding student identification cards and safety information moved to the administrative regulation.

**Administrative Regulation 5142 - Safety**

Regulation updated to make more current the language regarding release of a student when the custodial parent/guardian cannot be reached by referring to "an adult authorized in the district's student information system," formerly, "the student's emergency card." Additionally, regulation updated to incorporate the section regarding student identification cards and safety information, which was moved from the accompanying Governing Board policy and modified to reflect **NEW LAW (SB 1063, 2024)**. In addition, regulation updated to reflect The State of California's, "Protecting Californians From Extreme Heat: A State Action Plan to Build Community Resilience" which warns of the dangers extreme heat can pose to children and encourages investing resource in protecting children from extreme heat.

**Board Bylaw 9005 - Governance Standards**

Bylaw updated to expand material related to CSBA's Professional Governance Standards, including Governing Board expectations as well as responsibilities for the Board as a whole and individual Board member.

Description

# **CSBA Policy Management Console**

CSBA Sample District Policy Manual

**Description**  
**CSBA Sample District Policy Manual**  
**CSBA Policy Management Console**

**Policy 3515: Campus Security**

Status: ADOPTED

Original Adopted Date: 03/01/2007 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures, which may be included in the district's comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

**Reporting and Responding to Threats**

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

*Threat or perceived threat* means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual. (Education Code 49390)

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator.

The Superintendent or designee may form a multidisciplinary team in order to identify, inquire, assess, and manage potentially threatening student behavior.

**Surveillance Systems**

In consultation with the district's school site council, safety planning committee, other relevant stakeholders, and staff, the Superintendent or

#### **Description**

designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous and targeted locations around school buildings and grounds. Such signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur and that the recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreement(s).

**Regulation 3515: Campus Security**

Status: ADOPTED

Original Adopted Date: 06/01/1996 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

The Superintendent or designee shall develop a campus security plan for each school site which contributes to a positive school climate, fosters social and emotional learning and student well-being, and includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. Additionally, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings and interior spaces from outsiders and discourage trespassing

These strategies may include installing locks, requiring visitor registration, providing staff and student identification tags, and patrolling places used for congregating and loitering.

3. Secure the district's network infrastructure and web applications from cyberattacks

These strategies may include performing an independent security assessment of the district's network infrastructure and selected web applications.

4. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti and implement campus beautification.

5. Control access to keys and other school inventory

6. Detect and intervene with school crime

These strategies may include creating a school watch program, increasing adult presence and supervision, establishing an anonymous crime reporting system, monitoring suspicious and/or threatening digital media content, analyzing school crime incidents, and collaborating with local law enforcement agencies, including providing for law enforcement presence.

7. Additionally, all staff shall be made aware of their responsibilities regarding the immediate reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats

All staff shall receive training in building and grounds security procedures and emergency response.



## **Locks**

All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. Additionally, when the district undertakes an addition, alteration, reconstruction, rehabilitation, or retrofit of a school building, the district shall install interior locks on each door of any room with an occupancy of five or more persons. Such doors shall be capable of being unlocked from the outside with a key or other approved means. Student restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583, 17586; 24 CCR 1010.2, 1010.2.8, 1010.2.8.2)

## **Keys**

The principal or designee shall be responsible for all keys used in a school. Keys shall be issued only to authorized employees who regularly need a key in order to carry out job responsibilities.

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

Keys shall never be loaned to students, parents/guardians, or volunteers, nor shall the master key ever be loaned.

Any person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

**Policy 3515.4: Recovery For Property Loss Or Damage**

Status: ADOPTED

Original Adopted Date: 10/01/1997 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

The Governing Board desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. When district property is damaged due to the willful misconduct of a student or other person, the Superintendent or designee shall seek reimbursement of damages, within the limitations specified in law, from the parent/guardian of a minor child or from any other responsible individual.

The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student fails to return or that is willfully cut, defaced, or otherwise injured. However, the Superintendent or designee shall not collect debt for such damage caused by a current or former student experiencing homelessness or foster child or youth. (Education Code 48904, 49014)

**Rewards**

The Board may offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages or destroys any district property. (Government Code 53069.5)

OPTION 1: (Authorization for Superintendent or designee to offer reward of specified amount)

The Board authorizes the Superintendent or designee to offer a reward in any amount deemed appropriate, not exceeding \$2,500. A reward in excess of \$2,500 shall be authorized in advance by the Board.

OPTION 1 ENDS HERE

OPTION 2: (Board determination of amount of reward)

The Board shall determine the appropriate amount for the reward.

OPTION 2 ENDS HERE

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the act has been established by a criminal conviction or other appropriate judicial procedure. If more than one person provides information, the reward shall be divided among them as appropriate.

**Regulation 3515.4: Recovery For Property Loss Or Damage**

Status: ADOPTED

Original Adopted Date: 10/01/1997 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

In order to initiate the process for recovery for property loss or damage, district employees shall report any damage to or loss of school property to the Superintendent or designee immediately after such damage or loss is discovered.

Upon learning of any instance of loss or damage to school property, the Superintendent or designee shall conduct a complete investigation, which includes consulting with law enforcement officials when appropriate.

After the investigation is concluded, the individual causing the damage or loss has been identified, and the costs of repair, replacement, or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps, including consultation with the district's legal counsel and/or insurance carrier, as needed, to recover the district's loss.

Such steps may also include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person and, if the responsible person is a minor, from the parent/guardian in accordance with law. Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

If the responsible person is a minor student of the district and the student's parents/guardians are unable to pay for the damages or to return the property, the district shall offer a program of voluntary work for the student in lieu of the payment of monetary damages. The district may offer any other student or former student, with parent/guardian permission, the option to provide service, work, or other alternative, nonmonetary forms of compensation to settle the debt owed as a result of property loss or damage. Service or work exchanged for repayment of a debt shall comply with all provisions of the Labor Code related to youth employment. (Education Code 48904, 49014)

The Superintendent or designee may withhold the student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages or the voluntary work has been completed. Prior to withholding a student's grades, diploma, or transcripts, the student's parent/guardian shall be notified of the alleged misconduct and due process shall be afforded the student in accordance with law. (Education Code 48904)

Additionally, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

**Regulation 3516.1: Fire Drills And Fires**

Status: ADOPTED

Original Adopted Date: 03/01/1989 | Last Revised Date: 09/01/2025 | Last Reviewed Date:  
09/01/2025

**Fire Drills**

The principal shall cause the fire alarm signal to be sounded at least once every month.  
(Education Code 32001)

The principal shall hold the first emergency evacuation drill of each school year within 10 days of the beginning of classes. (24 CCR 403.4.2)

Additionally, the principal shall hold fire drills at least once a month at the elementary level, four times every school year at the intermediate level, and not less than twice every school year at the secondary level. (Education Code 32001)

When the principal conducts a fire drill, all students, teachers, and other employees shall be directed to leave the building, which may include: (5 CCR 550)

1. Notifying staff as to the schedule for fire drills
2. Ascertaining that no student remains in the building

As appropriate, teachers shall be prepared to select alternate exits and direct their classes to these exits whenever the designated escape route is blocked.

The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Superintendent or designee.

**Fires**

The district shall identify refuge shelters for all students and staff to be used in the event of an evacuation order by local authorities and notify the fire department or other appropriate local authority of such refuge to prioritize the safety of students and staff. (Education Code 32282)

The identification of refuge shelters at schools in a high or very high fire hazard severity zone shall be coordinated with the fire department or other appropriate local authority. Additionally, each school in a high or very high fire hazard severity zone shall prepare a communication and evacuation plan to be used in the event of an early notice evacuation warning which allows enough time to evacuate all students and staff. (Education Code 32282)

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system (Education Code 32001)

2. The principal or designee shall call 911
  3. All persons shall be directed to leave the building and shall proceed outside to designated assembly areas
  4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response
  5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students
  6. In outside assembly areas, the principal, designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff
  7. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes
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**Policy 5113: Absences And Excuses**

Status: ADOPTED

Original Adopted Date: 11/01/1999 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

In accordance with law, Board policy, and administrative regulation, absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons as specified in Education Code 48205, and work in the entertainment or allied industry as permitted pursuant to Education Code 48225.5.

When a student's absence from school is excused, the student's teacher shall determine identical or reasonably equivalent assignments and tests to those missed during the absence which the student shall be permitted to complete for full credit within a reasonable amount of time as determined by the teacher. (Education Code 48205, 48225.5)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Because school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

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**Regulation 5113: Absences And Excuses**

Status: ADOPTED

Original Adopted Date: 11/01/2011 | Last Revised Date: 09/01/2025 | Last Reviewed Date:  
09/01/2025

**Excused Absences**

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following purposes:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment (Education Code 48205)
4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family (Education Code 48205)

A student may be excused for this reason for up to five days for each incident.  
(Education Code 48205)

5. Jury duty in the manner provided for by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:  
(Education Code 48205)
  - a. Attendance or appearance in court
  - b. Attendance at a funeral service
  - c. Observance of a religious holiday or ceremony
  - d. Attendance at religious retreats for no more than one school day each semester
  - e. Attendance at an employment conference

f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. Attendance at the student's naturalization ceremony to become a United States citizen (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (Education Code 48205)

Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence each school year (Education Code 48205)

13. When a student's immediate family member or, as determined by the student's parent/guardian, a person so closely associated with the student as to be considered the student's immediate family has died: (Education Code 48205)

- a. To access services from a victim services organization or agency
- b. To access grief support services
- c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent/guardian to be in such close association with the student as to be considered immediate family

Such absence shall be excused for not more than three days for each incident. (Education Code 48205)

14. For a student's participation in military entrance processing
15. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination (Education Code 46014)



Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in Administrative Regulation 6112 - School Day, and is not excused from school for this purpose on more than four days each school month. (Education Code 46014)

16. For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days, work in such industry (Education Code 48225.5)

For this purpose, student absence shall be excused for a maximum of up to five absences each school year.  
(Education Code 48225.5)"

17. Participation with a nonprofit performing arts organization in a performance for a public-school audience  
(Education Code 48225.5)

A student may be excused for up to five such absences each school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

18. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, sibling, grandparent, or any other relative living in the student's household.  
(Education Code 48205)

#### **Method of Verification**

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note.  
(Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

Any of the following methods may be used to verify student absences:

1. Written, digital, or audio message from parent/guardian or parent representative
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative

The employee shall subsequently record the following:

- a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated
- The employee shall document the verification and include the information specified in Item #2 above.
4. Physician's verification
- a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment
  - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences

#### **Parent/Guardian and Student Notifications**

At the beginning of each school year, the Superintendent or designee shall:

- 1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
- 2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
- 3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time (Education Code 48980)

Such notice shall include the full text of Education Code 48205. (Education Code 48980)

**Regulation 5113.11: Attendance Supervision**

Status: ADOPTED

Original Adopted Date: 10/01/2017 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

The Superintendent or designee shall appoint an attendance supervisor and any assistant attendance supervisor(s) as may be necessary to supervise the attendance of district students. (Education Code 48240, 48242)

Any person appointed as an attendance supervisor shall be appropriately certificated to perform the work. (Education Code 48241, 48245)

Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent or designee. (Education Code 48240)

The attendance supervisor shall promote a culture of attendance and establish a system to accurately track student attendance in order to achieve all of the following:

1. Raise the awareness of school personnel, parents/guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism and truancy and other challenges associated with poor attendance
2. Identify and respond to grade level or student subgroup patterns of chronic absenteeism or truancy
3. Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion
4. Ensure that students with attendance problems are identified as early as possible to provide applicable support services and interventions
5. Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates

The attendance supervisor may provide support services and interventions, including, but not limited to, the following: (Education Code 48240)

1. A conference between school personnel, the student's parent/guardian, and the student
2. Promotion of cocurricular and extracurricular activities that increase student connectedness to school, such as tutoring, mentoring, the arts, service learning, or athletics
3. Recognition of students who achieve excellent attendance or demonstrate significant improvement in attendance
4. Referral of the student to a school nurse, school counselor, school psychologist, school social worker, and other student support personnel for case management and counseling
5. Collaboration with child welfare services, law enforcement, courts, public health care agencies, government agencies, or medical, mental health, and oral health care providers to receive necessary services

6. Collaboration with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior problem in partnership with the student and the student's parents/guardians or caregivers
7. In schools with significantly higher rates of chronic absenteeism, identification of barriers to attendance that may require schoolwide strategies rather than case management

Schoolwide strategies may include the implementation of an attendance recovery program operated in accordance with Board Policy/Administrative Regulation 5133.1 - Chronic Absence and Truancy.

8. Referral of the student for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program for a student with disabilities or creating a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973
9. Referral of the student to a school attendance review board (SARB) established pursuant to Education Code 48321 or to the probation department pursuant to Education Code 48263
10. Referral of the student to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6

Upon receiving any complaint that a parent/guardian or other person having control or charge of a student has violated Education Code 48200-48341, the state compulsory education laws, the attendance supervisor shall investigate the matter and, if a violation is found, shall recommend referral to the SARB. If the district is subsequently notified by the SARB that the parent/guardian continually and willfully has failed to respond to directives of the SARB or the services provided, the attendance supervisor shall refer the matter for possible prosecution in court in accordance with Education Code 48291-48292, as applicable. (Education Code 48290-48292)

The attendance supervisor shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

The attendance supervisor shall annually report student attendance data to the Superintendent or designee and the Governing Board. Such data shall include, by school, grade level, and each numerically significant student subgroup as defined in Education Code 52052, rates of school attendance, chronic absence in which students are absent on 10 percent or more of the school days in the school year, and dropout.

**Policy 5113.12: District School Attendance Review Board**

Status: ADOPTED

Original Adopted Date: 10/01/2017 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

The Governing Board recognizes that poor school attendance and behavior problems negatively impact student learning and achievement and put students at greater risk of dropping out of school. The Superintendent or designee shall establish a comprehensive and integrated system for the early identification of attendance problems and shall implement strategies to encourage students' attendance. After other interventions have been exhausted, students with a pattern of unexcused absences may be referred to a school attendance review board (SARB), in accordance with applicable law, in order to receive intensive guidance and assistance.

The SARB shall maintain a continuing inventory of community resources, including alternative educational programs.

The Superintendent or designee shall collaborate with the SARB and appropriate community agencies, including, but not limited to, law enforcement agencies, child welfare agencies, and health services, to provide school-based and/or community-based interventions tailored to the specific needs of the student.

The Board shall appoint members to the district's SARB, who may include a parent/guardian, as well as representatives of various agencies including, but not limited to, school districts; the county probation department; the county welfare department; the County Superintendent of Schools; law enforcement agencies; community-based youth service centers; school guidance personnel; child welfare and attendance personnel; school or county health care personnel; school, county, or community mental health personnel; the county district attorney's office; and the county public defender's office. (Education Code 48321)

Each SARB shall, at least annually, consult with students who reflect the diversity of all the schools that are served by the SARB for the purpose of soliciting input that will assist SARB members in gaining a better understanding of, and proposing interventions for, student attendance and behavioral challenges. (Education Code 48321)

The district's SARB shall provide support to improve student attendance and behavior through proactive efforts focused on building positive school environments and improved school connectedness, early identification and immediate intervention to re-engage students with poor attendance or behavior, and intensive intervention with students and families to address severe or persistent attendance or behavior issues.

The district's SARB shall operate in accordance with Board Bylaw 9320 - Meetings and Notices, Board Bylaw 9321 Closed Session, and Board Bylaw 9322 - Agenda/Meeting Materials; Education Code 48320-48325; applicable rules and regulations of the County Office of Education's SARB; and the Ralph M. Brown Act (open meeting requirements).

The SARB shall collect data and annually report outcomes on SARB referrals to the Board, Superintendent or designee, and County Superintendent. (Education Code 48273)

**Regulation 5113.12: District School Attendance Review Board**

Status: ADOPTED

Original Adopted Date: 10/01/2017 | Last Revised Date: 09/01/2025 | Last Reviewed Date:  
09/01/2025

Upon receiving a referral of a student with attendance and/or behavior problems, a designated member of the school attendance review board (SARB) shall review the case and may meet with school personnel to determine whether the school has provided sufficient information about the student's attendance record or behavior. If the referral is complete and is an appropriate matter for the SARB to consider, the SARB chairperson shall provide written notification to the student's parents/guardians stating the reasons a referral has been made, explaining the SARB process, advising whether additional information is needed, and describing school-level interventions that have previously been attempted.

The SARB shall meet with the student and the student's parents/guardians, give them an opportunity to present their understanding of the problem, and discuss the school and/or community resources appropriate for the student's circumstances.

In accordance with Board Bylaw 9321 - Closed Session, any SARB meeting to consider matters related to an individual student shall be held in closed session unless the parent/guardian requests, in writing, that the meeting be held in open session.

The SARB shall have access to relevant student records, but shall not provide access to others without written consent of the student's parent/guardian. (Education Code 49076)

For the limited purpose of making a proper disposition of the referral of a student, the SARB may issue subpoenas pursuant to Code of Civil Procedure 1985-1997, or may request the juvenile court to issue subpoenas to require the attendance of the student, parents/guardians or other person having control of the student, the school authority referring the student, or any other person who has pertinent or material information concerning the matter. The SARB shall not issue any subpoena that includes a request for production of written materials, but may request a juvenile court to issue such subpoena for the production of written materials. (Education Code 48263, 48321.5)

The SARB shall issue written directives stating the responsibilities of all persons involved, detailed resource referrals, and follow-up dates for the school's reports on the student's progress. The written directives shall include an agreement that the student will attend school or improve classroom behavior as applicable, and shall be signed by the student, the student's parents/guardians, the SARB chairperson, and the Superintendent or designee.

When referred by the SARB, a student may be assigned to a community day school or a county community school.

(Education Code 1981, 48662)

At any time it deems proper, the SARB may require the student or the student's parents/guardians to furnish satisfactory evidence of participation in any available community services that the student or parents/guardians have been directed to use. (Education Code 48263)

Based on progress reports submitted by the school, the SARB may terminate the agreement upon the successful completion of the terms of the agreement, extend the time for completion of the agreement, or schedule another meeting with the student and the student's parents/guardians.

If the student's attendance or behavior problems cannot be resolved by the SARB, or if the student and/or the student's parents/guardians continually and willfully fail to respond to SARB directives or the services

provided, the student or parents/guardians shall be referred to the appropriate agency, including law enforcement agencies when necessary. (Education Code 48263, 48290-48291)

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**Policy 5141: Health Care and Emergencies**

Status: ADOPTED

Original Adopted Date: 03/01/2005 | Last Revised Date: 09/01/2025 | Last Reviewed Date:  
09/01/2025

The Governing Board recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health, or welfare of a student at school or during district-sponsored activities.

The Superintendent or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible when accidents and injuries to students occur and that parents/guardians are notified as appropriate.

The Superintendent or designee shall ask parents/guardians to provide emergency contact information in order to facilitate communication in the event of an accident or illness.

District staff shall appropriately report and document student accidents.

**"Do Not Resuscitate" Orders**

The Board believes that staff members should not be placed in the position of determining whether to follow any parent/guardian or medical "do not resuscitate" order. Staff shall not accept or follow any such order except under the specific written direction of the Superintendent or designee. The Superintendent or designee may only direct a staff member to follow a "do not resuscitate" order if the Superintendent or designee has received a written authorization from the student's parent/guardian, with an authorized health care provider statement, and an order of an appropriate court.

The Superintendent or designee shall ensure that parents/guardians who have submitted a "do not resuscitate" order are informed of this policy.

**Automated External Defibrillators**

The Board authorizes the Superintendent or designee to place automated external defibrillators (AEDs) at designated school sites for use by school employees in an emergency, in accordance with the accompanying administrative regulation.

The Superintendent or designee shall develop guidelines for employees regarding the use of AEDs and shall ensure that employees receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. Additionally, the guidelines shall specify the placement, security, and maintenance of the AED.

The authorization of AEDs in district schools shall not be deemed to create a guarantee that an AED will be present or will be used in the case of an emergency, or that a trained employee will be present and/or able to use an AED in an emergency, or that the AED will operate properly.

**Trauma Kits**

Any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified in Health and Safety Code 19310, shall acquire, place, and maintain trauma kits in accordance with the accompanying administrative regulation.

School employees shall be notified annually of the location of the trauma kits and be provided with information regarding training in the use of the trauma kit. (Health and Safety Code 19310)



**Regulation 5141: Health Care and Emergencies**

Status: ADOPTED

Original Adopted Date: 11/01/2005 | Last Revised Date: 09/01/2025 | Last Reviewed Date:  
09/01/2025

**Emergency Contact Information**

In order to facilitate contact in case of an emergency or accident, the principal or designee shall annually request that parents/guardians provide the following information:

1. Home address and telephone number
2. Parent/guardian's business address and telephone number
3. Parent/guardian's cell phone number and email address
4. Name, address, and telephone number of an alternative contact person to whom the student may be released and who is authorized by the parent/guardian to care for the student in cases of emergency or when the parent/guardian cannot be reached
5. Local physician to call in case of emergency

In addition, parents/guardians shall be encouraged to notify the school whenever their emergency contact information changes.

**Notification/Consent for Medical Treatment**

Whenever a student requires emergency or urgent medical treatment while at school or a district-sponsored activity, the principal or designee shall contact the parent/guardian or, if the parent/guardian cannot be reached, another person identified in the district's student information system as an emergency contact, in order to obtain consent for the medical treatment.

If the student's parent/guardian or other contact person cannot be reached to provide consent, the principal or designee may seek reasonable medical treatment for the student as needed, unless the parent/guardian has previously filed with the district a written objection to any medical treatment other than first aid.

A person who has filed with the district a completed caregiver's authorization affidavit pursuant to Family Code 6550-6552 shall have the right to consent to or refuse school-related medical care on behalf of the minor student. The caregiver's authorization shall be invalid if the district receives notice that the minor student is no longer living with the caregiver or if the Superintendent or designee has actual knowledge of facts contrary to those stated on the affidavit. (Family Code 6550)

The caregiver's consent to medical care shall be superseded by any contravening decision of the parent or other person having legal custody of the student, provided that this contravening decision does not jeopardize the student's life, health, or safety. (Family Code 6550)

## **Automated External Defibrillators**

When an automated external defibrillator (AED) is placed in a district school, the Superintendent or designee shall notify an agent of the local emergency medical services agency of the existence, location, and type of AED acquired. (Health and Safety Code 1797.196, 1797.200)

The Superintendent or designee shall ensure that any AED placed at a district school is: (Health and Safety Code 1797.196)

1. Maintained and tested according to the operation and maintenance guidelines set forth by the manufacturer
2. Tested at least biannually and after each use
3. Inspected at least every 90 days for potential issues related to operability of the device, including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED

Additionally, the Superintendent or designee shall comply with all laws and regulations governing the placement of an AED and maintain required records of the AED maintenance and testing. (Health and Safety Code 1797.196)

The Superintendent or designee shall develop a written plan which describes the procedures to be followed in the event of a medical emergency, including an emergency that may involve the use of an AED. These procedures shall include, but not be limited to, requirements for immediate notification of the 911 emergency telephone number in the event of an emergency that may involve the use of an AED.

The principal of any district school with an AED shall annually provide information to school employees that describes: (Health and Safety Code 1797.196)

1. Sudden cardiac arrest
2. The school's emergency response plan
3. The proper use of an AED

Instructions on how to use the AED, in no less than 14-point type, shall be posted next to every AED. Additionally, school employees shall be notified annually of the location of all AED units on campus and be provided information about who they can contact if they want to voluntarily take AED or cardiopulmonary resuscitation training. (Health and Safety Code 1797.196)

The Superintendent or designee shall annually offer a demonstration to at least one school staff member on how to use an AED properly in an emergency. The building owner may arrange for the demonstration or partner with a nonprofit organization to do so. (Health and Safety Code 1797.196)

The principal of any district school serving students in grades 6-12 that has an AED placed in the school shall annually notify students as to the location of all AEDs on campus. (Health and Safety Code 1797.196) **Trauma Kits**

Any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified, shall acquire and place at least six trauma kits on the premises of the building in an easily accessible and recognizable container. (Health and Safety Code 19310)

All trauma kits acquired and placed on the premises of a school building or structure shall be inspected every three years to ensure that all materials, supplies, and equipment contained in the trauma kit are not expired, and replace any expired or missing materials, supplies, and equipment as necessary. After a trauma kit is used, it shall be restocked and any materials, supplies, and equipment replaced as necessary to ensure that all materials, supplies, and equipment required to be contained in the trauma kit are contained in the trauma kit. (Health and Safety Code 19310)

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**Policy 5141.4: Child Abuse Prevention and Reporting**

Status: ADOPTED

Original Adopted Date: 07/01/2002 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

**Child Abuse Prevention**

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

The district's program also may include age-appropriate instruction in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

**Child Abuse Reporting**

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse, as specified in Penal Code 11164-11174.3, shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

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**Regulation 5141.4: Child Abuse Prevention and Reporting**

Status: ADOPTED

Original Adopted Date: 11/01/2010 | Last Revised Date: 09/01/2025 | Last Reviewed Date:

09/01/2025

**Definitions**

*Child abuse or neglect* includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
  2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
  3. Neglect of a child as defined in Penal Code 11165.2
  4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
  5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4
- Child abuse or neglect does not include:
1. A mutual affray between minors (Penal Code 11165.6)
  2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of employment (Penal Code 11165.5, 11165.6)
  3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be legally privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
  4. An injury caused by a district employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
  5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

Additionally, general neglect does not include: (Penal Code 11165.2)

1. A parent/guardian's economic disadvantage
2. A child receiving treatment by spiritual means pursuant to Welfare and Institutions Code 16509.1, or not receiving specified medical treatment for religious reasons

*Mandated reporters* include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or

supervisors of child attendance; athletic coaches, administrators, and directors; licensees, administrators, and employees of a licensed child day care facility; Head Start program teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

*Reasonable suspicion* means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on the person's training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

### **Reportable Offenses**

Using the procedures provided below, a mandated reporter shall make a report whenever the mandated reporter, while acting in a professional capacity or within the scope of employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11165.9, 11166.05, 11167)

Any district employee who reasonably believes to have observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under 14 years of age shall notify a peace officer. (Penal Code 152.3)

The fact that a child is experiencing homelessness or is classified as an unaccompanied minor, as defined in the federal McKinney-Vento Homeless Assistance Act (42 USC 11434a), is not, in and of itself, a sufficient basis for reporting child abuse or neglect. (Penal Code 11165.15)

### **Responsibility for Reporting**

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom the person knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

### **Reporting Procedures**

#### **1. Initial Telephone Report**

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Such reports shall be made to the following agency(ies):

CPS

1400 Emeline St, Santa Cruz, CA

95060

831-454-4222

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

## 2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall prepare and either send, fax, or electronically transmit to the appropriate agency a written follow-up report, which includes a completed California Department of Justice (DOJ) form (BCIA 8572). (Penal Code 11166, 11168)

The DOJ form may be obtained from the district office or other appropriate agencies, such as the police department, sheriff's department, or county probation or welfare department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to the mandated reporter. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

## 3. Internal Reporting



The mandated reporter shall not be required to disclose the mandated reporter's identity to a supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

### **Training**

Within the first six weeks of each school year, or within the first six weeks of employment if hired during the school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services (CDSS). (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. Additionally, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

In addition, the Superintendent or designee shall provide annual training on the prevention of abuse, including sexual abuse, of children on district property, by district staff, or in district-sponsored programs. (Education Code 44691)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

### **Victim Interviews by Social Services**

Whenever CDSS or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform the person of the following requirements prior to the interview: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable the child to be as comfortable as possible

2. The selected person shall not participate in the interview
3. The selected person shall not discuss the facts or circumstances of the case with the child
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect

Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

#### **Release of Child to Peace Officer**

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

#### **Parent/Guardian Complaints**

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring on district property to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those guidelines and/or procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect on district property, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee shall also file a report when obligated to do so pursuant to Penal Code 11166 using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 3200-3205.

#### **Notifications**

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. Additionally, the district shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, any person who will be a mandated reporter by virtue of the person's position shall sign a statement indicating knowledge of the reporting obligations under Penal Code 11166 and compliance with such provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of the mandated reporter's professional capacity or outside the scope of employment (Penal Code 11172)

Any other person making a report shall not incur civil or criminal liability unless it can be proven that the person knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)

2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, the mandated reporter may be guilty of a crime punishable by a fine and/or imprisonment (Penal Code 11166)

No employee shall be subject to any sanction by the district for making a report unless it can be shown that the employee knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166, 11172)

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**Policy 5142: Safety**

Status: ADOPTED

Original Adopted Date: 11/01/2002 | Last Revised Date: 09/01/2025 | Last Reviewed Date:  
09/01/2025

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and promotes student safety and well-being. Appropriate measures shall be implemented to minimize the risk of harm to students, including, but not limited to, protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, and guiding student participation in educational programs and school-sponsored activities.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

District staff shall be responsible for the proper supervision of students at all times when students are subject to district rules, including, but not limited to, during school hours, district-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using district provided transportation.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety and emergency procedures, as well as injury and disease prevention.

**Regulation 5142: Safety**

Status: ADOPTED

Original Adopted Date: 07/01/2006 | Last Revised Date: 09/01/2025 | Last Reviewed Date: 09/01/2025

At each school, the principal or designee shall establish emergency procedures, rules for student conduct, and rules for the safe and appropriate use of school facilities, equipment, and materials, consistent with law, Board policy, and administrative regulation. The rules shall be communicated to students, distributed to parents/guardians, and readily available at the school at all times. **Release of Students**

Students shall be released during the school day only to the custody of an adult who is one of the following:

1. The student's custodial parent/guardian
2. An adult authorized in the district's student information system as an individual to whom the student may be released when the custodial parent/guardian cannot be reached, provided the principal or designee verifies the adult's identity
3. An authorized law enforcement officer acting in accordance with law
4. An adult taking the student to emergency medical care at the request of the principal or designee

**Supervision of Students**

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time that school starts. (5 CCR 5570)

Every teacher shall hold students to a strict account for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert for unauthorized persons and dangerous conditions, and promptly report any unusual incidents to the principal or designee and file a written report as appropriate.

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual. (Education Code 49390)

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Clearly identify supervision zones and require all playground supervisors to remain at a location from which they can observe their entire zone of supervision and be observed by students in the supervision zone
2. Consider the size of the playground area, the number of areas that are obstructed from open view, and the age of the students to determine the ratio of playground supervisors to students

At any school where playground supervision is not otherwise provided, the principal or designee shall provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions. (5 CCR 5552)

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help prevent problems and resolve conflicts among students. Additionally, all staff and other school officials shall be made aware of their responsibilities regarding the reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats. The training shall be documented and kept on file.

### **Playground Safety**

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. The Superintendent or designee shall have a playground safety inspector certified by the National Playground Safety Institute conduct an initial inspection to aid compliance with applicable safety standards. (Health and Safety Code 115725)

The Superintendent or designee may permit students to avoid overexposure to sun when they are outdoors and evaluate the adequacy of shade in playground areas in accordance with Board Policy 5141.7 - Sun Safety.

### **Activities with Safety Risks**

Due to concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during district-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Cross-country or downhill skiing

7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Archery
12. Mountain bicycling
13. Rock climbing
14. Rocketeering
15. Surfing
16. Body Contact Sports
17. Other activities determined by the principal to have a high risk to student safety

As needed, the Superintendent or designee may periodically provide training or instruction to students on the safe use of electric, motorized or nonmotorized bicycles, scooters, skateboards, and roller skates. Any student who rides a bicycle, scooter, skateboard, or roller skates to school shall wear a properly fitted and fastened bicycle helmet.

#### **Events In or Around a Swimming Pool**

When any on-campus event that is not part of an interscholastic athletic program is sponsored or hosted by the district and is to be held in or around a swimming pool, at least one adult with a valid certification of cardiopulmonary resuscitation training shall be present throughout the duration of the event. (Education Code 35179.6)

#### **Hearing Protection**

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee may also provide hearing conservation education to teach students ways to protect their hearing.

#### **Eye Safety Devices**

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed the actual cost to the district. (Education Code 32030, 32031, 32033)

**Protection Against Insect Bites**

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, when engaging in outdoor activities. Any application of insect repellent shall occur under the supervision of school personnel, and in accordance with the manufacturer's directions.

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**Bylaw 9005: Governance Standards**

Status: ADOPTED

Original Adopted Date: 07/01/1984 | Last Revised Date: 09/01/2025 | Last Reviewed Date:  
09/01/2025

The Governing Board expects itself to act in the best interests of every student in the district within the legal confines established by law and the fiscal confines established by the budget. The Board shall govern the district responsibly and uphold the highest standards of ethical conduct.

In order to set the direction for the district, provide a high-quality education to each student, ensure proper accountability and oversight of the district and the Superintendent, and offer community leadership on behalf of the district and public education, the Board expects itself to have a unity of purpose and to:

1. Keep the district focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board

deliberations In fulfilling its role, the Board is responsible for:

1. Involving the community, parents/guardians, students, and staff in regularly developing or updating a common vision for the district focused on learning and achievement and responsive to the needs of all students
2. Adopting and updating policies consistent with law and the district's vision and goals
3. Maintaining accountability for student learning by adopting curricula and monitoring student progress
4. Hiring and supporting the Superintendent so that the vision, goals, and policies of the district can be implemented
5. Conducting regular and timely evaluations of the Superintendent based on the vision, goals, and performance of the district, and ensuring that the Superintendent holds district personnel accountable
6. Adopting a fiscally responsible budget based on the district's vision and goals, and regularly monitoring the fiscal health of the district

7. Ensuring that a safe and appropriate educational environment is provided to all students
8. Establishing a framework for the district's collective bargaining process and adopting responsible agreements
9. Providing community leadership on educational issues and advocating on behalf of students and public education at the local, state, and federal levels

In addition, each individual Board member is expected to:

1. Keep learning and achievement for all students as the primary focus
  2. Value, support, and advocate for public education
  3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents/guardians, and the community
  4. Act with dignity, and understand the implications of demeanor and behavior
  5. Keep confidential matters confidential
  6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
  7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
  8. Understand that authority rests with the Board as a whole and not with individuals
-

MK

7/16/2025



**SANTA CRUZ**  
COUNTY OFFICE OF  
**EDUCATION**  
DR. FARIS SABBAH - SUPERINTENDENT OF SCHOOLS

**BOARD OF EDUCATION**  
Mr. Ed Acosta  
Mr. Edward Estrada  
Ms. Sandra Nichols  
Ms. Sue Roth  
Mr. Abel Sanchez  
Mr. Bruce Van Allen  
Ms. Rachel Williams

400 Encinal Street, Santa Cruz, CA 95060 • Tel (831) 466-5600 • Fax (831) 466-5607 • [www.santacruzcoe.org](http://www.santacruzcoe.org)

## **Memorandum of Understanding** **Santa Cruz County Office of Education**

This agreement is between the Santa Cruz County Office of Education (SCCOE)  
and

Happy Valley Elementary School District

### **Statement of Purpose**

The purpose of this agreement is to share

Provide comprehensive IT services to the District to enhance the educational environment by ensuring a robust, reliable, and secure IT infrastructure that supports both teaching and administrative functions. This will include remote support and maintenance, on-site visits, network, systems, and end-point support. All COE staff have been fingerprinted per Ed Code requirements.

Wherefore, SCCOE, and Happy Valley ESD agree to the following:

#### **1. Scope of Work:**

See attached for more information.

Scope of services include: network infrastructure, hardware and software management, cybersecurity, EDR, AV support, cloud services and virtualization, communication systems, help desk management, MFA onboarding, & IT policy and compliance.

**TERMS:** The term of this Agreement is from July 1, 2025 through June 30, 2026.

**COMPENSATION AND TERMS OF PAYMENT:** This Memorandum of Understanding shall not exceed \$ 20,000. The terms of the Agreement may be extended as mutually agreed by the parties by means of an addendum duly executed in writing by SCCOE and Happy Valley Elementary School District.

#### **2. Hold Harmless- Indemnification**

Each party agrees to indemnify and hold harmless the other party(including, as the case may be, the party's chief executive officer, its Board of Trustees, superintendent, officers, agents, representatives and employees as the same may be constitute from time to time hereafter) and each of them from and against all liability, losses and/or damages or expenses or costs of judgments of any kind against the indemnified party that may arise in connection with the indemnifying party's (1) failure to perform under the terms of this Agreement, and/or (2) any intentional or criminal misconduct, negligence or gross negligence arising out of, or in connection with, indemnifying party's performance of this Memorandum of Understanding.

#### **3. Criminal Background Check:** By executing this Memorandum of Understanding, the CONTRACTOR agrees that if it is determined by the SUPERINTENDENT that the CONTRACTOR and/or their employees will have more than limited contact with students, a

criminal background check through the Department of Justice in compliance with education code 42125.1 will be completed prior to services performed. If the CONTRACTOR requires a criminal background check as part of its own employment procedures, the CONTRACTOR shall certify in writing to the SUPERINTENDENT that neither the employer, nor any of its employees have been convicted of a felony (education code 45125.1). All individuals employed by the CONTRACTOR and performing services for the SUPERINTENDENT shall be listed by name on the certification which will be attached to the agreement prior to signature by the SUPERINTENDENT's officials.

(a). Santa Cruz County Office of Education (SCCOE) Determination of Fingerprinting Requirements Application:

SCCOE has considered the totality of the circumstances concerning the Project and has determined that Contractor and Contractors employees:

\_\_\_\_\_ are subject to fingerprinting requirements of Education  
Code section 42125.1 and paragraph (b) below is applicable.

**Approved Background Check Certification form must be attached**



\_\_\_\_\_ are not subject to fingerprinting requirements of Education  
Code section 42125.1 and paragraph (c) below is applicable.

(b). (1) Contractor and all Contractor's employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice, together with the requisite fee as set forth in Ed Code Section 42125.1; (2) Contractor shall not permit any employee to come in contact with students until the Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony; (3) The Contractor is required to fulfill these requirements at its own expense.

(c). Even if SCCOE has determined that fingerprinting is not required, the Contractor expressly acknowledges that the following conditions shall apply to any work performed by the Contractor and/or Contractor's employees on a school site: (1) Contractor and Contractor's employees shall check in with the school office each day immediately upon arriving at the school site; (2) Consultant and Consultant's employees shall inform school office staff of their proposed activities and location at the school site; (3) Contractor and Contractor's employees shall not use student restroom facilities and (4) If Contractor and/or Contractor's employees find themselves alone with a student, Contractor and Contractor's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

4. Compliance with Law

Both parties agree to comply with all federal, state, and local laws, rules, regulations, and ordinances that are applicable to this Agreement including, but not limited to, nondiscrimination because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

5. Insurance: CONTRACTOR under this MOU must submit proof of Commercial General Liability Insurance, Professional Liability Insurance and Worker's Compensation insurance.

(a) Worker's Compensation insurance with statutory limits as required by the Labor Code or the State of California.

(b) Commercial or Comprehensive General Liability insurance covering bodily injury and property

damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not be limited to: premises and operations liability, independent contractor liability, and personal injury liability. **The insurance provided shall not contain any exclusions and/or limitations of coverage for mental, physical, emotional and/or sexual abuse including molestation.**

- (c) Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired and non-owned vehicles.
- (d) Each such comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:
  - (1) The insurance provided herein is primary coverage to SCCOE with respect to any insurance or self-insurance programs maintained by SCCOE and no insurance held or owned by the SCCOE shall be called upon to contribute to a loss.
  - (2) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to SCCOE.
- (e) Documentation: The following documentation shall be submitted to the SCCOE:
  - (1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this MOU.
  - (2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this MOU.

This Memorandum of Understanding constitutes the final, complete and exclusive statement of the terms of the MOU between Happy Valley Elementary School District and SCCOE pertaining to the subject matter of this Agreement and supersedes any and all other agreements, either oral or written, which may exist between Happy Valley Elementary School District and SCCOE. Both Happy Valley Elementary School District and SCCOE acknowledge that no representations, inducements, promises or agreements which are not embodied herein have been made, and that no agreement, statement, or promise not contained herein shall be binding on Happy Valley Elementary School District and SCCOE.

No amendment, alteration, or violation in the terms of this Agreement shall be valid unless made in writing and signed by both Happy Valley Elementary School District and SCCOE hereto.

Therefore, Happy Valley Elementary School District approves this Agreement with the Santa Cruz County Office of Education.


Department Check off:

\_\_\_\_ Contractor will have Student Contact (Yes or No) ✓  
\_\_\_\_ ✓ If YES to Student Contact, Contractor has had required criminal background check  
\_\_\_\_ Contractor has supplied proof of Liability Insurance for Commercial or Comprehensive General liability, automobile and Worker's Compensation (WC required if contractor has employees)  
\_\_\_\_ Contractor has supplied appropriate W-9/taxation documentation  
\_\_\_\_ Franchise Tax Board forms for non-residents


Contractor Mailing Address: 3125 Branciforte Dr., Santa Cruz, CA 95065

Phone: 831-429-1456  
mstewart@hvesd.com


Email Address:

By:   
Contractor #1  
Date: 07 / 01 / 2025


By: \_\_\_\_\_  
Contractor #2  
Date: \_\_\_\_\_

By:   
Program Administrator  
Date: 07 / 02 / 2025

By: \_\_\_\_\_  
Deputy/Associate Superintendent  
Date: \_\_\_\_\_

By:   
Chief Human Resources Officer  
Date: 07 / 02 / 2025

By:   
Deputy Superintendent, Business Services  
Date: 07 / 14 / 2025

By:   
County Superintendent/Designee  
Date: 07 / 14 / 2025

01-0086-0-0000-0000-8689-030-8111

\_\_\_\_\_  
Budget String

   
Budget Approval

# **Proposal for Technology Services**

## **Executive Summary**

The Santa Cruz COE Tech+ Team is pleased to present this proposal to provide comprehensive IT services to each Small School District. Our objective is to enhance the educational environment by ensuring a robust, reliable, and secure IT infrastructure that supports both teaching and administrative functions. This proposal will include 12 months of support and training for existing staff to become fully autonomous and onboarded in 2025-26. This will include remote support and maintenance with on-site visits limited to 1-2 times a month. This will include network, systems, and end-point support as described below. All terms of this agreement will be discussed annually. All COE staff have been fingerprinted per Ed Code requirements.

Costs:

**Salary: .15 FTE Estimated salary & benefit amount = \$19,000 for 2025-26.**

**COE would cover .4 FTE to support a 1.0 FTE and utilize services elsewhere.**

**Device Management including, but not limited to end-point detection, patch management, remote support, remote management, security, Google licenses, and asset tags. - \$22,000\***

**This agreement will not exceed: \$20,000 for 2025-26 that includes a 1-time \$2,000 discount for 2025-26.**

***\*Please note the costs will be reviewed annually and potentially have a 3-5% uplift.***

## **Scope of Services**

### **Network Infrastructure**

- **Assessment and Design:** Conduct a thorough assessment of the current network infrastructure. Design a scalable and resilient network architecture to meet current and future needs.
- **Implementation:** Install and configure routers, switches, and wireless access points to ensure seamless connectivity across all school district facilities following best practices.
- **Maintenance and Monitoring:** Provide 24/7 network monitoring and regular maintenance to ensure optimal performance and quick resolution of issues.

### ***Hardware and Software Management***

- **Device Management:** Provision, configure, and manage desktops, laptops, tablets, and other devices used by students and staff.
- **Software Deployment and Licensing:** Manage the deployment and licensing of all necessary educational and administrative software.
- **Technical Support:** Provide a helpdesk for troubleshooting and resolving hardware and software issues.
- **Mobile Device Management:** Enrollment in our MDM and Remote Monitoring and Management solutions

### ***Cybersecurity***

- **Security Assessment:** Perform regular security assessments and vulnerability scans.
- **Data Protection:** Ensure data backup strategies are in place.

### ***Endpoint Detection and Response (EDR)***

- **EDR Implementation:** Deploy advanced EDR solutions to detect, investigate, and respond to potential threats on all endpoints.
- **Threat Monitoring:** Provide continuous monitoring to identify and respond to suspicious activities in real-time.
- **Incident Response:** Implement a structured incident response process to quickly contain and remediate threats, minimizing impact on the school district's operations.

### ***Audio-Visual (AV) Support***

- **Classroom AV Solutions:** Install and maintain projectors, interactive whiteboards, sound systems, and other AV equipment to enhance classroom instruction.
- **Multipurpose Room AV Systems:** Design and support AV systems for auditoriums, gymnasiums, and other multipurpose spaces, ensuring high-quality audio and video for events and presentations.
- **Video Conferencing:** Set up and manage video conferencing systems to support remote learning and virtual meetings.
- **Ongoing Maintenance:** Provide regular maintenance and support to ensure all AV equipment is functioning properly.

### ***Cloud Services and Virtualization***

- **Cloud Integration:** Facilitate the integration and management of cloud services, including Google Workspace for Education, Microsoft Office 365, and other cloud-based educational tools.
- **Virtualization:** Implement server and desktop virtualization to improve resource utilization and management.



### ***Communication Systems***

- Email and Collaboration Tools: Manage and support email systems, collaboration platforms, and video conferencing tools.
- Phone Systems: Perform an assessment and provide options to migrate to the COE's managed VoIP phone systems for efficient communication.
- Bells/Intercoms: Assess the current infrastructure for both the school bells and intercom systems and make recommendations for improvements and functionality.

### ***Helpdesk Support Management***

- Helpdesk Onboarding: Integrate the school district onto our Helpdesk system to streamline support requests and service delivery.
- Ticketing System: Implement a ticketing system to track and manage all IT support requests, ensuring timely resolution and accountability.
- Service Level Agreements (SLAs): Define SLAs to guarantee response and resolution times for different types of support issues.
- Communication and Reporting: Provide regular updates and reports on the status of support requests and overall helpdesk performance.
- Feedback and Improvement: Collect feedback from users to continuously improve helpdesk services and ensure high satisfaction levels.
- Remote Support: Will rely on remote support when possible for expedited service with a tech being onsite 1-2 times a month for in person support.

### ***Multi-Factor Authentication (MFA) Onboarding***

- MFA Implementation: Deploy a robust MFA solution to add an extra layer of security for all user accounts.
- User Onboarding: Guide all users through the setup process of MFA, ensuring seamless integration with their existing login procedures.
- Training and Support: Provide comprehensive training and ongoing support to ensure users are comfortable and proficient in using MFA.
- Monitoring and Management: Continuously monitor MFA usage and provide support for any issues or adjustments needed.

### ***IT Policy and Compliance***

- Policy Development: Assist in developing IT policies and procedures that comply with state and federal regulations.
- Compliance Management: Assist in compliance with FERPA, COPPA, and other relevant laws.

## **District Responsibility**

### ***Security and Device Refresh***

- Abide by all COE security practices and policies
- Abide by COE's refresh policy

### ***Point of Contact***

- Available for a monthly sync with the COE Tech+ team to have an opportunity to collaborate on current and future projects.
- Assist with virtual support opportunities when available to expedite resolution of service issues.

### ***Infrastructure Access***

- Provide access to school grounds as needed.
- Provide copies of keys to required buildings and telecommunications closets.
- Provide access to any passwords and accounts for all needed devices and appliances on the network for support and monitoring purposes.

### **This agreement does not include:**

- Maintenance work, including but not limited to: installing equipment mounting/drilling, comprehensive cabling, electrical, etc.
- Device costs
- SIS support

Device procurement will occur via county cash transfer. Each Small School District can purchase devices from the existing tech stock in the IT Department at the Santa Cruz COE. The tech stock devices are priced at a discounted bulk rate under COE IT procurement contracts. Upon approval from the Small School District Superintendent, an account string will be shared with the Santa Cruz COE IT Department to proceed with a county cash transfer. All procurement specifications must be approved by Santa Cruz COE IT staff.

If additional services, devices, hardware, software, etc. are deemed necessary, they must be requested and approved by the Small School Superintendent. Costs will be billed by the Santa Cruz COE to the Small School District requesting the additions.

## **Conclusion**

Santa Cruz COE Tech+ is committed to delivering exceptional IT services that will empower each Small School District to achieve its educational objectives. We look forward to the opportunity to partner with you and transform the technological landscape of your school district.

## **Elementary and Secondary Education Act, Title III, Part A, Limited English Proficient Student Program Consortium**

### **Memorandum of Understanding**

This Memorandum of Understanding represents the agreed-upon program, services and products to be provided to limited-English-proficient (called English Learners [ELs] under California laws) students in the Scotts Valley Unified School District (SVUSD), the San Lorenzo Valley Unified School District (SLVUSD), the Pacific Elementary School District (PESD), and Happy Valley Elementary School District. The Scotts Valley Unified School District (SVUSD) will act as lead local education agency (LEA) and member. The consortium shall be named the Santa Cruz County Consortium (The Consortium).

SVUSD will be responsible for acting as the fiscal agent for the Consortium and will file the required expenditure reports and maintain fiscal records. The Consortium will plan to expend all Title III funds during the grant year. SVUSD must continue to serve as the fiscal agent for the Consortium for the duration of the 27 months grant period and/or until all the funds are expended, after which time the California Department of Education (CDE) will bill the SVUSD for any remaining balance.

According to the California Longitudinal Pupil Achievement Data System information submitted by the Members to the CDE, the Santa Cruz County Consortium enrolled EL students, which results in a subgrant amount. In its role as the lead LEA, SVUSD will support a total amount of programs, services, and products as indicated below, determined by the allocation in each district:

- Lead LEA will claim up to 2% Administrative Costs (Grant amount allocation X 2%)
- Reimburse purchase of Spanish/English bilingual dictionaries and bilingual dictionaries in other languages as necessary.
- Reimburse salary of Instructional Assistants for 250 hours of service @ \$20 hour.
- Provide professional development series regarding effective LEP student instructional practices to consortium teachers.

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Changes regarding the provision, the scope and/or nature of these services must be made by agreement of the Members. Funds must be used before the 27 months grant period.

In addition to the above services and products, SVUSD will coordinate quarterly meetings for the purpose of assessing the needs of the Consortium. In the event that the Consortium fails to meet the Annual Measurable Achievement Objectives (AMAOs) for one year, all parents of LEP students in the consortium must be notified. Parents of LEP students shall be notified by the Consortium members of each LEA.

In the event that the Consortium fails to meet AMAOs for two consecutive years, the Consortium will meet to develop an LEA Improvement Plan Addendum. SVUSD will coordinate the preparation of the LEA Improvement Plan Addendum and ensure its submission to the CDE. All members are responsible for the implementation of the LEA Improvement Plan Addendum.

Lastly, the SVUSD will be responsible for completing and submitting the Annual Survey and any other evaluation necessary to the CDE. Signature of the LEA representative represents the Consortium has met and conferred and the member LEAs are in agreement to all stated.

Date \_\_\_\_\_



# SANTA CRUZ COUNTY OFFICE OF EDUCATION

DR FARIS SABBAH - SUPERINTENDENT OF SCHOOLS

## BOARD OF EDUCATION

Mr. Ed Acosta  
Mr. Edward Estrada  
Mr. Greg Larson  
Ms. Sue Roth  
Mr. Abel Sanchez  
Mr. Bruce Van Allen  
Ms. Rachel Williams

400 Encinal Street, Santa Cruz, CA 95060 • Tel (831) 466-5600 • Fax (831) 466-5607 • [www.santacruzcoe.org](http://www.santacruzcoe.org)

## **Memorandum of Understanding** **Santa Cruz County Office of Education**

This agreement is between the Santa Cruz County Office of Education (SCCOE)  
and  
Happy Valley Elementary School

### Statement of Purpose

The purpose of this agreement is to share the Internship placement expectations of a CSU San Bernardino MSW Intern.

Wherefore, SCCOE, and **Happy Valley Elementary** agree to the following:

#### 1. Scope of Work:

CSUSB MSW Intern, Celine Rivera, has been assigned with the Santa Cruz COE on Tuesdays and Thursdays from 9am-5pm and will be spending time both days at Happy Valley Elementary, the hours may vary. The assigned Intern will be supporting with implementation of SEL lessons by pushing into the classroom, doing small group pull out and possibly one on one. The assigned Intern will also be embedded into recess to support students with building social skills and navigating relationship dynamics. The Intern will receive supervision weekly with Santa Cruz COE Manager, Mockalee McDonald. The SCCOE will also be responsible in completing all admin documentation related to the internship and school requirements.

TERMS: The term of this Agreement is from 9/22/2025 through 06/30/2026.

COMPENSATION AND TERMS OF PAYMENT: This Memorandum of Understanding shall not exceed \$ 0.00. The terms of the Agreement may be extended as mutually agreed by the parties by means of an addendum duly executed in writing by SCCOE and **Happy Valley Elementary**.

#### 2. Hold Harmless- Indemnification

Each party agrees to indemnify and hold harmless the other party(including, as the case may be, the party's chief executive officer, its Board of Trustees, superintendent, officers, agents, representatives and employees as the same may be constitute from time to time hereafter) and each

of them from and against all liability, losses and/or damages or expenses or costs of judgments of any kind against the indemnified party that may arise in connection with the indemnifying party's (1) failure to perform under the terms of this Agreement, and/or (2) any intentional or criminal misconduct, negligence or gross negligence arising out of, or in connection with, indemnifying party's performance of this Memorandum of Understanding.

3. Criminal Background Check: By executing this Memorandum of Understanding, the CONTRACTOR agrees that if it is determined by the SUPERINTENDENT that the CONTRACTOR and/or their employees will have more than limited contact with students, a criminal background check through the Department of Justice in compliance with education code 42125.1 will be completed prior to services performed. If the CONTRACTOR requires a criminal background check as part of its own employment procedures, the CONTRACTOR shall certify in writing to the SUPERINTENDENT that neither the employer, nor any of its employees have been convicted of a felony (education code 45125.1). All individuals employed by the CONTRACTOR and performing services for the SUPERINTENDENT shall be listed by name on the certification which will be attached to the agreement prior to signature by the SUPERINTENDENT's officials.

(a). Santa Cruz County Office of Education (SCCOE) Determination of Fingerprinting Requirements Application:

SCCOE has considered the totality of the circumstances concerning the Project and has determined that Contractor and Contractors employees:

  X   are subject to fingerprinting requirements of Education  
Code section 42125.1 and paragraph (b) below is applicable.  
**Approved Background Check Certification form must be attached**

       are not subject to fingerprinting requirements of Education  
Code section 42125.1 and paragraph (c) below is applicable.

(b). (1) Contractor and all Contractor's employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice, together with the requisite fee as set forth in Ed Code Section 42125.1; (2) Contractor shall not permit any employee to come in contact with students until the Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony; (3) The Contractor is required to fulfill these requirements at its own expense.

(c). Even if SCCOE has determined that fingerprinting is not required, the Contractor expressly acknowledges that the following conditions shall apply to any work performed by the Contractor and/or Contractor's employees on a school site: (1) Contractor and Contractors employees shall check in with the school office each day immediately upon arriving at the school site; (2) Consultant and Consultant's employees shall inform school office staff of their proposed activities and location at the school site; (3) Contractor and Contractor's employees shall not use student restroom facilities and (4) If Contractor and/or Contractor's employees find themselves alone with a student, Contractor and Contractor's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

#### 4. Compliance with Law

Both parties agree to comply with all federal, state, and local laws, rules, regulations, and ordinances that are applicable to this Agreement including, but not limited to, nondiscrimination because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

5. Insurance: CONTRACTOR under this MOU must submit proof of Commercial General Liability Insurance, Professional Liability Insurance and Worker's Compensation insurance.

(a) Worker's Compensation insurance with statutory limits as required by the Labor Code or the State of California.

(b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not be limited to: premises and operations liability, independent contractor liability, and personal injury liability. The insurance provided shall not contain any exclusions and/or limitations of coverage for mental, physical, emotional and/or sexual abuse including molestation.

(c) Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired and non-owned vehicles.

(d) Each such comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:

(1) The insurance provided herein is primary coverage to SCCOE with respect to any insurance or self-insurance programs maintained by SCCOE and no insurance held or owned by the SCCOE shall be called upon to contribute to a loss.

(2) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to SCCOE.

(e) Documentation: The following documentation shall be submitted to the SCCOE:

(1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this MOU.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this MOU.

This Memorandum of Understanding constitutes the final, complete and exclusive statement of the terms of the MOU between Happy Valley Elementary and SCCOE pertaining to the subject matter of this Agreement and supersedes any and all other agreements, either oral or written, which may exist between Happy Valley Elementary and SCCOE. Both Happy Valley Elementary and SCCOE acknowledge that no representations, inducements, promises or agreements which are not embodied herein have been made, and that no agreement, statement, or promise not contained herein shall be binding on Happy Valley Elementary and SCCOE.

No amendment, alteration, or violation in the terms of this Agreement shall be valid unless made in writing and signed by both Happy Valley Elementary and SCCOE hereto.


Therefore, Happy Valley Elementary approves this Agreement with the Santa Cruz County Office of Education.

**Department Check off:**

Yes Contractor will have Student Contact (Yes or No)  
Yes If YES to Student Contact, Contractor has had required criminal background check  
\_\_\_\_ Contractor has supplied proof of Liability Insurance for Commercial or Comprehensive General liability, automobile and Worker's Compensation (WC required if contractor has employees)  
\_\_\_\_ Contractor has supplied appropriate W-9/taxation documentation  
\_\_\_\_ Franchise Tax Board forms for non-residents


Contractor Mailing Address: 3125 Branciforte Dr,  
Santa Cruz, CA 95065  
Phone: (831)429-1456


Email Address: mstewart@hvesd.com


By:   
Contractor - Michelle Stewart,  
Happy Valley Elem. Superintendent  
Date: 09 / 16 / 2025

By:   
Program Administrator  
Date: 09 / 16 / 2025

By: \_\_\_\_\_  
Deputy/Associate Superintendent  
Date: \_\_\_\_\_

By:   
Chief Human Resources Officer  
Date: 09 / 19 / 2025

By:   
Deputy Superintendent, Business Services  
Date: 09 / 22 / 2025

By:   
County Superintendent/Designee  
Date: 09 / 22 / 2025

N/A  
Budget String

\_\_\_\_\_  
Budget Approval



Checks Dated 09/01/2025 through 09/30/2025

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
1110495	09/02/2025	LIBRARYTHING	01-9009-0-1110-1000-5800-200-LIBR	LIBRARY SOFTWARE		300.00
1110496	09/02/2025	MYSTERY SCIENCE INC	01-0084-0-1110-1000-5800-200-0000	SCIENCE		499.00
1110497	09/02/2025	PACIFIC GAS & ELECTRIC	01-0000-0-0000-8100-5511-200-2801	ELECTRIC	14.57	
			01-2600-0-0000-8100-5511-200-0000	ELECTRIC	4.86	19.43
1110498	09/02/2025	Ruwe, Carey L	01-9009-0-1110-1000-4300-200-RM04	REIMBURSE CLASSROOM MATERIALS AND SUPPLIES		76.66
1110499	09/02/2025	SANTA CRUZ MUNICIPAL UTILITIES	01-0000-0-0000-8100-5514-200-2801	WATER	54.29	
			01-2600-0-0000-8100-5514-200-0000	WATER	18.09	72.38
1110500	09/02/2025	SCHOOL MATE	01-9009-0-1110-1000-4300-200-RM01	RM01 RM06 PLANNERS	130.31	
			01-9009-0-1110-1000-4300-200-RM02	RM01 RM06 PLANNERS	130.30	260.61
1110501	09/02/2025	STAPLES	01-1100-0-0000-2700-4350-200-3000	MATERIALS AND SUPPLIES FOR SCHOOL OFFICE MATERIALS AND SUPPLIES	44.90	
			01-1100-0-0000-7200-4350-200-3000	OFFICE MATERIALS AND SUPPLIES	11.18	
			01-9009-0-1110-1000-4300-200-RM02	ROOM 2 MATERIALS AND SUPPLIES	3.73	
			01-9009-0-1110-1000-4300-200-RM02	ROOM 2 MATERIALS AND SUPPLIES	93.91	153.72
1110502	09/02/2025	XEROX CORPORATION	01-1100-0-0000-7100-5600-200-3000	COPIER LEASE AND USAGE	50.21	
			01-1100-0-0000-7200-5600-200-3000	COPIER LEASE AND USAGE	12.55	
			01-1100-0-1110-1000-5600-200-3000	COPIER LEASE AND USAGE	188.28	251.04
1111097	09/08/2025	ACE PORTABLE SERVICES	01-0000-0-0000-8100-5600-200-2801	AUG PORTABLE DELIVERY AND SERVICES	1,527.47	
				SEPT PORTABLE SERVICES	1,363.22	2,890.69
1111098	09/08/2025	AT&T	01-0000-0-0000-2700-5900-200-2801	phone	122.13	
			01-0000-0-0000-7200-5900-200-2801	phone	40.71	162.84
1111099	09/08/2025	AT&T	01-0000-0-0000-2700-5900-200-2801	internet		166.68
1111100	09/08/2025	BETHEL JANITORIAL SERVICE	01-0000-0-0000-8100-5524-200-2801	janitorial services	2,300.02	
			01-2600-0-0000-8100-5524-200-0000	janitorial services	766.67	3,066.69

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

002 - Happy Valley Elementary School District

Generated for Paige Lynd (PLYND), Sep 29 2025 11:37AM

Checks Dated 09/01/2025 through 09/30/2025

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
1111101	09/08/2025	HANCOCK PARK & DELONG, INC	01-0000-0-0000-8500-200-2801	modernization audit financial consult		131.25
1111102	09/08/2025	HONU INTERVENTION, INC	01-6500-0-5760-1190-5100-200-1304	sped aide at lo		5,282.75
1111103	09/08/2025	KT MECHANICAL INC	01-0000-0-0000-8100-5600-200-2801	HVAC MAINT	920.00	
			01-2600-0-0000-8100-5600-200-0000	AFTERSCHOOL MPR ROOM AIRCONDITIONER	2,244.00	3,164.00
1111104	09/08/2025	Royer, Kate	01-9009-0-1110-1000-4300-200-RM01	ROOM 1 MATERIALS AND SUPPLIES		197.85
1111105	09/08/2025	SC SYSTEMS INC	01-0000-0-0000-8100-5800-200-2801	FIRE ALARM SERVICE		368.17
1111106	09/08/2025	SCI CONSULTING GROUP	01-0000-0-0000-7200-5800-200-2801	PARCEL TAX CONSULT		3,575.00
1111107	09/08/2025	STAPLES	01-0700-0-1110-1000-4300-200-2801	PEACEBUILDER MATERIALS AND SUPPLIES	24.30	
			01-1100-0-0000-2700-4350-200-3000	OFFICE MATERIALS AND SUPPLIES	146.59	
			01-1100-0-0000-7200-4350-200-3000	OFFICE MATERIALS AND SUPPLIES	48.86	219.75
1111108	09/08/2025	US BANK	01-0000-0-0000-2700-5900-200-2801	OFFICE, RM01, RM04, CAFETERIA, SUBSCRIPTION, POSTAGE	28.64	
			01-0000-0-0000-3700-4300-200-3007	OFFICE, RM01, RM04, CAFETERIA, SUBSCRIPTION, POSTAGE	42.37	
			01-1100-0-0000-2700-4350-200-3000	OFFICE, RM01, RM04, CAFETERIA, SUBSCRIPTION, POSTAGE	107.59	
			01-9009-0-1110-1000-4300-200-RM01	OFFICE, RM01, RM04, CAFETERIA, SUBSCRIPTION, POSTAGE	94.13	
			01-9009-0-1110-1000-4300-200-RM04	OFFICE, RM01, RM04, CAFETERIA, SUBSCRIPTION, POSTAGE	32.92	305.65
1111730	09/15/2025	19six Architects	01-0000-0-0000-8100-5800-200-BTRM	ARCH BATHROOM PROJECT		2,550.00
1111731	09/15/2025	CLASS LEASING, LLC	01-0000-0-0000-8500-6600-200-BTRM	PORTABLE RESTROOM DOWN PAYMENT		35,000.00
1111732	09/15/2025	GREENWASTE RECOVERY INC	01-0000-0-0000-8100-5523-200-2801	GARBAGE		607.23
1111733	09/15/2025	IXL LEARNING, INC	01-0084-0-1110-1000-5800-200-0000	MATH SUBSCRIPTION PARCEL		1,143.75

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

Checks Dated 09/01/2025 through 09/30/2025

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
1111734	09/15/2025	JM CONSTRUCTION				
			01-0825-0-0000-8500-6200-200-BTRM	PAY 001 BATHROOM PROJECT	2,412.08	
			01-6762-0-0000-8500-6200-200-BTRM	PAY 001 BATHROOM PROJECT	65,572.00	
			35-9719-0-0000-8500-6200-200-BTRM	PAY 001 BATHROOM PROJECT	125,307.70	193,291.78
1111735	09/15/2025	KIDDOM INC	01-6300-0-1110-1000-4100-200-3000	MATH CURRICULUM		1,315.86
1111736	09/15/2025	OHLSEN FOODS	01-0000-0-0000-3700-5800-200-3007	8.11.25-9.5.25 LUNCHES		1,756.00
1111737	09/15/2025	ORBACH HUFF & HENDERSON LLP	01-0000-0-0000-8500-5801-200-BTRM	LEGAL FOR RESTROOM PROJECT		1,211.20
1111738	09/15/2025	Ruwe, Carey L	01-9009-0-1110-1000-4300-200-RM04	ROOM 4 MATERIALS AND SUPPLIES		39.20
1111739	09/15/2025	SISC 3	01- - - - -9514- - SEPT MEDICAL			12,550.00
1111740	09/15/2025	STAPLES				
			01-1100-0-0000-2700-4350-200-3000	OFFICE SUPPLIES	81.60	
			01-1100-0-0000-7200-4350-200-3000	OFFICE SUPPLIES	27.20	
			01-9009-0-1110-1000-4300-200-RM01	ROOM 1 MATERIALS AND SUPPLIES	58.80	
			01-9009-0-1110-1000-4300-200-RM04	ROOM 4 MATERIALS AND SUPPLIES	84.20	
			01-9009-0-1110-1000-4300-200-RM06	ROOM 6 MATERIALS AND SUPPLIES	43.75	295.55
1111741	09/15/2025	Stewart, Michelle A	01-0000-0-0000-7200-5200-200-2801	MILEAGE REIMBURSEMENT	130.13	
			01-0700-0-1110-1000-4300-200-2801	FIELD EQUIPMENT FOR STUDENTS	82.58	212.71
1111742	09/15/2025	SWANK FARMS PRODUCE INC	01-9009-0-1110-1000-5808-200-RM01	ROOM 1 & 2 FIELD TRIP	405.00	
			01-9009-0-1110-1000-5808-200-RM02	ROOM 1 & 2 FIELD TRIP	225.00	630.00
1111743	09/15/2025	XEROX CORPORATION	01-1100-0-0000-7100-5600-200-3000	COPIER LEASE AND USAGE	43.18	
			01-1100-0-0000-7200-5600-200-3000	COPIER LEASE AND USAGE	10.79	
			01-1100-0-1110-1000-5600-200-3000	COPIER LEASE AND USAGE	161.93	215.90
1112457	09/22/2025	CLASS LEASING, LLC	01-0000-0-0000-8500-6600-200-BTRM	RESTROOM LEASE #9623 #1		2,923.17
1112458	09/22/2025	Doolan, Lindsey A	01-6770-0-1110-1000-5808-200-0000	FIELD TRIP REIMBURSEMENT PROP 28		32.00
1112459	09/22/2025	HARSHWAL & COMPANY, LLP	01-0000-0-0000-7191-5809-200-2801	FACILITIES AUDIT		3,500.00

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

Checks Dated 09/01/2025 through 09/30/2025

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
1112460	09/22/2025	PACIFIC GAS & ELECTRIC	01-0000-0-0000-8100-5511-200-2801	PUMP HOUSE STREET LIGHT	49.58	
1112461	09/22/2025	Pearce, Laura H			10.42	60.00
1112462	09/22/2025	SPROUTS SC	01-0000-0- - -9519- -	REISSUE STALEDATE PAYROLL CHECK		530.06
1112463	09/22/2025	STAPLES	01-2600-0-1110-1000-5800-200-0000	AFTER SCHOOL ENRICHMENT		1,050.00
1112464	09/22/2025	Stewart, Michelle A	01-1100-0-0000-8100-4350-200-3000	JANITORIAL SUPPLIES FOR STUDENTS	161.35	
			01-2600-0-0000-8100-4350-200-0000	JANITORIAL SUPPLIES FOR STUDENTS	53.78	215.13
1113181	09/29/2025	ABRITE	01-0700-0-1110-1000-4300-200-2801	REIMBURSE 0700 STUDENT ENGAGEMENT		20.36
1113182	09/29/2025	CLASS LEASING, LLC	01-6500-0-5760-1190-5100-200-1304	SPED AIDE		4,935.90
1113183	09/29/2025	Lynd, Paige L	01-0000-0-0000-8500-6600-200-BTRM	BATHROOM LEASE #2		2,923.17
1113184	09/29/2025	PACIFIC GAS & ELECTRIC	01-0000-0-0000-7200-5200-200-2801	MILEAGE REIMBURSEMENT		140.14
1113185	09/29/2025	SANTA CRUZ MUNICIPAL UTILITIES	01-0000-0-0000-8100-5511-200-2801	ELECTRIC	247.22	
			01-2600-0-0000-8100-5511-200-0000	ELECTRIC	82.41	329.63
1113186	09/29/2025	SCHOOL NURSE SUPPLY INC	01-0000-0-0000-8100-5514-200-2801	WATER	174.03	
			01-2600-0-0000-8100-5514-200-0000	WATER	58.01	232.04
1113187	09/29/2025	STAPLES	01-0000-0-0000-2700-4350-200-2801	SUPPLIES		62.07
1113188	09/29/2025	Willett, Kara E	01-1100-0-0000-8100-4350-200-3000	STUDENT JANITORIAL SUPPLIES	26.33	
			01-2600-0-0000-8100-4350-200-0000	STUDENT JANITORIAL SUPPLIES	8.77	
			01-9009-0-1110-1000-4300-200-RM06	ROOM 6 MATERIALS AND SUPPLIES	80.30	115.40
1113189	09/29/2025	ZANER-BLOSER	01-9009-0-1110-1000-4300-200-RM02	REIMBURSE RM02 MATERIALS AND SUPPLIES		198.87
			01-6300-0-1110-1000-4100-200-3000	TEXT BOOKS		1,886.59
Total Number of Checks					51	291,137.87

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Checks Dated 09/01/2025 through 09/30/2025

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
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## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	51	165,830.17
35	COUNTY SCHOOL FACILITIE	1	125,307.70
Total Number of Checks		51	291,137.87
Less Unpaid Tax Liability			.00
Net (Check Amount)			291,137.87

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

002 - Happy Valley Elementary School District

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