

# Oak Run Elementary School

## Board of Trustees Regular Meeting Agenda

### Open Session

Thursday February 13, 2025 @ 4:30pm

Oak Run School 27635 Oak Run to Fern Rd. Oak Run CA 96069

Meeting Room, Cafeteria

Learning for all- No Limits, No Excuses and Unlimited Possibilities!

**Governance Team:** Shawn Hill, Board President. Shauna Kittrell, Clerk. Dede Masala, Member  
Candace Maurer, Member. Mark Telles, Interim Superintendent.

## 1. OPENING BUSINESS

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4. Approval of Agenda

\_\_\_ Shawn Hill

\_\_\_ Dede Masala

\_\_\_ Mark Telles

\_\_\_ Shauna Kittrell

\_\_\_ Candace Maurer

## 2. PUBLIC COMMENT

*Agenda Items: The public may address agenda items, during Public Comment, in the Action, Non-Action, and Reports/Comments portions of the meeting, before board discussion on the topic, when recognized by the chairperson. Speakers are asked to identify themselves before they begin their comments and are allowed to speak one time per agenda item for up to three minutes.*

*Non -Agenda Items: The Board will listen to public comment on any item of interest not on the agenda that is within their jurisdiction. The Board may limit public comments to no more than 3 minutes pursuant to Board policy. The Board may not respond to public comments on an item not on the agenda. Questions, concerns and requests directed to the board will usually be deferred pending administrative and board consideration at a later time.*

## 3. CONSENT ITEMS

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

- 3.1 Minutes from Regular Board Meeting January 9, 2025 and continued meeting  
January 21, 2025

- 3.2 Approve Warrants

## 4. CELEBRATION

4.1 *Recognition:* None

## 5. ACTION ITEMS

- |     |  |   |
|-----|--|---|
| 5.1 | <b>Action/ Discussion Item:</b><br><i>Recommendation</i> | <b>Auditor Contract 2024-2025</b><br><i>Approve</i>                         |
| 5.2 | <b>Action/ Discussion Item:</b><br><i>Recommendation</i> | <b>LCAP Mid-year Report</b><br><i>Approve</i>                               |
| 5.3 | <b>Action/ Discussion Item</b><br><i>Recommendation</i>  | <b>Signature Cards ( 2 wet copies required )</b><br><i>Approve</i>          |
| 5.4 | <b>Action/Discussion Item</b><br><i>Recommendation</i>   | <b>Salary Schedule adjustment</b><br><i>Approve</i>                         |
| 5.5 | <b>Action/Discussion Item</b><br><i>Recommendation</i>   | <b>E-Rate contracts</b><br><i>Approve</i>                                   |
| 5.6 | <b>Action/ Discussion Item</b><br><i>Recommendation</i>  | <b>Mountain Valley Special Education<br/>JPA contract</b><br><i>Approve</i> |

## 6. NON-ACTION ITEMS

6.1 Report/Discussion Mr. Rick Fauss

## 7. Other Reports / Comments

7.1 *Information:* District Leadership/District Advisory Committee/SCC

7.2 *Comments:* Classified / Confidential / Certificate

7.3 *Comments:* Director / Superintendent

7.4 *Comments:* Board Members

## 8. Next Meeting

8.1 Regular Board Meeting – Thursday March 13, 2025 @4:30pm

### PUBLIC COMMENTS ON CLOSED SESSION ITEM(S)

Persons wishing to address the Board on a Closed Session item will be allowed three (3) minutes to address the Board.

## 9. ADJOURN TO CLOSED SESSION

9.1 Government code section 54957

Public Employee Discipline / Dismissal / Release / Complaint

## 10. REPORT OUT OF CLOSED SESSION

## 11. ADJOURN

# Minutes attached

## Oak Run Elementary School

Board of Trustees Regular Meeting Agenda

Open Session

Thursday, January 9, 2025 @ 4:30pm

Oak Run School 27635 Oak Run to Fern Rd. Oak Run CA 96069

Meeting Room, Cafeteria

Learning for all- No Limits, No Excuses and Unlimited Possibilities!

**Governance Team:** Shawn Hill, Board President. Shauna Kittrell, Clerk. Dede Masala, Member  
Candace Maurer, Member. Mark Telles, Interim Superintendent.

### 1. OPENING BUSINESS

- 1.1 Call to Order
- 1.2 Roll Call / Establish Quorum
- 1.3 Pledge of Allegiance
- 1.4. Approval of Agenda

\_\_\_ Shawn Hill

\_\_\_ Dede Masala

\_\_\_ Mark Telles

\_\_\_ Shauna Kittrell

\_\_\_ Candace Maurer

### 2. PUBLIC COMMENT

*Agenda Items: The public may address agenda items, during Public Comment, in the Action, Non-Action, and Reports/Comments portions of the meeting, before board discussion on the topic, when recognized by the chairperson. Speakers are asked to identify themselves before they begin their comments and are allowed to speak one time per agenda item for up to three minutes.*

*Non -Agenda Items: The Board will listen to public comment on any item of interest not on the agenda that is within their jurisdiction. The Board may limit public comments to no more than 3 minutes pursuant to Board policy. The Board may not respond to public comments on an item not on the agenda. Questions, concerns and requests directed to the board will usually be deferred pending administrative and board consideration at a later time.*

### 3. CONSENT ITEMS

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

- 3.1 Minutes from Regular Board Meeting December 11, 2024 and Special Meeting December 18, 2024

- 3.2 Approve Warrants

## 4. CELEBRATION

### 4.1 Recognition:

Andrea Sellers has been an exemplary employee. She has worked here for four years and is very professional in her interactions with other employees. Andrea models compassion for the students who in turn seem to appreciate and reciprocate positivity. She exhibits an understanding and acceptance of all learning styles when working with the children. We are grateful to have Andrea on staff at Oak Run Elementary School. Thank you Andrea Sellers!

## 5. ACTION ITEMS

- |     |   |   |
|-----|---|---|
| 5.1 | Action/ Discussion Item:<br><i>Recommendation</i> | 2 <sup>nd</sup> Quarter William's Act Report<br><i>Approve</i>                              |
| 5.2 | Action/ Discussion Item:<br><i>Recommendation</i> | SARC (2 <sup>nd</sup> Read)<br><i>Approve</i>   |
| 5.3 | Action/ Discussion Item<br><i>Recommendation</i>  | Signature Cards ( 2 wet copies required )<br><i>Approve</i>                                 |
| 5.4 | Action/Discussion Item<br><i>Recommendation</i>   | Approval/ratification of employment agreement with Interim Superintendent<br><i>Approve</i> |

## 6. NON-ACTION ITEMS

- |     |                   |                      |
|-----|-------------------|----------------------|
| 6.1 | Report:           | 2025-2025 Enrollment |
|     |                   | TK-2            -4   |
|     |                   | TK-2(IS)      -1     |
|     |                   | 3-5            -10   |
|     |                   | 3-5(IS)       -1     |
|     |                   | 6-8            -6    |
|     |                   | 6-8(IS)       -1     |
|     |                   | Total          -23   |
| 6.2 | Report/Discussion | Mr. Rick Fauss       |

## 7. Other Reports / Comments

7.1 Information: District Leadership/District Advisory Committee/SCC

7.2 Comments: Classified / Confidential / Certificate

7.3 Comments: Director / Superintendent

7.4 Comments: Board Members

## 8. Next Meeting

8.1 Regular Board Meeting – Thursday February 13, 2025 @4:30pm

### PUBLIC COMMENTS ON CLOSED SESSION ITEM(S)

Persons wishing to address the Board on a Closed Session item will be allowed three (3) minutes to address the Board.

## 9. ADJOURN TO CLOSED SESSION

9.1 Government code section 54957  
Public Employee Discipline / Dismissal / Release / Complaint

## 10. REPORT OUT OF CLOSED SESSION

## 11. ADJOURN

## 1. Opening Business

1.1 Shawn Hill called the meeting to order

1.2 Shawn Hill was present. Shauna Kittrell was present. Dede Masala was present. Candace Maurer was present. Mark Telles was absent.

1.3 All present stood and recited the pledge

1.4 Shawn Hill requested approval of the Agenda. All members voted Aye.

## 2. Public Comment

\* Comments were made from one concerned citizen about a (specific employee) and other (staff members) changed documents. She asked for the board to investigate and do what was right or the FBI will be here.

\*Comments were made by a concerned citizen that everyone that did that (in reference to previous comment) was threatened with their jobs by (specific employee)

\*Comments were made by a concerned citizen who said she had worked under (employee named)'s reign. Obviously they (the board) are understanding and she hope they are moving forward. Her children were on that list. She has evidence. She was dismissed and accused. She was threatened. She quit her job. (Specific employee) lied to the judge. She had to leave for the safety of her children.

\* Comments were made by a concerned citizen that there have been complaints about a (specific employee) has smoked weed on the campus.

\*Comments were made by a concerned citizen that she was here once again with what (specific employee) did to her daughter and and her Name. She asked the board how would they like it?

\* Comments were made by a concerned citizen saying that they grew up in Palo Cedro. This school never had high praises. (Specific employee) was his Mother-in -law. From what he had seen in education, his children have grown. He has reached out as to why the board is doing this. He felt he had received no answers.

\* Comments were made by a concerned citizen that she loved (specific employee) that just how she feels. Her kids had attended for three years. Her 14 year old has PTSD. He had been suspended from other schools. He turned a full 360 degrees. Her daughter is doing great. She wants to know why the board is doing this.

### 3. Consent Items

3.1 Dede Masala made a motion to approve the minutes from the regular Board Meeting on December 11, 2024. Shauna Kittrell seconded the motion. All members voted Aye.

3.2 Warrants were approved.

### 4. Celebration

4.1 Shauna Kittrell recognized Andrea Sellers as The Employee of the Month and presented her with a framed certificate. All in attendance clapped.

### 5. Action Items

5.1 Dede Masala made a motion to accept 2nd Quarter William's Act Report. Candace Maurer seconded the motion. All board members voted Aye.

5.2 Dede Masala made a motion to accept the SARC, Candace Maurer seconded the motion. All members voted Aye.

5.3 Dede Masala made a motion to accept the signature cards. Candace Maurer seconded the motion. All voted Aye. Shawn Hill (Board President) and Shauna Kittrell (Board Clerk) signed the cards.

5.4 Dede Masala made a motion to accept the approval of the employment agreement with Interim Superintendent. Shauna Kittrell seconded the motion. All voted Aye.

### 6. Non-Action Items

6.1 The enrollment report was read out loud.

6.2 Mr. Rick Fauss had no comment.

### 7. Other Reports / Comments

No comments were made

### 8. Next Meeting

Shawn Hill announced the next regular meeting was to be held on February 13, 2025 @ 4:30 PM

### 9. Adjourn to Closed Session

9.1 Shawn Hill announced the board was adjourning to closed session and were welcome to wait outside to hear the report after.



## 10. Report Out of Closed Session

Shauna Kittrell reported out that there were no actions to report.

## 11. Adjourn

Shawn Hill announced we were to adjourn the regular Meeting of January 9, 2025 to January 21, 2025 at 4:30 PM.

# **Oak Run Elementary School District**

**January 21, 2025**

**(A continuation of the January 9, 2025 board meeting)**

## **MINUTES**

1.1 Shawn Hill called the meeting to order

1.2 Shawn Hill, Shauna Kittrell, Dede Masala, and Candice Maurer were present. Mark Telles was also present.

1.3 All present stood and recited the pledge.

1.4 Shawn Hill requested approval of the agenda. All members voted Aye.

2. Public Comment on closed session agenda item

Comments were made about the superintendent/principal's contract.

A comment was made by a former employee regarding a timecard/wage concern that still had not been addressed.

Comments were made urging the board to make the right decision regarding an employee matter on the agenda.

Adjourn to closed session

Government code section 54957 Public employee discipline/dismissal/release/complaint

Report out from closed session:

The board reported: "By a unanimous vote of 4 Board Members present voting all yes, the Board took action to release the Superintendent Principal from her employment contract with the district."

Adjourn

**CONTRACT FOR ANNUAL AUDIT OF K-12 SCHOOL DISTRICTS**  
**(One Year Contract with Optional Extensions)**

**OAK RUN ELEMENTARY SCHOOL DISTRICT**

This contract entered into this \_\_\_\_ day of \_\_\_\_\_, 2025 between Oak Run Elementary School District of Shasta County, California, hereinafter called the District and Wilkinson Hadley King & Co. LLP hereinafter called the Accountant, witnesses that the parties hereto do mutually agree as follows:

Article 1. EMPLOYMENT OF ACCOUNTANT: The District, pursuant to Chapter 3 (commencing with Section 14500), Part 9, Division 1, Title 1, and Article 2 (commencing with Section 41020), Chapter 1, Part 24, Division 3, Title 2 of the Education Code of the State of California, hereby employs the Accountant to perform the necessary professional services, including but not limited to, those hereinafter set forth in connection with an audit of all funds and of the books and accounts of the District.

Article 2. SCOPE OF AUDIT: The audit shall include all funds of the District including the student body and cafeteria funds and accounts, and any other funds under the control or jurisdiction of the District.

Article 3. AUDIT PERIOD: The audit shall cover the period of the 2024-25 school year, to wit, the period commencing July 1, 2024, and ending June 30, 2025. Optional contract extensions will be for services for financial records from 2025-26 and 2026-27 fiscal years. The period for performance once awarded and if extended will be for fiscal years commencing July 1, 2024 and ending June 30, 2027. The Accountant will provide services as described in this contract if the District chooses to extend.

Article 4. VERIFICATION OF PRIOR YEAR'S FUNDS BALANCES: The audit shall include a verification of fund balances at the beginning of the audit period, provided there has been a responsible audit for the year prior to commencement of the audit period, from which such verification can be made; otherwise such verification may be excluded at the discretion of the District.

Article 5. AUDIT PROCEDURES: The audit shall be performed in accordance with general accounting office standards for financial and compliance audits, and shall include, to the extent applicable, the audit procedures recommended by the Education Audit Appeals Panel, as detailed in the most recent publication entitled *Guide for Audits of California K-12 Local Education Agencies and State Reporting* (Audit Guide). The Accountant shall provide the State Controller access to audit working papers to permit the Controller to complete a review upon request pursuant to Education Code Section 14504.

Article 6. FORM AND CONTENTS OF REPORT: The form and contents of the audit report shall be in conformity, to the extent practicable, with such form and content as may be prescribed by the State Controller under Section 41020 of the Education Code.

Article 7. EXTRA WORK AND SERVICES: In the event that circumstances disclosed by the audit indicate that more detailed verification is required in addition to that which would be sufficient under ordinary circumstances, the Accountant shall at once notify the District in writing of the fact, together with a written estimate of the additional work and services required and the estimated cost thereof. In the event the District authorizes and approves the performance of such extra work and services, it shall so notify the Accountant in writing. No claims of the Accountant for extra work or services shall be allowed or paid without such written consent and approval of the District first having been so obtained before such extra work and services are entered upon or undertaken.

Article 8. COMMENCEMENT OF WORK: Work by the Accountant under this contract shall commence upon signing of the agreement, or as soon thereafter as the District may deem practicable and feasible.

Article 9. COMPLETION AND DELIVERY OF REPORT: The audit report shall be completed and delivered to the District not later than December 15 annually, unless an extension is obtained as to which it will be delivered in accordance with the extension. The Accountant will furnish the school district copies of the audit in sufficient number for distribution to each member of the governing board and for the District’s chief administrative officer and shall provide one copy to each of the following: County Superintendent of Schools, State Department of Education, State Controller’s office.

Article 10. THE ACCOUNTANT FEES: The District agrees to pay and the Accountant agrees to accept for performance of all services rendered herein, exclusive of extra work and services, a fee in the sum of, not to exceed amounts notated below. It is understood and agreed that said fee is a maximum fee and is subject to corresponding reduction in the event that the actual cost of making the audit proves to be less than is now estimated at the time of entering into this contract. The cost estimates, which include a reasonable profit and constitute the basis upon which the maximum fee has been determined.

	<b>*1 Yr. Contract</b>	<b>Optional Extension</b>	<b>Optional Extension</b>
	<b><u>2024-25</u></b>	<b><u>2025-26</u></b>	<b><u>2026-27</u></b>
<b>Oak Run Elementary SD</b>	\$ 16,275	\$ 17,100	\$ 17,955
<b>Travel**</b>	\$ 5,000	\$ 5,500	\$ 6,100

\*\*\*Travel costs will be charged at actual costs incurred up to a maximum of amounts as noted above. We make every effort to keep costs at a minimum. We operate under a hybrid approach to the audit where some items are tested in person and the remainder of the audit is completed remotely through our secure portal. This allows us to gain a full understanding of your internal control process and environment while also limiting costs of travel charged to our clients.

Additional fees will apply if there are significant changes to the scope of the audit. Examples of items that would result in additional fees are:

- Where not already quoted, addition of federal compliance requirements due to federal expenditures exceeding \$750,000 for 2024-25 or \$1,000,000 for 2025-26 or 2026-27 if District and Account agree to extend the contract.
- Addition of significant programs
- Significant delays in receipt of audit requested documentation
- Receipt of Grant Funds from OPSC for additional projects (separate engagement)
- New bond measures requiring performance audit (separate engagement)

Extra work and services duly ordered and approved as herein above provided and duly performed shall be computed and paid for at the rates below.

<b>Classification</b>	<b>Rate</b>
<b>Partner</b>	\$275
<b>Manager</b>	\$225
<b>Senior Accountant</b>	\$185
<b>Staff Accountant</b>	\$145
<b>Clerical</b>	\$75

Article 11. PAYMENT: Payment of ninety percent of the fee, including extra work and services, shall be made in progress payments as work is completed. The Accountant shall furnish the District on demand an itemized statement of the audit costs, if requested. The final ten percent of the value of work done under this contract shall be made after certification by the State Controller that the audit report conforms to the reporting provisions of the Audit Guide. Provision is hereby made to withhold fifty percent of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report by the same firm or individual failed to be certified as conforming to reporting requirements of the State Controller's Audit Guide.

Article 12. TERMINATION: The District hereby reserves the right to terminate this contract at any time. In the event of such termination, the Accountant shall be paid the reasonable value of all services rendered up to the date of such termination as may be determined by the District, and the Accountant hereby expressly waives any and all claims for damages or compensation arising under this contract, except as set forth herein, in the event of such termination. Additionally, this contract shall become null and void if the audit firm or individual is declared ineligible to perform LEA audits pursuant to Education Code Section 41020.5.

Article 13. ASSOCIATES: The Accountant shall have the option, with the written consent of the District, to associate with them and at their expense accountants or other qualified persons to render services in connection with the work, and to delegate to them such duties as they may delegate without relieving themselves from administrative or other responsibility under this contract. Some audit work may be performed by non certified partners of the firm.

Article 14. SUCCESSORS AND ASSIGNS: All terms, conditions, and provisions hereof shall inure to and shall bind the parties hereto, their, and each of their respective heirs, executors, administrators, successors, and assigns.

Except as provided above, the Accountant shall not sublet, assign, or transfer their interest in this contract without the written consent of the District.

Article 15. Workers' Compensation: We are aware of the provisions of Section 3700 of the Labor Code that requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and we will comply with such provisions before commencing the performance of the work of the contract.

Article 16. INSTRUCTIONS TO PROCEED: The Accountant is not to proceed with performance of any services under this contract without first securing written authorization from the District to do so.

IN WITNESS WHEREOF, we have hereunto set our hands the day and year first above written.

Wilkinson Hadley King & Co. LLP

Oak Run Elementary School District  
of Oak Run, California

Accountant

By Aubrey W. Mann, CPA

By \_\_\_\_\_

Aubrey Mann, Partner

On \_\_\_\_\_

Dated: February 4, 2025

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# Mid-Year LCAP Update

February 13, 2025

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**Oak Run Elementary School District**

# Background

Senate Bill 114 (2023) added a requirement for LEAs to present a report on the annual update to the Local Control and Accountability Plan (LCAP) and Budget Overview for Parents (BOP) on or before February 28 each year at a regularly scheduled meeting of the governing board or body of the LEA.

The report must include the following:

- All available midyear outcome data related to metrics identified in the current LCAP; and,
- All available midyear expenditure and implementation data on all actions identified in the current LCAP.

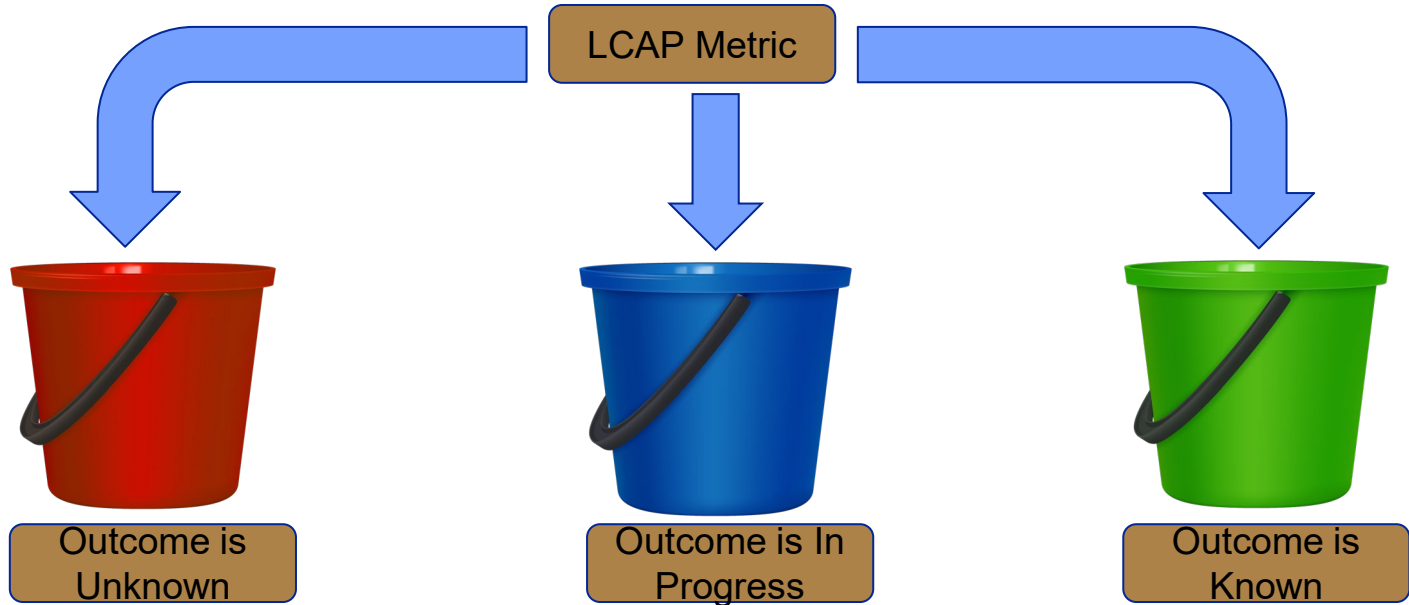


# Impact to the Budget Overview for Parents

When the SAMPLE School District adopted our LCAP and Budget on June XX, 2024, the state budget act was not complete. The adopted state budget included additional funds that were not anticipated by our district. The impact to our adopted Budget Overview for Parents is as follows:

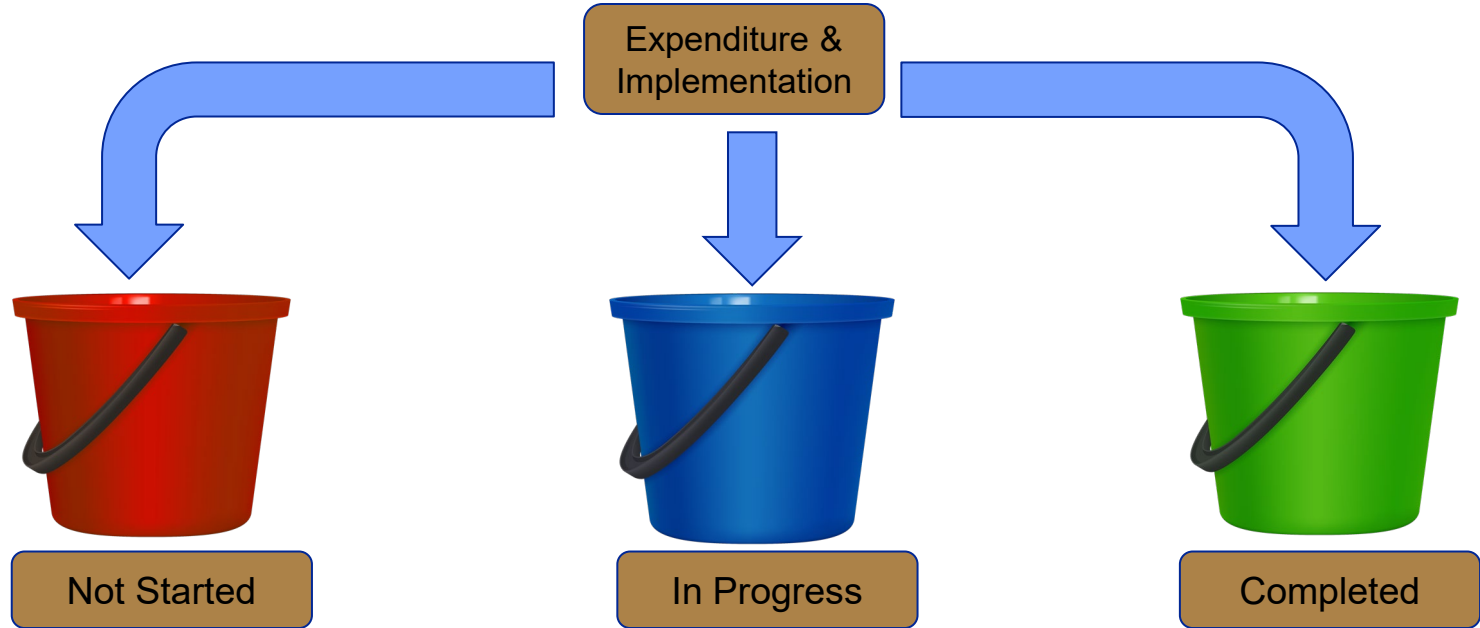
Item	As adopted in BOP	Amount per Budget Act
Total LCFF Funds	\$340,980	\$329,502
LCFF Supplemental/ Concentration Grants	\$42,942	\$91,888

# Mid-year Update: LCAP Metrics



At this point in the school year, some metric outcomes are Unknown, some are In Progress, and some are Known. The metrics for each LCAP goal will be shared on the following slides.

# Mid-year Update: LCAP Expenditures and Implementation



Similarly, at this point in the school year, some LCAP actions have Not Started, some are In Progress, and some have been Completed. An update of LCAP actions will be shared with expenditures through the First Interim budget update.

## LCAP Goal 1 (Broad Goal)

*Academic - ELA: Close the English Language Arts achievement gap using a scaffolded, multi-tiered approach by implementing instructional strategies school wide and establishing intervention groups to meet the needs of our struggling and accelerated learners as identified by grade-level, district, and state assessment results by providing a comprehensive Response to Intervention and Instruction program for all students.*

# LCAP Goal 1 - Metrics

<b>Metric</b>	<b>2023-24 Baseline</b>	<b>Desired Outcome for 2024-25</b>	<b>2024-25 Mid-Year Update</b>	<b>Status</b>
<i>Local Indicator Credentialed Teachers</i>	<i>66% credential teachers</i>	<i>100% credential teachers</i>	<i>1 credentialed teacher, 1 second year intern teacher</i>	<i>Final</i>
<i>Local Indicator Standards aligned materials</i>	<i>100% standards aligned materials</i>	<i>100% standards aligned materials</i>	<i>100% standards aligned materials</i>	<i>Final</i>
<i>CA School Dashboard Academic Indicator English Language Arts</i>	<i>There are approximately 32 students enrolled in Oak Run Elementary School so the CA School Dashboard does not show performance colors.</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

# LCAP Goal 1 - Metrics (Cont.)

<b>Metric</b>	<b>2023-24 Baseline</b>	<b>Desired Outcome for 2024-25</b>	<b>2024-25 Mid-Year Update</b>	<b>Status</b>
<i>Local Indicator Middle School Drop-Out Rate</i>	<i>0% middle school drop out rate</i>	<i>0% middle school drop out rate</i>	<i>0% middle school drop out rate</i>	<i>In Progress</i>
<i>Local Indicator Expulsion Rate</i>	<i>Expulsion Rate 0% expulsion rate</i>	<i>0% expulsion rate</i>	<i>0% expulsion rate</i>	<i>In Progress</i>
<i>CA School Dashboard English Learner Progress Indicators Proficiency</i>	<i>100% of English Learner students are making progress towards English language proficiency</i>	<i>100% of English Learner students making progress towards English language proficiency</i>	<i>100% of English Learner students are making progress towards English language proficiency</i>	<i>In Progress</i>

# LCAP Goal 1 - Metrics (Cont.)

Metric	2023-24 Baseline	Desired Outcome for 2024-25	2024-25 Mid-Year Update	Status
<i>Local Indicator Student survey</i>	<i>93% of students feel academically challenged in a broad course of study 99% of students feel safe and respected at school</i>	<i>99% of students feel academically challenged in a broad course of study 99% of students feel safe and respected at school</i>	<i>Students feel academically challenged in a broad course of study and students feel safe and respected at school</i>	<i>In Progress</i>
<i>Local Indicator Staff survey</i>	<i>92% of staff feel they have the necessary resources and support to do their job.</i>	<i>100% of staff feel they have the necessary resources and support to do their job.</i>	<i>Staff feel they have the necessary resources and support to do their job.</i>	<i>In Progress</i>
<i>Local Indicator Parent Input</i>	<i>100% of parents, including unduplicated pupils and individuals with exceptional needs, have the opportunity to make decisions for the school district and each individual school site through the School Site Council/District Advisory, LCAP Committee, and survey questions.</i>	<i>100% of parents, including unduplicated pupils and individuals with exceptional needs, have the opportunity to make decisions for the school district and each individual school site through the School Site Council/District Advisory, LCAP Committee, and survey questions.</i>	<i>100% of parents, including unduplicated pupils and individuals with exceptional needs, have the opportunity to make decisions for the school district and each individual school site through the School Site Council/District Advisory, LCAP Committee, and survey questions.</i>	<i>In Progress</i>

# LCAP Goal 1 - Metrics (Cont.)

Metric	2023-24 Baseline	Desired Outcome for 2024-25	2024-25 Mid-Year Update	Status
<i>Local Indicator Student with Exceptional Needs</i>	<i>93% of students feel academically challenged in a broad course of study 99% of students feel safe and respected at school</i>	<i>100% of Students with Exceptional Needs have access to a broad course of study and programs and services that provide them academic benefit</i>	<i>Students feel academically challenged in a broad course of study, and students feel safe and respected at school</i>	<i>In Progress</i>
<i>Local Indicator Unduplicated Students</i>	<i>100% of Unduplicated Students have access to a broad course of study and programs and services that provide them academic benefit</i>	<i>100% of Unduplicated Students have access to a broad course of study and programs and services that provide them academic benefit</i>	<i>Unduplicated Students have access to a broad course of study and programs and services that provide them academic benefit</i>	<i>In Progress</i>
<i>Local Indicator Parent survey</i>	<i>92% of parents feel their students are challenged academically 92% of parents feel their students are safe and respected at</i>	<i>100% of parents feel their students are challenged academically 100% of parents feel their students are safe and respected at</i>	<i>Parents feel their students are challenged academically, and feel their students are safe and respected at school</i>	<i>In Progress</i>



# LCAP Goal 1 - Metrics (Cont.)

<b>Metric</b>	<b>2023-24 Baseline</b>	<b>Desired Outcome for 2024-25</b>	<b>2024-25 Mid-Year Update</b>	<b>Status</b>
<i>Implementation of state adopted academic content and performance standards for English Learners and non-English learners (for all students).</i>	<i>100% of teachers trained in the implementation of state adopted academic content and performance standards for English Learners and non-English learners (for all students).</i>	<i>100% of teachers trained in the implementation of state adopted academic content and performance standards for English Learners and non-English learners (for all students).</i>	<i>100% of teachers trained in the implementation of state adopted academic content and performance standards for English Learners and non-English learners (for all students).</i>	<i>In Progress</i>
<i>Local Indicator: Other Student Outcomes Local Assessments for English Language Arts</i>	<i>IXL: 76% of students are at or above standard for English Language Arts</i>	<i>IXL 85% of students are at or above standard for English Language Arts</i>	<i>Unavailable</i>	<i>In Progress</i>
<i>State Assessments Smarter Balanced Assessments - English Language Arts</i>	<i>Smarter Balanced Assessments for English Language Arts - 13.33% of students are at or above standards</i>	<i>Smarter Balanced Assessments for English Language Arts - 70% of students are at or above standards</i>	<i>Unavailable</i>	<i>In Progress</i>

# LCAP Goal 1 - Metrics (Cont.)

<b>Metric</b>	<b>2023-24 Baseline</b>	<b>Desired Outcome for 2024-25</b>	<b>2024-25 Mid-Year Update</b>	<b>Status</b>
<i>Williams Quarterly Reports</i>	<i>0 complaints of Textbooks and Instructional materials</i>  <i>0 complaints of Teacher Vacancies or Missassignments</i>	<i>0 complaints of Textbooks and Instructional materials</i>  <i>0 complaints of Teacher Vacancies or Missassignments</i>	<i>0 complaints of Textbooks and Instructional materials</i>  <i>0 complaints of Teacher Vacancies or Misassignments</i>	<i>In Progress</i>

# LCAP Goal 1 - Actions

<b>Action Title</b>	<b>Budgeted Expenditure</b>	<b>Estimated Actuals (1st Interim)</b>	<b>Implementation Note</b>
Professional Development	\$3,000.00		*Professional development for interventions, and engagement strategies. *Professional development conference fees, substitutes, consultant costs, travel costs, etc. *Provide on site training for new and existing teachers to increase knowledge of "trauma brain" and how to address with research-based teaching strategies.
Family Style Education Public School Program	\$10,000.00		*Monitor teaching staff certificates to ensure 90-100% program implementation at all times. *Provide on site training for new and existing teachers to increase knowledge of "trauma brain" and how to address with research-based teaching strategies. *Create a strong elementary (Grades Tk-8) Family Style Education Program through on-site training with Social/Emotional development curriculum.

## LCAP Goal 2 (Broad Goal)

*Academic - Mathematics: Close the Math achievement gap using a scaffolded, multi-tiered approach by implementing instructional strategies school wide and establishing intervention groups to meet the needs of our struggling and accelerated learners as identified by grade-level, district, and state assessment results by providing a comprehensive Response to Intervention and Instruction program for all students.*

# LCAP Goal 2 - Metrics

Metric	2023-24 Baseline	Desired Outcome for 2024-25	2024-25 Mid-Year Update	Status
Local Indicator Credentialed Teachers	100% credential teachers	100% credential teachers	<i>1 Credentialed teacher, 1 second year intern teacher, complete in 6-25</i>	<i>Final</i>
Local Indicator Standards aligned materials	100% standards aligned materials	100% standards aligned materials	100% standards aligned materials	<i>Final</i>
CA School Dashboard Academic Indicator Mathematics	There are approximately 32 students enrolled in Oak Run Elementary School so the CA School Dashboard does not show performance colors.	N/A	There are approximately 21 students enrolled in Oak Run Elementary School so the CA School Dashboard does not show performance colors.	<i>In Progress</i>

# LCAP Goal 2 - Metrics

<b>Metric</b>	<b>2023-24 Baseline</b>	<b>Desired Outcome for 2024-25</b>	<b>2024-25 Mid-Year Update</b>	<b>Status</b>
Local Indicator Staff survey	92% of staff feel they have the necessary resources and support to do their job	100% of staff feel they have the necessary resources and support to do their job.	Staff feel they have the necessary resources and support to do their job	<i>In Progress</i>
Implementation of state adopted academic content and performance standards for English Learners and nonEnglish learners (for all students).	100% of teachers trained in the implementation of state adopted academic content and performance standards for English Learners and non-English learners (for all students).	100% of teachers trained in the implementation of state adopted academic content and performance standards for English Learners and non-English learners (for all students).	100% of teachers trained in the implementation of state adopted academic content and performance standards for English Learners and non-English learners (for all students).	<i>Final</i>
Local Indicator: Other Student Outcomes Local Assessments for Mathematics	Smarter Balanced Assessments for Mathematics - 15.38% of students are at or above standards	Smarter Balanced Assessments for Mathematics - 70% of students are at or above standards	Students are progressing toward to be at or above math proficiency standards	<i>In Progress</i>

# LCAP Goal 2 - Actions

<b>Action Title</b>	<b>Budgeted Expenditure</b>	<b>Estimated Actuals (1st Interim)</b>	<b>Implementation Note</b>
Leading Learning Network	\$1,200.00	\$0	<ul style="list-style-type: none"><li>• Professional development for leadership.</li><li>• Leading Learning Network annual fee. Access to tools and resources.</li><li>• On demand collaboration.</li><li>• Distributed leadership as an effective means to improve teaching and learning.</li></ul>
Professional Development	See Goal 1	See Goal 1	<ul style="list-style-type: none"><li>• Professional development for interventions, and engagement strategies.</li><li>• Professional development conference fees, substitutes, consultant costs, travel costs, etc.</li><li>• Provide on site training for new and existing teachers to increase knowledge of "trauma brain" and how to address with research-based teaching strategies.</li></ul>

# LCAP Goal 2 - Actions

Action Title	Budgeted Expenditure	Estimated Actuals (1st Interim)	Implementation Note
Family Style Education Public School Program	See Goal 1	See Goal 1	<ul style="list-style-type: none"> <li>• Monitor teaching staff certificates to ensure 90-100% program implementation at all times.</li> <li>• Provide on site training for new and existing teachers to increase knowledge of "trauma brain" and how to address with research-based teaching strategies.</li> <li>• Create a strong elementary (Grades Tk-8) Family Style Education Program through on-site training with Social/Emotional development curriculum.</li> </ul>
Interventions	\$24,000.00	\$12,000	<ul style="list-style-type: none"> <li>• *Teacher, Administration, and Paraprofessionals will provide small group intervention during the scheduled intervention time.</li> <li>• Provide structure and predictable routine. *</li> <li>• Provide tangible rewards for student efforts and positive behavior based on intrinsic values along with motivation/praise/support/encouragement. This lends itself to utilizing teaching moments to teach natural consequences.</li> <li>• Proactive Intervention: Dealing with areas of need before they become a larger obstacle to student' education.</li> <li>• Intentional Intervention: Specifically addressing an observed weakness.</li> </ul>



# LCAP Goal 2 - Actions

Action Title	Budgeted Expenditure	Estimated Actuals (1st Interim)	Implementation Note
Paraprofessionals	\$32,000.00	4,832	<ul style="list-style-type: none"> <li>Paraprofessionals</li> </ul>
Visual and Performing Arts	\$14,000.00	12,093	<ul style="list-style-type: none"> <li>The Visual and Performing Arts Program will increase parent involvement and student engagement.</li> <li>Exhibitions and performances will be planned each trimester.</li> <li>Music and drama program - Salary and benefits Music teacher salary and benefits Books and supplies-supplemental materials to support music and dance.</li> <li>Incentive for English Learners, Low-income students, and Foster Youth to attend school and participate in academic activities in addition to music and drama.</li> </ul>
Sue Barton Reading Intervention Program	\$32,000.00	\$0	<ul style="list-style-type: none"> <li>Sue Barton Reading Intervention Program will be used with Tier 2 and students with identified needs.</li> <li>Books and supplies.</li> <li>Salary and benefits (Reading Specialist).</li> </ul>

## LCAP Goal 3 (Broad Goal)

*Social/Emotional: Explicit instruction in social and emotional learning skills will improve 100% of students' Social/Emotional development and well-being; regardless of race, ethnicity, socioeconomic status, or gender; which will influence the development and use of cognitive skills in order to aide in grade-level academic attainment, or higher; as measured by student academic production and local and state test scores.*

# LCAP Goal 3 - Metrics

<b>Metric</b>	<b>2023-24 Baseline</b>	<b>Desired Outcome for 2024-25</b>	<b>2024-25 Mid-Year Update</b>	<b>Status</b>
Parent Involvement	7% of students' Parents parents are actively involved in on-campus learning	50% of students' Parents parents are actively involved in oncampus learning	<i>Unavailable</i>	<i>In Progress</i>
Suspension Rate	The suspension rate from the 2023 Dashboard was 3.1%	Suspension rate of 1% or less for the 2024-25 school year	Suspension rate of 1% or less for the 2024-25 school year	<i>In Progress</i>

# LCAP Goal 3 - Actions

<b>Action Title</b>	<b>Budgeted Expenditure</b>	<b>Estimated Actuals (1st Interim)</b>	<b>Implementation Note</b>
Sports	\$2,400.00	\$1,200	Coaches stipends
Foster and Homeless Youth	\$5,000.00	\$4,294	<p>We provide the following support for Foster and Homeless Youth:</p> <ul style="list-style-type: none"><li>• Coordinate with the case worker, attendance staff, and teacher,</li><li>• Ensure that transportation is not a barrier,</li><li>• Provide After-school-care (Camp Coral),</li><li>• Assign a mentor (youth or adult) to provide guidance, encouragement, and assistance,</li><li>• Help to find a quiet and supportive place to work and study,</li><li>• Develop “success plans” with goals, steps, services, and accountability.</li><li>• Intervene early if/when they miss school,</li></ul>

# LCAP Goal 3 - Actions

Action Title	Budgeted Expenditure	Estimated Actuals (1st Interim)	Implementation Note
School Psychologist	\$7,290.00	\$4,980	School Psychologist salary.
Independent Study Program/Homeschool Program	\$3,000.00	\$2,259	<ul style="list-style-type: none"> <li>● Independent study teacher will be maintained at each grade-level to meet individualized family needs.</li> <li>● Offer Home School Stipend to teachers who are already employees of Oak Run school.</li> </ul>
Speech Pathologist	\$10,900.00	\$0	A speech pathologist will support students who have been identified with this area of need. The speech teacher will also consult with the TK-8 teachers to support the acquisition of age appropriate Speech and Language development.
On-site Counseling Service Provider	\$24,975.00	\$16,999	A School Counselor will support students who have been identified with this area of need. The School Counselor will also consult with the students who have IEP's to support the acquisition of Social and Emotional development. *Counseling services contract.

# LCAP Goal 3 - Actions

Action Title	Budgeted Expenditure	Estimated Actuals (1st Interim)	Implementation Note
Nursing Services	\$2,400.00	\$463	Nurse will support students who have been identified with this area of need. The Nurse will also consult with the TK-8 teachers to support the California state hearing and vision screenings. *Nurse services contract.
Incentivizing English Learners, Foster Youth, and Low Income	\$10,000.00	\$0	<p>Incentivizing students to attend school can help them succeed academically, socially, and emotionally:</p> <ul style="list-style-type: none"><li>• Academic achievement: Students who attend regularly are more likely to succeed academically and less likely to drop out.</li><li>• Behavior: Students who attend regularly are more likely to behave well in class.</li><li>• School climate: Attendance incentives can help create a positive school climate where students feel valued and supported.</li><li>• Social skills: Students who attend regularly can develop stronger social skills and make lifelong friends.</li><li>• Self-esteem: Students who attend regularly can increase their self-esteem.</li><li>• Learning habits: Students who attend regularly can develop good learning habits and discipline.</li><li>• Responsibility: Students who attend regularly can develop responsibility and time management skills.</li></ul>

## LCAP Goal 4 (Equity Multiplier Goal)

*Oak Run Elementary School District will increase our attendance as measured by the metrics below.*

# LCAP Goal 4 - Metrics

Metric	2023-24 Baseline	Desired Outcome for 2024-25	2024-25 Mid-Year Update	Status
Chronic absenteeism rate	Oak Run Elementary School District-15.6% of all students are chronically absent.	Oak Run Elementary School District- Decrease the chronic absenteeism rate to less than 10%	The Oak Run Elementary School District year-to-date chronic absenteeism rate is 43%.	<i>In Progress</i>
Suspension Rate	The suspension rate from the 2023 Dashboard was 3.1%	Suspension rate of 1% or less for the 2024-25 school year	<i>Unavailable</i>	<i>Indicate if In Progress or Final</i>
Increase steady Enrollment	Current enrollment is 32 students	60 students enrolled	Current enrollment is 21 students	<i>In Progress</i>
Increase School Spirit and Belonging	15% of enrolled students demonstrate school spirit and belonging	75% of enrolled students demonstrate school spirit and belonging	<i>Unavailable</i>	<i>In Progress</i>



# LCAP Goal 4 - Metrics

<b>Metric</b>	<b>2023-24 Baseline</b>	<b>Desired Outcome for 2024-25</b>	<b>2024-25 Mid-Year Update</b>	<b>Status</b>
Student groups that have the lowest performance level on one or more state indicators on the Dashboard	Due to Oak Run Elementary School District's status as a Small Necessary School located in the rural mountain area of Oak Run, California, the enrollment numbers are too low for the California State Dashboard to provide an Indicator Color Status for all performance levels.	Due to Oak Run Elementary School District's status as a Small Necessary School located in the rural mountain area of Oak Run, California, the enrollment numbers are too low for the California State Dashboard to provide an Indicator Color Status for all performance levels.	Due to Oak Run Elementary School District's status as a Small Necessary School located in the rural mountain area of Oak Run, California, the enrollment numbers are too low for the California State Dashboard to provide an Indicator Color Status for all performance levels.	<i>Final</i>

# LCAP Goal 4 - Actions

<b>Action Title</b>	<b>Budgeted Expenditure</b>	<b>Estimated Actuals (1st Interim)</b>	<b>Implementation Note</b>
Youth Club	\$5,000.00	\$0	This youth program will focus on the three things that youth club does: <ul style="list-style-type: none"><li>• Reaches lost or uninvolved students.</li><li>• Helps students grow in who they are and who they want to become.</li><li>• Encourages students to use their gifts to better their lives in all areas</li></ul>
Opportunities for meaningful involvement	\$8,000.00	\$0	We will promote involvement in extracurricular activities.
Saturday School	\$5,000.00	\$0	In order to help increase overall student attendance we will be implementing several programs, including Saturday School.
Spirit Days			Increased engagement among students and staff

# LCAP Goal 4 - Actions

<b>Action Title</b>	<b>Budgeted Expenditure</b>	<b>Estimated Actuals (1st Interim)</b>	<b>Implementation Note</b>
Advertisement	\$5,000.00	\$940	We plan to boost attendance and participation with a student marketing team.
Attendance Incentives	\$10,000.00	\$0	Include a variety of rewards that will incentivize school attendance. <ul style="list-style-type: none"><li>● Free Purchases at the Classroom Store</li><li>● Announcement and Recognition with Awards</li><li>● Lunch with a Teacher</li><li>● Classroom Party</li><li>● field trips</li></ul>
Install a functioning track and field	\$30,000.00	\$0	Students are more likely to have better grades, school attendance and lower dropout rates, build discipline, self-esteem, confidence, independence. team work, skill development and goal setting while we promote healthy lifestyles

# Closing

The 2024-25 year has presented both opportunities and challenges. We are proud of the following: This year, our students have begun working with the Five Peaks mentoring group to support their decision-making and problem-solving skills, and the students have responded well to the additional support. We've also continued our popular "club" elective programs. Our new Community Schools grant program offers a wide variety of support services for students and families, and we're excited to continue to introduce and expand those services to our school community.

Our district is still working through some lingering challenges, such as a substitute shortage, fiscal challenges, hiring challenges, declining enrollment, and a recent change in leadership.

Despite these challenges, the Oak Run Elementary School District is committed to implementing the LCAP to provide the necessary services to our students. We acknowledge, and sincerely thank, the hard work and dedication of our employees, the support of our parents, and the resilience of our students to continue our reach for excellence.

Salary Schedule CLHRLY - CLASSIFIED HOURLY

HOURLY RATES

01/01/2024 - Open (Effective 07/01/2023)

	A	B	C	D				
1	16.50	16.50	16.50	20.60				
	INST AIDE/CUST/COOK	BUS/MAINT/PK SITESUP	BUS DRIVER	READING SPECIALIST				
2	16.50	16.50	16.50					
3	16.50	16.50	16.50					
4	16.50	16.50	16.51					
5	16.50	16.50	17.01					
6	16.50	16.51	17.52					
7	16.50	17.01	18.04					
8	16.50	17.52	18.58					
9	16.50	18.05	19.14					
10	16.50	18.58	19.71					
11	16.50	19.15	20.30					
12	16.50	19.72	20.91					
13	16.76	20.31	21.54					
14	17.27	20.92	22.19					
15	17.79	21.55	22.86					
16	18.32	22.20	23.54					
17	18.87	22.87	24.25					

Selection Grouped by SalarySchedId

Salary Schedule CLHRLY - CLASSIFIED HOURLY								HOURLY RATES	
01/01/2024 - Open (Effective 07/01/2023)									
	A	B	C	D					
18	19.44	23.56	24.97						
19	20.02	24.27	25.72						
20	20.62	25.00	26.49						
21	21.24	25.75	27.28						
22	21.88	26.52	28.10						
23	22.54	27.32	28.94						
24	23.22	28.14	29.81						
25	23.91	28.98	30.70						

Basis	.00	Anniversary Movement		Created	BLUCATORTA, Dec 20 2023 2:54PM
Pay Prd %	No	# of Columns	0	Max Column	
Retro Enabled	Yes	# of Rows	1	Max Row	
EFF 1/1/24 MIN WAGE INC					

**SHASTA COUNTY OFFICE OF EDUCATION  
SCHOOL DISTRICT  
WARRANT SIGNATURE CARD**

**School District:**       Oak Run Elementary School       **Org #:**   60  

In accordance with Education Code Sections \*42631, 42632, and 42633, the Board of Trustees of the School District authorizes the following persons to sign for approval of warrants and fund transfers of the above-named district:

<u>Typed/Printed Name</u>	<u>Original Signature</u>
<u>Mark Telles</u>	_____
<u>Shauna Kittrell</u>	_____
<u>Shawn Hill</u>	_____
<u>Michelle Butcher</u>	_____
<u>Donell Evens</u>	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Allow Electronic Authorization and/or Signature for Warrant Approval (check one):  YES  NO

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

By \_\_\_\_\_  
Clerk of the Board

*Return to Shasta County Office of Education  
Attn: Superintendent's Office*

Education Code Section 42631: All payments from the funds of a school district shall be made by written order of the governing board of the district. Orders shall be on forms prescribed by the county superintendent of schools unless the warrants are processed by an on-line data processing system. Forms may be printed and furnished by the board of supervisors or the county superintendent of schools.

Education Code Section 42632: Each order drawn on the funds of a school district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name. No persons other than an officer or employee of the district shall be authorized to sign orders.

Education Code Section 42633: The governing board of each school district shall be responsible for filing or causing to be filed with the county superintendent of schools the verified signature of each person, including members of the governing board, authorized to sign orders in its name. Except for districts determined to be fiscally accountable pursuant to Section 42650, no order on the funds of any school district shall be approved by the county superintendent of school unless the signatures are on file in his office and he is satisfied that the signatures on the order are those of persons authorized to sign the order.



**PROJECT ATTACHMENT # 0333-25C.1  
OAK RUN ELEMENTARY SCHOOL**

Client No: 0333

**SERVICES: CATEGORY TWO RFP AND E-RATE APPLICATION MANAGEMENT SERVICES**

**INFINITY'S RESPONSIBILITIES:**

Infinity shall perform the following tasks for our Category Two RFP

**E-Rate Application Management Services:**

**Procurement Consulting:**

1. Coordinate with the Client to determine the "Project Programming" requirements, including, overall project scope, project objectives, and E-Rate program compliance.
2. Present to the Client, for their approval, a procurement process and "Bidding Document" format that addresses both the Local/State and E-rate program rules and regulations.
3. Develop a "Bid Schedule" that complies with the Client's, and the E-rate Program's, procurement and award of contract requirements.

**Bid Document Development:**

1. Develop a "Bidding Document" based on the Client's specific procurement programming requirements. Bidding Document provided by Infinity will include Bidders Instructions, Procurement Compliance language, E-Rate Program Compliance language, General Conditions, and Bid Forms.
2. Integrate the Client's provided "Design Documents" into the "Bidding Document" to produce a complete Request for Proposal (RFP). The "Design Document" provided by the Client will include, at a minimum, the following: Scope of Work, equipment and/or performance specifications, and a depiction of the existing affected site and/or system conditions.

**Bid Management:**

1. Oversight and management of the procurement process to ensure compliance with "Bidding Documents" and E-Rate procurement requirements.
2. Assist the Client in the preparation of a "Notice of Advertisement" (when required) and/or Form 470 publication language.
3. Publish the Request for Proposal on Infinity's "Projects" website.
4. Maintain a "Bidders List" and document library for each project.
5. Assist the District in the response to prospective bidder's pre-bid Request for Information (RFI). Prepare and distribute project clarification(s) and addenda(s) to address questions from prospective bidders.
6. Organize and conduct opening of bid response(s). All bid openings will be conducted at Infinity's office, unless otherwise directed by the Client.

**E-Rate Application Management:**

1. Consult with the Client to determine the filing strategy that best suits their needs.
2. Prepare and submit to the Client, for their certification, the following program forms: Form 470, Form 471, and Form 486.
3. Monitor and inform the Client of their Application and Funding Commitment status.
4. Coordinate with the Client and Service Provider to respond to Program Integrity Assurance (PIA) questions.
5. Assist the Client, if requested, in the preparation of Program Auditor's requested documentation.
6. Provide the client with one (1) electronic copy of all pre-Form 471 "Bidding Documents", bid evaluations and contracts as required for Document Retention per the E-Rate Program.
7. Prepare and submit the Service Delivery Extension and/or Invoice Deadline Extension request(s).
8. Prepare and submit the Form 500 for certification and approval.
9. Prepare and submit one (1) Applicant Reimbursement Form 472 for certification and approval, per project.

**Excluded from Infinity's Service Offering:**

1. System design, project engineering, drafting, and/or technical specification writing services.
2. On-site services, including but not limited to: Job-walks, site assessments, etc.
3. E-Rate Service Substitution requests.





Additional services requested to be performed by Infinity by the Client, other than those listed above, and/or in the quantity listed above, will be billed to the Client at an hourly rate plus actual and necessary expenses, per the attached *Compensation and Reimbursable Expenses Schedule*.

**CLIENT'S RESPONSIBILITIES:**

The Client's responsibilities, for the successful completion of this agreement, shall include:

1. Appointing a representative to act on their behalf, who has the authority to render decisions.
2. Respond to requests from Infinity, no later than three (3) business days upon receipt of a written request from Infinity, as not to cause unreasonable delays in the progress of Infinity's services.
3. Furnish all legal, insurance and accounting services, that may be reasonably necessary, that meet the Client's own needs and interests.
4. Provide Infinity with all "Design Documents" required for the successful completion of agreed service, including, but not limited to: scope of work for requested services, equipment and/or performance specifications, project drawings and/or system single-line diagrams.
  - a. The Client accepts the sole responsibility and liability for the quality and accuracy of the "Design Documents" provided to Infinity.
5. Grant Infinity permission and license to distribute the provided "Design Documents" to perform the work as described in this agreement.
6. Provide Infinity with all E-Rate "Supporting Documents" required for the successful completion of the agreed service, included, but not limited to: Approved Free and Reduced Lunch numbers, Budget Information, Copy of CIPA Compliance, Evaluation of Bid Responses, Board Meeting Minutes, Copy of Executed Agreements, etc.
7. Provide a Letter of Agency (LOA), authorizing Infinity to act on the Client's behalf to file E-Rate forms and response the USAC's Requests for Information.
8. Sign and certify the E-Rate forms required for the Client's application for funding, in a timely manner, so as not to cause a failure to comply with the E-Rate program's time-sensitive deadlines.
9. Comply with all the Schools and Library Division's (SLD) E-Rate program rules and requirements, including, but not limited to:
  - a. Conduct an "Open and Competitive" bid process, to comply with all applicable local/state/Federal bidding laws.
  - b. Wait a minimum of twenty-eight (28) days after the posting of the Form 470 or the release of the RFP, whichever comes later, before selecting a Service Provider or executing a contract.
  - c. Conduct a non-bias bid evaluation, per the E-Rate program's "Evaluation of Bids" requirements, with the cost of E-Rate eligible goods and services as the highest weighted factor.
  - d. Award a contract to the successful bidder prior to submitting a request for funding (Form 471).
  - e. Maintain and update and "Equipment Asset Register" (EAR). The EAR shall detail the make, model, serial number, and location of all equipment purchased with the support of the Universal Services Fund (E-Rate Program). The client will provide Infinity a copy of the EAR for compliance with the "Inventory" section of E-Rate's "Document Retention Policy".
10. Retain all documents for each funding request related to the "Pre-Bidding Process," "Bidding Process," "Award of Contract(s)," "Application Process," "Purchase and Delivery of Service," "Invoicing," "Inventory," and "Forms and Rules Compliance," for a period of at least 10 years from the last date of service.

**\*In the event, something unforeseen happens that is not covered under PROJECT ATTACHMENT #0333-25C.1 with this contract, an additional fee will be negotiated before any additional services are provided.**

**TERM OF CONTRACT:**

This agreement is for a term of **one (1) year**, with an expiration date of **June 30, 2025**.

Infinity's fee will be a one-time flat rate fee of **\$2,000.00** for Category Two RFP Management Services.

Infinity's fee will be a one-time flat rate fee of **\$1,500.00** for Category Two E-Rate Application Management Services.

**If additional services are requested by the Client that require a change order, Infinity will bill 5% of the change order amount.**

**\* ALL SERVICES PROVIDED ARE INVOICED AT THE TIME OF COMPLETION AND ARE DUE UPON RECEIPT. IF PAYMENT IS NOT RECEIVED WITHIN 30 DAYS, ANY OVERDUE AND UNPAID BALANCES MAY BE CHARGED A LATE FEE AT A RATE OF 5% PER MONTH.**



**Standard Hourly Rates Schedule**

For additional work that is required outside the scope of work for the original project, the hourly rates listed will be charged. Standard Hourly Rates are subject to review and adjustment. The hourly rates effective on the date of the Agreement are:


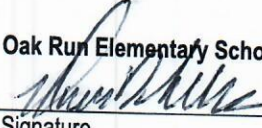
Principal	\$175.00/hour
Sr. Systems Designer	\$155.00/hour
Systems Designer	\$125.00/hour
CAD Operator	\$75.00/hour
Sr. Project Manager	\$155.00/hour
Project Manager	\$95.00/hour
Design Team Coordinator	\$75.00/hour
Support Staff	\$50.00/hour

**Reimbursable Expenses Schedule**

Reimbursable Expense rates are subject to annual review and adjustment. The rates effective on the date of the Agreement are:

Newspaper Advertisement	at cost + 15%
8"x11" Copies/Impression	\$0.05/sheet
Blueprint Copies	at cost + 15%
Reproducible Copies (Mylar)	at cost + 15%
Reproducible Copies (Paper)	at cost + 15%
Legal Counsel	at cost + 15%
Travel Expenses:	
Mileage (auto)	\$0.58/mile
Airfare	at cost + 15%
Meals	at cost + 15%
Lodging	at cost + 15%
Standard Labor Rate	See Hourly Rate Schedule Above

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.

<b>Infinity Communications and Compliance, Inc.</b>		<b>Oak Run Elementary School</b>	
	02/07/2025		2/10/25
Signature	Date	Signature	Date
Christian Baker	Chief Operations Officer	Mark D. Telles	Interim Supt./Principal
Name	Title	Name	Title
P.O. Box 999, Bakersfield, Ca. 93302		27635 Oak Run to Fern Rd. Oak Run	
Address/City/State/Zip		Address/City/State/Zip	
99-4115379		68-0175802	CA. 96069
Federal Tax ID#		Federal Tax ID#	



# SHASTA COUNTY OFFICE OF EDUCATION

*To be leaders in educational excellence, offering support to schools and community to ensure Shasta County students receive a quality education preparing them for high school graduation and success in career and college.*

**Superintendent**  
Mike Freeman

**Board of Education**  
Robert Brown  
Jessica French  
Authur Gorman  
Jackie LaBarbera  
Laura Manuel  
Michael Orlicky  
Teresa Roberts

February 10, 2025

Oak Run Elementary School District  
PO Box 49  
Oak Run, CA 96069

I am pleased you have selected to extend your contract with the Shasta County Office of Education to provide you with your internet related services.

This agreement will extend your contract period for one twelve (12) months beginning July 1, 2025 through June 30, 2026 for Internet Access and Firewall Services. Extension pricing is subject to price increases related to non-recurring and recurring services at the time and duration of extension(s), due to growth of service or other factors.

Internet and Firewall Services	One Year Expiring June 30, 2026	Cost of E-Rate Eligible Services		Estimated Net Cost to District	
		Total Cost	Annual Cost	Total Cost	Annual Cost
		\$8,618	\$8,618	\$862	\$862

**EARLY TERMINATION CHARGES**

Unless mutually agreed by both parties, in the even that Oak Run terminates these services prior to June 30, 2026, Oak Run shall pay to the SCOE equal to the amount of the monthly fee multiplied by the remaining months in the term through that date, due and payable within 30 days of contract termination

By signing below, I acknowledge that I am a member of the CENIC Consortium and the K12HSN.

Sincerely,

James W. Alspach  
Director, Information Technology

Approved by district: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature and Title



**MOUNTAIN VALLEY  
SPECIAL EDUCATION JPA**

10140 Old Oregon Trail, Redding, CA 96003  
Business Office 530-223-1915, FAX 530-223-4168

## Membership Application

The petitioning district must meet the following eligibility criteria for membership:

1. Must be a member of the Shasta County SELPA
2. Members will be limited to those LEAs with a maximum average daily attendance of 1500 students as demonstrated by the P-2 forms from the prior school year. LEAs with greater attendance may be considered on a case by case basis and require a two-thirds vote of the full Governing Board
3. Members should, to the greatest extent practicable, use JPA services in order to provide the full continuum of special education services. Exceptions may be made for school specific reasons. Substantial use of non-JPA services may lead to termination of that Member.

Name of petitioning district: Oak Run Elementary School District

Superintendent: Mark Telles

P-2 Count: 15.65

Number of students with an IEP: 2

Name of each district school site and their grade levels: Oak Run Elementary School K-8

List of private schools within your district boundaries: 0

List of state preschools within your district boundaries: 0

List services of interest or being sought: RSP teacher

Date of petitioning district's board meeting to consider application: February 13, 2025

Signed by:

*Mark Telles*

7520797CF10B41E

Authorized Signature

Printed Name: Mark Telles

Title: Superintendent

Date: 2/7/2025