

**HAPPY VALLEY SCHOOL DISTRICT  
BOARD OF TRUSTEES  
July 29, 2020  
3:30pm, Via Zoom**

**A. Approval of Agenda**

**B. Approval of Minutes- Regular Board Meeting, June 17, 2020**

**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. Information Items**

**1. Brown Act, Ethics and Conflict Interest Workshop**

The Board will receive information regarding a Zoom workshop for Board members September 29<sup>th</sup> at 9:00am, regarding the Brown Act, offered through School and College Legal Services.

**G. Action Items**

**1. AB 1200 Public Disclosure of Collective Bargaining Agreement with the Happy Valley Education Association.**

The Board will consider approval of the district's disclosure of the fiscal impact of the 2020-2022 Collective Bargaining Agreement over the relevant fiscal years.

**2. Reopening Plan**

The Board will consider approval of the Reopening Plan for the 2020-2021 school year.

**3. Contract Agreement**

The Board will consider approval of the Collective Bargaining Agreement for July 1, 2020-June 30, 2022 with HVEA (Happy Valley Education Association).

**4. Four Additional Professional Development Days**

The Board will consider approval of four additional professional development days for certificated classroom teachers for the 2020/2021 school year.

**5. Stipends for Distance Learning Leadership**

The Board will consider approval of two \$1500.00 stipends for distance learning leadership for the 2020/2021 school year.

**6. Revised Board Schedule**

The Board will consider approval of a revised Board Schedule.

**7. Resolution 20-21-01, Reduction of Classified Services**

The Board will consider approval of Resolution 20-21-01, Reduction of Classified Services.

**H. Consent Agenda**

The Board will consider approval of vendor warrants paid since the last meeting.

**I. Closed Session**

The Board will discuss personnel matters

**J. Communications and Announcements**

1. Aug 12- First Day of School, Distance Learning

**K. Adjournment**

**HAPPY VALLEY SCHOOL DISTRICT**  
**Regular Board Meeting**  
**June 17, 2020**  
**MINUTES**

The Regular Board meeting was called to order by the president at 3:34pm

BOARD MEMBERS PRESENT: Frandle, Freeman, Willet, Jolliffe, Click Richardson

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: McKinny, Lynd, Pearce, Ruwe, Doolan, Frier, Royer, Keenan, DeMeyer-Guyer

COMMUNITY MEMBERS PRESENT: Chief Gonzalez from Cal-Fire

**A. APPROVAL OF AGENDA**

1. MSC WILLET/JOLLIFFE to approve the revised Board Meeting agenda as written. Unanimous.

**B. APPROVAL OF MINUTES – REGULAR BOARD MEETING JUNE 10, 2020**

1. MSC RICHARDSON CLICK/JOLLIFFE to approve the minutes from the Regular Board Meeting June 10, 2020. Unanimous.

**C. COMMUNITY INPUT**

None.

**D. STAFF REPORT**

Certificated teaching staff read letter to the board regarding benefits and compensation. Due to current negotiations, Board cannot respond.

**E. BOARD REPORT**

None.

**F. SUPERINTENDENT'S REPORT**

Michelle McKinny reported the following:

1. State approved Request for Allowance of Attendance Due to Emergency Conditions on October 28, 2019.

**G. PUBLIC HEARING**

**1. PUBLIC HEARING 2020-2021 BUDGET**

MSC WILLET/FREEMAN to close the meeting for a Public Hearing at 3:55pm allowing for comment on the proposed 2020-2021 Budget. Unanimous.

Michelle McKinny disclosed to the Board, Happy Valley's reserves in excess of the minimum and the reasons for the reserves. The 2020-2021 Budget Adoption Statement of Reasons for Reserves over Minimum was gone over stating the uses for these reserves.

MSC FRANDLE/FREEMAN to reopen the meeting at 3:58pm there being no other public comment. Unanimous.

**2. PUBLIC HEARING 2019-2020 PROPOSITION 30 FUNDING USAGE AND REPORTING**

MSC WILLET/FREEMAN to close the meeting for a Public Hearing at 3:59pm allowing for comment on the 2019-2020 Prop 30 Usage and Reporting. Unanimous.

MSC FREEMAN/WILLET to reopen the meeting at 4:00pm there being no public comment. Unanimous.

**H. INFORMATION ITEMS**

**1. MENTAL HEALTH STUDENT SERVICE ACT OF 2019 RFA FOR SANTA CRUZ COUNTY**

The Board received information regarding the Mental Health Student Service Act of 2019 RFA for Santa Cruz County; Santa Cruz County School Districts and Charter Schools Letter of Collaboration.

**2. CALIFORNIA DEPARTMENT OF EDUCATION – STRONGER TOGETHER**

The Board received information regarding the safe reopening of schools.

**2. PARENT/STAFF SURVEY**

The board received information regarding a survey being sent out to Happy Valley families.

**3. CAL-FIRE**

The board received information from Chief Gonzalez of Cal Fire regarding the use of Cal-Fire Conservation Camp Program.

I. ACTION ITEMS

1. APPROVAL OF 2020-2021 BUDGET

MSC FREEMAN/FRANDLE approve the 2020-2021 Budget. Unanimous.

2. RESOLUTION 19-20-12 PROPOSITION 30 FUNDING USAGE AND REPORTING

MSC FREEMAN/WILLET to approve Resolution #19-20-12 2019-2020 Prop 30 Usage and Reporting. Unanimous.

3. APPROVAL OF THE COVID-19 OPERATIONS WRITTEN REPORT

MSC CLICK RICHARDSON/FREEMAN to approve the Covid-19 Operations Written Report. Unanimous.

4. APPROVAL OF THE BOARD SCHEDULE

MSC WILLET/CLICK RICHARDSON to approve the 2020-2021 Board Schedule with the addition of a July meeting. Unanimous.

5. BOARD POLICY UPDATE

MSC FRANDLE/WILLET to approve Board Policy Updates. Unanimous.

6. DESIGN DEVELOPMENT SERVICE CONTRACT WITH MYNT SYSTEMS

MSC FREEMAN/CLICK RICHARDSON to approve Design Development Service Contract with Mynt Systems regarding Zero Carbon Resiliency. Unanimous.

K. CONSENT AGENDA

1. MSC WILLET/FRANDLE to approve the vendor warrants paid since the last meeting. Unanimous.

L. CLOSED SESSION

1. The Board adjourned into closed session at 4:47pm to discuss staff and negotiations.

M. REPORT OUT OF CLOSED SESSION

The Board reported out of closed session at 6:30pm.

1. MSC FREEMAN/FRANDLE to approve a 2% salary increase to the Certificated TE Speech salary schedule effective 7-1-2020. Approved 4-0, Willet recused himself.
2. MSC FREEMAN/FRANDLE to approve an ELPAC stipend of \$750 for 2020-2021. Unanimous.
3. MSC FREEMAN/FRANDLE to approve adding 10 additional steps to the AA1 salary schedule effective 7-1-2020. Unanimous.
4. MSC FREEMAN/FRANDLE to approve adding 9 additional steps to the AACONF salary schedule effective 7-1-2020. Unanimous.
5. MSC FREEMAN/FRANDLE to approve the Superintendent/Principal contract for 2020-2021, which includes a 4% longevity at year eleven and 10 extra days if needed for school reopening in 2020-2021 due to COVID-19. Unanimous.
6. MSC FREEMAN/FRANDLE. The Board reports out of closed session that is has provided direction to its labor negotiators. Unanimous.

N. COMMUNICATION AND ANNOUNCEMENTS

1. August 12, 2020 – First Day of School

O. ADJOURNMENT

1. MSC FREEMAN/FRANDLE to adjourn the meeting, there being no further business, 6:45pm. Unanimous.

/pl

**Government Code - GOV**

**TITLE 1. GENERAL [100 - 7914]**

*( Title 1 enacted by Stats. 1943, Ch. 134. )*

**DIVISION 4. PUBLIC OFFICERS AND EMPLOYEES [1000 - 3599]**

*( Division 4 enacted by Stats. 1943, Ch. 134. )*

**CHAPTER 10.7. Meeting and Negotiating in Public Educational Employment [3540 - 3549.3]**

*( Chapter 10.7 added by Stats. 1975, Ch. 961. )*

**ARTICLE 8. Public Notice [3547 - 3547.5]**

*( Article 8 added by Stats. 1975, Ch. 961. )*

**PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

**3547.5.**

(a) Before a public school employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer in a format established for this purpose by the Superintendent of Public Instruction.

(b) The superintendent of the school district and chief business official shall certify in writing that the costs incurred by the school district under the agreement can be met by the district during the term of the agreement. This certification shall be prepared in a format similar to that of the reports required pursuant to Sections 42130 and 42131 of the Education Code and shall itemize any budget revision necessary to meet the costs of the agreement in each year of its term.

(c) If a school district does not adopt all of the revisions to its budget needed in the current fiscal year to meet the costs of a collective bargaining agreement, the county superintendent of schools shall issue a qualified or negative certification for the district on the next interim report pursuant to Section 42131 of the Education Code.

*(Amended by Stats. 2004, Ch. 52, Sec. 17. Effective June 21, 2004.)*

**COE NOTE:**

NOTE: A Side letter – not ratified by union membership – does not require a public disclosure or to go to board, unless it has a fiscal impact.

**Santa Cruz County Office of Education  
Business Services Department**

**PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**  
in Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

Name of School District: Happy Valley Elementary  
Name of Bargaining Unit: Happy Valley Education Association, CTA/NEA  
Certificated or Classified: Certificated

The proposed agreement covers the period beginning: July 1, 2020 and ending: June 30, 2022  
(date) (date)

The Governing Board will act upon this agreement on: July 29, 2020  
(date)

**Note: This form, along with a copy of the proposed agreement, must be submitted to the county office at least ten (10) working days prior to the date the governing board will take action.**

**A. Proposed Change in Compensation**

Compensation	Annual Cost Prior to Proposed Agreement FY 2021	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) FY 2020-21	Year 2 Increase/(Decrease) FY 2021-22	Year 3 Increase/(Decrease) FY 2022-23
1 Salary Schedule Increase (Decrease)	\$431,751	\$8,634	\$4,404	
		2.00%	1.00%	0.00%
2 Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement				
		0.00%	0.00%	0.00%
3 Other Compensation - Increase (Decrease)(Stipends, Bonuses, Longevity, Overtime, etc.)		\$6,200	\$6,200	
**Included in base above		\$1,000 one time bonus	\$1,000 one time bonus	
Description of other compensation				
4 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicate etc.	\$86,715	\$2,841	\$2,067	
		3.28%	2.31%	0.00%
5 Health/Welfare Plans	\$95,072	\$7,350	\$4,200	
		7.73%	4.10%	0.00%
6 Total Compensation - Increase (Decrease) (Total Lines 1-5)	\$613,538	\$25,025	\$16,871	\$0
7 Total Number of Represented Employees (Use FTEs if appropriate)	7.00			
8 Total Compensation Average Cost per Employee	\$ 87,648.25	\$ 3,574.99	\$ 2,410.15	\$ -
		4.08%	2.64%	0.00%

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

2% salary increase to certificated bargaining unit employees in 20-21 and a \$1,000 one time bonus prorated based on FTE.  
1% salary increase to certificated bargaining unit employees in 21-22 and a \$1,000 one time bonus prorated based on FTE.

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

N/A

11. Please include comments and explanations as necessary.

12. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes ☒ No ☐

If yes, please describe the cap amount.

Effective October 1, 2020, the total District health and welfare benefit contribution towards premiums per school/fiscal year is up to \$1200 per month medical for full family, \$102.82 for employee plus one for dental, and \$23.06 for employee plus one for vision. The total benefit compensation package shall not exceed \$1325.88 per month.  
Effective October 1, 2021, the total District health and welfare benefit contribution towards premiums per school/fiscal year is up to \$1300 per month medical for full family, \$102.82 for employee plus one for dental, and \$23.06 for employee plus one for vision. The total benefit compensation package shall not exceed \$1425.88 per month.

**B. Proposed Negotiated Changes in Noncompensation Items (i.e., class size adjustments, etc.)**

N/A

**C. What are the specific impacts on instructional and support programs to accommodate the settlement?**

Please indicate the status of these changes: 1) planning stage, 2) in-progress, or 3) adopted. Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

N/A

- D. What contingency language is included in the proposed agreement?** Include specific areas identified reopeners, applicable fiscal years, and specific contingency language.

N/A

- E. Will this agreement create, increase or decrease deficit spending in the current or subsequent year(s)?** "Deficit spending" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

Yes, it will increase deficit spending in current and subsequent years

- F. Describe other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc. Please disclose any other components of the agreement which may or may not affect the district's fund balance in future years.**

N/A

**G. Source of Funding for Proposed Agreement**

**1. Current Year**

General Fund Balance

- 2. If this is a single year agreement, how will the on-going cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?**

N/A

- 3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)**

General Fund Balance



## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Happy Valley Elementary		Unrestricted General Fund		
Bargaining Unit:		Happy Valley Education Association, CTA/NEA		
	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (June 17, 2020)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Local Control Funding Formula (8010-8099)	\$ 1,094,685.00	\$ -	\$ -	\$ 1,094,685.00
Remaining Revenues (8100-8799)	\$ 89,370.00	\$ -	\$ -	\$ 89,370.00
<b>TOTAL REVENUES</b>	\$ 1,184,055.00	\$ -	\$ -	\$ 1,184,055.00
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 616,889.32	\$ 6,000.00	\$ 14,706.00	\$ 637,595.32
Classified Salaries (2000-2999)	\$ 154,436.48	\$ -	\$ -	\$ 154,436.48
Employee Benefits (3000-3999)	\$ 284,348.34	\$ 8,523.45	\$ 3,130.54	\$ 296,002.33
Books and Supplies (4000-4999)	\$ 25,577.00	\$ -	\$ -	\$ 25,577.00
Services, Other Operating Expenses (5000-5999)	\$ 190,672.81	\$ -	\$ -	\$ 190,672.81
Capital Outlay (6000-6599)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 322.00	\$ -	\$ -	\$ 322.00
Direct Support/Indirect Cost (7300-7399)	\$ (10,885.46)	\$ -	\$ -	\$ (10,885.46)
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 1,261,360.49	\$ 14,523.45	\$ 17,836.54	\$ 1,293,720.48
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (77,305.49)	\$ (14,523.45)	\$ (17,836.54)	\$ (109,665.48)
<b>TRANSFERS IN &amp; OTHER SOURCES (8910-8979)</b>	\$ 20,550.00	\$ -	\$ -	\$ 20,550.00
<b>TRANSFERS OUT &amp; OTHER USES (7610-7699)</b>	\$ -	\$ -	\$ -	\$ -
<b>CONTRIBUTIONS (8980-8999)</b>	\$ (60,456.81)	\$ -	\$ -	\$ (60,456.81)
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (117,212.30)	\$ (14,523.45)	\$ (17,836.54)	\$ (149,572.29)
<b>BEGINNING BALANCE</b>	\$ 704,641.52			\$ 704,641.52
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 587,429.22	\$ (14,523.45)	\$ (17,836.54)	\$ 555,069.23
<b>COMPONENTS OF ENDING BALANCE:</b>				
Nonspendable Amounts (9711-9739)	\$ 150.00	\$ -	\$ -	\$ 150.00
Restricted Amounts (9740)	\$ -	\$ -	\$ -	\$ -
Reserves for Economic Uncertainties (9789)	\$ -	\$ -	\$ -	\$ -
Committed Amounts (9750-9760)	\$ -	\$ -	\$ -	\$ -
Assigned Amounts (9780)	\$ 6,860.00	\$ -	\$ -	\$ 6,860.00
Unassigned Amount (9790)	\$ 580,419.22	\$ (14,523.45)	\$ (17,836.54)	\$ 548,059.23

\* Please see question on page 7.

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

### Happy Valley Elementary

### Restricted General Fund

Bargaining Unit:

Happy Valley Education Association, CTA/NEA

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (June 17, 2020)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Local Control Funding Formula (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ 258,156.00	\$ -	\$ -	\$ 258,156.00
<b>TOTAL REVENUES</b>	\$ 258,156.00	\$ -	\$ -	\$ 258,156.00
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 136,112.91	\$ 200.00	\$ (22,170.66)	\$ 114,142.25
Classified Salaries (2000-2999)	\$ 52,621.15	\$ -	\$ -	\$ 52,621.15
Employee Benefits (3000-3999)	\$ 94,227.89	\$ 39.11	\$ (4,340.67)	\$ 89,926.33
Books and Supplies (4000-4999)	\$ 15,924.00	\$ -	\$ -	\$ 15,924.00
Services, Other Operating Expenses (5000-5999)	\$ 9,252.00	\$ -	\$ -	\$ 9,252.00
Capital Outlay (6000-6599)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ 10,885.46	\$ -	\$ -	\$ 10,885.46
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 319,023.41	\$ 239.11	\$ (26,511.33)	\$ 292,751.19
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (60,867.41)	\$ (239.11)	\$ 26,511.33	\$ (34,595.19)
<b>TRANSFERS IN &amp; OTHER SOURCES (8910-8979)</b>	\$ -	\$ -	\$ -	\$ -
<b>TRANSFERS OUT &amp; OTHER USES (7610-7699)</b>	\$ -	\$ -	\$ -	\$ -
<b>CONTRIBUTIONS (8980-8999)</b>	\$ 60,456.81	\$ -	\$ -	\$ 60,456.81
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (410.60)	\$ (239.11)	\$ 26,511.33	\$ 25,861.62
<b>BEGINNING BALANCE</b>	\$ 78,477.79			\$ 78,477.79
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 78,067.19	\$ (239.11)	\$ 26,511.33	\$ 104,339.41
<b>COMPONENTS OF ENDING BALANCE:</b>				
Nonspendable Amounts (9711-9739)	\$ -	\$ -	\$ -	\$ -
Restricted Amounts (9740)	\$ 78,067.19	\$ (239.11)	\$ 26,511.33	\$ 104,339.41
Committed Amounts (9750-9760)	\$ -	\$ -	\$ -	\$ -
Assigned Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unassigned Amount (9790)				

\* Please see question on page 7.

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Happy Valley Elementary		Combined General Fund		
Bargaining Unit:		Happy Valley Education Association, CTA/NEA		
	Column 1 Latest Board- Approved Budget Before Settlement (June 17, 2020)	Column 2 Adjustments as a Result of Settlement	Column 3 Other Revisions	Column 4 Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Local Control Funding Formula (8010-8099)	\$ 1,094,685.00	\$ -	\$ -	\$ 1,094,685.00
Remaining Revenues (8100-8799)	\$ 347,526.00	\$ -	\$ -	\$ 347,526.00
<b>TOTAL REVENUES</b>	\$ 1,442,211.00	\$ -	\$ -	\$ 1,442,211.00
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 753,002.23	\$ 6,200.00	\$ (7,464.66)	\$ 751,737.57
Classified Salaries (2000-2999)	\$ 207,057.63	\$ -	\$ -	\$ 207,057.63
Employee Benefits (3000-3999)	\$ 378,576.23	\$ 8,562.56	\$ (1,210.13)	\$ 385,928.66
Books and Supplies (4000-4999)	\$ 41,501.00	\$ -	\$ -	\$ 41,501.00
Services, Other Operating Expenses (5000-5999)	\$ 199,924.81	\$ -	\$ -	\$ 199,924.81
Capital Outlay (6000-6599)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 322.00	\$ -	\$ -	\$ 322.00
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 1,580,383.90	\$ 14,762.56	\$ (8,674.79)	\$ 1,586,471.67
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (138,172.90)	\$ (14,762.56)	\$ 8,674.79	\$ (144,260.67)
<b>TRANSFERS IN &amp; OTHER SOURCES (8910-8979)</b>	\$ 20,550.00	\$ -	\$ -	\$ 20,550.00
<b>TRANSFERS OUT &amp; OTHER USES (7610-7699)</b>	\$ -	\$ -	\$ -	\$ -
<b>CONTRIBUTIONS (8980-8999)</b>	\$ -	\$ -	\$ -	\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (117,622.90)	\$ (14,762.56)	\$ 8,674.79	\$ (123,710.67)
<b>BEGINNING BALANCE</b>	\$ 783,119.31			\$ 783,119.31
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 665,496.41	\$ (14,762.56)	\$ 8,674.79	\$ 659,408.64
<b>COMPONENTS OF ENDING BALANCE:</b>				
Nonspendable Amounts (9711-9739)	\$ 150.00	\$ -	\$ -	\$ 150.00
Restricted Amounts (9740)	\$ 78,067.19	\$ (239.11)	\$ 26,511.33	\$ 104,339.41
Reserves for Economic Uncertainties (9789)	\$ -	\$ -	\$ 26,511.33	\$ 104,339.41
Committed Amounts (9750-9760)	\$ -	\$ -	\$ -	\$ -
Assigned Amounts (9775-9780)	\$ 6,860.00	\$ -	\$ -	\$ 6,860.00
Unassigned Amount (9790)	\$ 580,419.22	\$ (14,523.45)	\$ (17,836.54)	\$ 548,059.23
Unassigned Amount - Restricted (9790)				
Reserve for Economic Uncertainties Percentage	37%			41%

\* Please see question on page 7.

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund:	Enter Fund Name and Number of Other Impacted Funds			
Enter Bargaining Unit:	Happy Valley Education Association, CTA/NEA			
	Column 1 Latest Board- Approved Budget Before Settlement (June 17, 2020)	Column 2 Adjustments as a Result of Settlement	Column 3 Other Revisions	Column 4 Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Local Control Funding Formula (8010-8099)				\$ -
Remaining Revenues (8100-8799)				\$ -
<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)				\$ -
Classified Salaries (2000-2999)				\$ -
Employee Benefits (3000-3999)				\$ -
Books and Supplies (4000-4999)				\$ -
Services, Other Operating Expenses (5000-5999)				\$ -
Capital Outlay (6000-6599)				\$ -
Other Outgo (7100-7299) (7400-7499)				\$ -
Direct Support/Indirect Cost (7300-7399)				\$ -
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ -	\$ -	\$ -	\$ -
TRANSFERS IN & OTHER SOURCES (8910-8979)				\$ -
TRANSFERS OUT & OTHER USES (7610-7699)				\$ -
CONTRIBUTIONS (8980-8999)				\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ -	\$ -	\$ -	\$ -
<b>BEGINNING BALANCE</b>				\$ -
Prior-Year Adjustments/Restatements (9793/9795)				\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ -	\$ -	\$ -	\$ -
<b>COMPONENTS OF ENDING BALANCE:</b>				
Nonspendable Amounts (9711-9739)				\$ -
Restricted Amounts (9740)				\$ -
Reserves for Economic Uncertainties (9789)				\$ -
Committed Amounts (9750-9760)				\$ -
Assigned Amounts (9775-9780)				\$ -
Unassigned Amount (9790)	\$ -	\$ -	\$ -	\$ -
Unassigned Amount - Restricted (9790)				\$ -
Reserve for Economic Uncertainties Percentage				

\* Please see question on page 7.

# **I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**

## **Happy Valley Elementary**

## **MYP - Unrestricted General Fund**

Enter Bargaining Unit:

**Happy Valley Education Association, CTA/NEA**

	2020-21	2021-22	2022-23
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
Local Control Funding Formula (8010-8099)	\$ 1,094,685.00	\$ 1,116,108.00	\$ 1,137,959.00
Remaining Revenues (8100-8799)	\$ 89,370.00	\$ 89,370.00	\$ 89,370.00
<b>TOTAL REVENUES</b>	\$ 1,184,055.00	\$ 1,205,478.00	\$ 1,227,329.00
<b>EXPENDITURES</b>			
Certificated Salaries (1000-1999)	\$ 637,595.32	\$ 659,163.94	\$ 672,087.40
Classified Salaries (2000-2999)	\$ 154,436.48	\$ 157,525.21	\$ 160,675.71
Employee Benefits (3000-3999)	\$ 296,002.33	\$ 309,033.05	\$ 309,066.93
Books and Supplies (4000-4999)	\$ 25,577.00	\$ 25,577.00	\$ 25,577.00
Services, Other Operating Expenses (5000-5999)	\$ 190,672.81	\$ 193,678.85	\$ 196,361.16
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 322.00	\$ 322.00	\$ 322.00
Direct Support/Indirect Cost (7300-7399)	\$ (10,885.46)	\$ (10,885.46)	\$ (10,885.46)
Other Adjustments		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 1,293,720.48	\$ 1,334,414.59	\$ 1,353,204.74
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (109,665.48)	\$ (128,936.59)	\$ (125,875.74)
<b>TRANSFERS IN &amp; OTHER SOURCES (8910-8979)</b>	\$ 20,550.00	\$ 20,550.00	\$ 20,550.00
<b>TRANSFERS OUT &amp; OTHER USES (7610-7699)</b>	\$ -	\$ -	\$ -
<b>CONTRIBUTIONS (8980-8999)</b>	\$ (60,456.81)	\$ (56,966.89)	\$ (58,968.58)
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (149,572.29)	\$ (165,353.48)	\$ (164,294.32)
<b>BEGINNING BALANCE</b>	\$ 704,641.52	\$ 555,069.23	\$ 389,715.75
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 555,069.23	\$ 389,715.75	\$ 225,421.43
<b>COMPONENTS OF ENDING BALANCE:</b>			
Nonspendable Amounts (9711-9739)	\$ 150.00	\$ 150.00	\$ 150.00
Restricted Amounts (9740)	\$ -	\$ -	\$ -
Reserves for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
Committed Amounts (9750-9760)	\$ -	\$ -	\$ -
Assigned Amounts (9780)	\$ 6,860.00	\$ 3,290.10	\$ -
Unassigned Amount Unrestricted (9790)	\$ 548,059.23	\$ 386,275.65	\$ 225,271.43
Unassigned Amount - Restricted (9790)			

# **I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**

## **Happy Valley Elementary**

## **MYP - Restricted General Fund**

Enter Bargaining Unit:

**Happy Valley Education Association, CTA/NEA**

	2020-21	2021-22	2022-23
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
Local Control Funding Formula (8010-8099)	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ 258,156.00	\$ 165,128.00	\$ 165,128.00
<b>TOTAL REVENUES</b>	\$ 258,156.00	\$ 165,128.00	\$ 165,128.00
<b>EXPENDITURES</b>			
Certificated Salaries (1000-1999)	\$ 114,142.25	\$ 73,795.09	\$ 75,270.99
Classified Salaries (2000-2999)	\$ 52,621.15	\$ 15,181.32	\$ 15,484.95
Employee Benefits (3000-3999)	\$ 89,926.33	\$ 79,620.49	\$ 79,316.86
Books and Supplies (4000-4999)	\$ 15,924.00	\$ 6,808.00	\$ 6,808.00
Services, Other Operating Expenses (5000-5999)	\$ 9,252.00	\$ 9,332.00	\$ 9,413.60
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ 10,885.46	\$ 10,885.46	\$ 10,885.46
Other Adjustments		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 292,751.19	\$ 195,622.36	\$ 197,179.86
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (34,595.19)	\$ (30,494.36)	\$ (32,051.86)
<b>TRANSFERS IN &amp; OTHER SOURCES (8910-8979)</b>	\$ -	\$ -	\$ -
<b>TRANSFERS OUT &amp; OTHER USES (7610-7699)</b>	\$ -	\$ -	\$ -
<b>CONTRIBUTIONS (8980-8999)</b>	\$ 60,456.81	\$ 56,966.89	\$ 58,968.58
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ 25,861.62	\$ 26,472.53	\$ 26,916.72
<b>BEGINNING BALANCE</b>	\$ 78,477.79	\$ 104,339.41	\$ 130,811.94
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 104,339.41	\$ 130,811.94	\$ 157,728.66
<b>COMPONENTS OF ENDING BALANCE:</b>			
Nonspendable Amounts (9711-9739)	\$ -	\$ -	\$ -
Restricted Amounts (9740)	\$ 104,339.41	\$ 130,811.94	\$ 157,728.66
Reserves for Economic Uncertainties (9789)			
Committed Amounts (9750-9760)	\$ -	\$ -	\$ -
Assigned Amounts (9775-9780)	\$ -	\$ -	\$ -
Unassigned Amount Unrestricted (9790)			
Unassigned Amount - Restricted (9790)			

**I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS****Happy Valley Elementary****MYP - Combined General Fund**

Enter Bargaining Unit:

**Happy Valley Education Association, CTA/NEA**

	2020-21	2021-22	2022-23
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
Local Control Funding Formula (8010-8099)	\$ 1,094,685.00	\$ 1,116,108.00	\$ 1,137,959.00
Remaining Revenues (8100-8799)	\$ 347,526.00	\$ 254,498.00	\$ 254,498.00
<b>TOTAL REVENUES</b>	\$ 1,442,211.00	\$ 1,370,606.00	\$ 1,392,457.00
<b>EXPENDITURES</b>			
Certificated Salaries (1000-1999)	\$ 751,737.57	\$ 732,959.03	\$ 747,358.39
Classified Salaries (2000-2999)	\$ 207,057.63	\$ 172,706.53	\$ 176,160.66
Employee Benefits (3000-3999)	\$ 385,928.66	\$ 388,653.54	\$ 388,383.79
Books and Supplies (4000-4999)	\$ 41,501.00	\$ 32,385.00	\$ 32,385.00
Services, Other Operating Expenses (5000-5999)	\$ 199,924.81	\$ 203,010.85	\$ 205,774.76
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 322.00	\$ 322.00	\$ 322.00
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -
Other Adjustments		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 1,586,471.67	\$ 1,530,036.95	\$ 1,550,384.60
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (144,260.67)	\$ (159,430.95)	\$ (157,927.60)
<b>TRANSFERS IN &amp; OTHER SOURCES (8910-8979)</b>	\$ 20,550.00	\$ 20,550.00	\$ 20,550.00
<b>TRANSFERS OUT &amp; OTHER USES (7610-7699)</b>	\$ -	\$ -	\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (123,710.67)	\$ (138,880.95)	\$ (137,377.60)
<b>BEGINNING BALANCE</b>	\$ 783,119.31	\$ 659,408.64	\$ 520,527.69
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 659,408.64	\$ 520,527.69	\$ 383,150.09
<b>COMPONENTS OF ENDING BALANCE:</b>			
Nonspendable Amounts (9711-9739)	\$ 150.00	\$ 150	\$ 150
Restricted Amounts (9740)	\$ 104,339.41	\$ 130,812	\$ 157,729
Reserves for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
Committed Amounts (9750-9760)	\$ -	\$ -	\$ -
Assigned Amounts (9775-9780)	\$ 6,860.00	\$ 3,290	\$ -
Unassigned Amount Unrestricted (9790)	\$ 548,059.23	\$ 386,276	\$ 225,271
Unassigned Amount - Restricted (9790)			

**J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES****1. State Reserve Standard**

		2020-21	2021-22	2022-23
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 1,586,471.67	\$ 1,530,036.95	\$ 1,550,384.60
b.	State Standard Minimum Reserve Percentage for this District:	5%	5%	5%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. OR \$71,000.)	\$ 79,324	\$ 76,502	\$ 77,519

**2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)**

a.	General Fund Budgeted <b>Unrestricted</b> Reserve for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
b.	General Fund Budgeted <b>Unrestricted</b> Unassigned Amount (9790)	\$ 548,059.23	\$ 386,275.65	\$ 225,271.43
c.	Special Reserve Fund (Fund 17) Budgeted Reserves for Economic Uncertainties (9789)	\$ 79,323.58	\$ 76,501.85	\$ 77,519.23
d.	Special Reserve Fund (Fund 17) Budgeted Unassigned Amount (9790)	\$ -	\$ -	\$ -
g.	Total Available Reserves	\$ 627,382.81	\$ 462,777.50	\$ 302,790.66
h.	Reserve for Economic Uncertainties Percentage	39.55%	30.25%	19.53%

**3. Do unrestricted reserves meet the state minimum reserve amount?**

2020-21

Yes

☒

No

☐

2021-22

Yes

☒

No

☐

2022-23

Yes

☒

No

☐**4. If not, how do you plan to restore your reserves?**



5. Total

Compensation Increase in Section A, Line 5, Page 1 (i.e., increase was partially budgeted), explain the variance below:

The 2 % salary increase was already included in the 20-21 Adopted Budget. The \$1,000 bonus and the H&W increase are adjustments that are needed to be made.

6. Please include any additional comments and explanations of Page 4 as necessary or any other information that you want to provide to assist us in our analysis.

**L. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT**

The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Happy Valley Elementary, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Happy Valley Education Association Bargaining Unit, during the term of the agreement from July 1, 2020 to June 30, 2022.

The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

<u>Budget Adjustment Categories:</u>	<u>Budget Adjustment Increase (Decrease)</u>
<u>Unrestricted Revenues/Other Financing Sources</u>	<u>\$ -</u>
<u>Unrestricted Expenditures/Other Financing Uses</u>	<u>\$ 14,523.45</u>
<u>Unrestricted Ending Balance Increase (Decrease)</u>	<u>\$ (14,523.45)</u>
 <u>Restricted Revenues/Other Financing Sources</u>	 <u>\$ -</u>
<u>Restricted Expenditures/Other Financing Uses</u>	<u>\$ 239.11</u>
<u>Restricted Ending Balance Increase (Decrease)</u>	<u>\$ (239.11)</u>

N/A ☐ (No budget revisions necessary)

Michelle McKinney  
District Superintendent  
(Signature)

7/24/2020  
Date

\_\_\_\_\_  
Chief Business Officer  
(Signature)

\_\_\_\_\_  
Date

**M. CERTIFICATION NO. 2**

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

\_\_\_\_\_  
**District Superintendent (or Designee)**  
**(Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contact Person**

\_\_\_\_\_  
**Phone**

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on July 29, 2020, took action to approve the proposed Agreement with the Happy Valley Education Association Bargaining Unit.

\_\_\_\_\_  
**President (or Clerk), Governing Board**  
**(Signature)**

\_\_\_\_\_  
**Date**

**Special Note:** The Santa Cruz County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

# Happy Valley School District

**DRAFT 2**

*Reopening School Plan for 2020-2021*



**Michelle McKinny**

07.23.2020

**DRAFT 2**

## INTRODUCTION

COVID-19 has had a tremendous impact on our entire community. We are grateful for our families who have partnered with us to continue their children's education through distance learning in the final months of the 19-20 school year. As we prepare to start school with Distance Learning in August, we look forward to feedback and collaboration with our stakeholders: Parents, Staff and Board members. This document is based on guidance and information taken from the California Department of Education CDE Guidebook for Safe Reopening, the California Department of Health CDPH Guidance, American Academy of Pediatrics: Guidance for School Re-entry and multiple stakeholder meetings throughout the summer.

Happy Valley is committed to supporting the academic, health and social emotional needs of our students, in the safest way possible. Ideally, we would welcome everyone back but given the continued risk of COVID 19 that persists in Santa Cruz and across California, returning to school with Distance Learning is the safest way to keep families, staff and students healthy.

## TIMELINE

March 13 --Happy Valley School closes to prevent the spread of COVID-19

March 16-20--Professional Development, teacher collaboration and development of continuity of learning plans

March 23--Distance Learning begins

April 1--Determination to stay in distance learning by County Health Officer

June 5--Reopening guidance provided by State

June 18—Parent Survey sent out

June-24-July 19--Draft plan and gathering of options and information.

July 10—Second survey out to parents

**July 20—Letter to all families that HVS will start the year in distance learning**

**July 22-28—Meeting with staff to pivot to distance learning.**

July 29--Final Report to the HVS Board

July 30-August 11- Staff implementation of **Distance Learning (PHASE 1)**

August 12--2020-2021 School year begins.

## GUIDING PRINCIPLES

Keep students, staff and families safe and healthy.

Ensure equitable access and opportunities for all students

Include flexibility and options that meet the needs of our students.

Engage and communicate with stakeholders

Leverage county and community resources

Comply with public health directives and guidelines.

## NEW GUIDELINES AS OF JULY 20,2020—MOVE TO DISTANCE LEARNING

Due to the continued upward trend of confirmed COVID-19 cases in California, Governor Newsom set forth a new mandate for California K-12 schools last week that provides long awaited clarity to educators and parents as we look to the beginning of the 2020-2021 school year. Newsom's order mandates all counties who qualify for the California Department of Public Health COVID-19 Monitoring List to continue with distance learning only until they are able to remain off this list for 14 consecutive days. The CDPH monitoring list criteria is determined by elevated levels in the areas of disease transmission, increasing hospitalization, and limited hospital capacity specific to each county. Santa Cruz County has met the criteria to be on the state monitoring list as of July 20, 2020. **Therefore, school districts, charter schools, and private schools are now required to provide distance learning instructional services only.** Schools may reopen for in-person instruction once Santa Cruz County has not been on the county monitoring list within the prior 14 days. Santa Cruz County schools will reopen when local public health data demonstrates that it is safe to do so, with reduced transmission levels and the availability of testing and contact tracing for the school community. Based on the trajectory of the pandemic in our county, it is unlikely schools will be able to re-open for in-person instruction prior to January 2021.

## REOPENING SCENARIOS--Restriction Levels or Phases

WHEN WE ARE ABLE TO DO SO, Happy Valley is planning to reopen with new practices in place to

minimize health risks to the fullest extent possible. Happy Valley will open at 50% which is medium risk, however, because of our small size, it looks more like High Restrictions. This is a positive aspect of having a small school district.

## SHELTER IN PLACE--Campus Closed

Access to campus is limited to essential workers only.

All instruction takes place via distance learning.

## DISTANCE LEARNING OR PHASE 1

ALL STUDENTS WILL DISTANCE LEARN AT HOME. TEACHERS WILL PROVIDE INSTRUCTION EQUAL TO:

180 MINUTES PER DAY FOR KINDERGARTEN

230 MINUTES PER DAY FOR GRADES 1-3

240 MINUTES PER DAY FOR GRADES 4-6

ATTENDANCE WILL BE TAKEN EACH DAY AND GUIDELINES WILL BE PROVIDED FOR PARTICIPATION

## HIGH/MEDIUM RISK OR PHASE 2

Stable cohort/classes of no more than 50% normal capacity.

Students and staff maintain 6 feet physical distancing

Daily student and staff temperature checks before school entry and before the student leaves the car.

Face covering required for all staff and students.

No large group gatherings allowed.

Protocols and signage to increase healthy practices (e.g. handwashing, masks)

Cleaning, sanitizing, and disinfecting protocols in all spaces.

## HEALTH AND SAFETY—when in Phase 2

Mask on before arriving on campus.

Maintain 6ft. Physical distancing at all times.

Daily temperatures and health screening before getting out of the car. Any sign of illness, the student and parent will be asked to leave campus and not get out of the car.

Staggered arrivals and dismissal times to minimize crowding or contact.

All students and staff will wash or sanitize their hands upon entering school and each classroom. Hand sanitizer, gloves and extra masks will be available in each classroom.

## PARENTS/GUARDIANS—when in Phase 2

Daily symptom check with your child prior to arrival at school. If a child has any of these symptoms, please keep them at home:

Cough, elevated temperature, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Campus access is limited to drop off and pick up. Parents may not get out of car or congregate at school during arrival and dismissal

Meetings involving a large group of people will be conducted via ZOOM

There will be no outside visitors or groups.

## EMPLOYEES—when in Distance Learning or Phase 2

All staff will complete an online daily health screening before reporting to work.

All staff will complete a health and temperature check upon arrival.

All employees must wash or sanitize hands as they enter campus.

Masks or face coverings must be worn while on campus at all times.



## MOVEMENT ON CAMPUS—when in Phase 2

Passage in hallways and on stairs will be in one direction or will be in a manner that will discourage crowding or stopping.

Staggered breaks, arrival and departure times to uphold physical distancing requirements.

## RESTROOM USE—when in Phase 2

Students will only be allowed to go to the bathroom with an aide one at a time. If there is a need for more than one student to enter the bathroom, every other stall will be used to maximize social distancing. When the child is done with the restroom, the aide, office staff or teacher will clean the surfaces touched by the student.

## INSTRUCTIONAL PROGRAM—when in Phase 2

On Monday, June 23rd, the California State Legislature passed a number of bills outlining the specific instructional requirements for districts for the 2020-2021 school year. Below is a summarization of key components of this legislation, related to Happy Valley School.

Schools are required to provide 180 days of instruction.

Students must have face to face contact with their teachers each day. It can be in the form of classroom instruction or via ZOOM.

A minimum of 180 minutes per day for Kindergarten

A minimum of 230 minutes per day for 1st -3rd

A minimum of 240 minutes per day for 4th - 6th

In Phase 2, Happy Valley will have a minimum day for Cohorts on Monday through Thursday with a ZOOM meeting with their classroom teacher in the afternoon if they are distance learning for the day. Fridays will be all distance learning for all students.

Attendance will be taken each day for both Cohorts and attendance is mandatory, not optional.

Potential Class sizes per cohort are as follows: AS OF 7/23/20

Kindergarten--8/8

1st grade--8/8

2nd grade--8/8

3rd grade--8/8

4-5 grade--14/12

5-6 grade--12/12

#### POTENTIAL SCHOOL SCHEDULE--HIGH/MEDIUM RESTRICTIONS—in Phase 2

Monday/Wednesday	Tuesday/Thursday	Friday
Cohort A K-6 at School, Cohort B Distance Learn with ZOOM meeting with teacher in afternoon.	Cohort B K-6 at School Cohort A distance learn with ZOOM meeting with teacher in afternoon.	All Students Distance Learning
Staggered start and end time	Stagger start and end time	No students on campus

#### LOW RISK/LOW RESTRICTIONS OR PHASE 3

No restrictions on student groups/class size

Restriction on large group gatherings may remain.

Protocols and signage to increase healthy practices (e.g. handwashing, masks)

Cleaning, sanitizing, and disinfecting protocols in all spaces.

Happy Valley will continue to work with the County Office of Education and the Santa Cruz Public Health Officer to identify and clarify public health restrictions. As guidelines become more specific, we will adjust as necessary.

## HEALTH PROTOCOLS

If a staff member becomes ill at work, they will immediately contact the office and then leave campus. If symptoms indicate COVID 19, the employee will go for a health assessment. If students become ill, they will be taken to an isolation room (the library) with a staff member and the parent will be called to pick up. A note of the student's movements will be documented that day in case the student is positive for COVID 19. IF a student or staff member tested positive for COVID 19, the school will immediately revert to distance learning.

## CONCLUSION

These are very trying and unsure times. Please rest assured that the board, administration and staff are working diligently to bring the best experience possible to your children while keeping them safe and healthy.

Take good care and thank you for your support,

Michelle McKinny

Superintendent, Happy Valley School District

# HAPPY VALLEY SCHOOL DISTRICT AND HAPPY VALLEY EDUCATION ASSOCIATION

COLLECTIVE BARGAINING AGREEMENT

JULY 1, 2020- JUNE 30, 2022

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## Article 1: Agreement

- 1.1 This Agreement is made and entered into by and between the Board of Education of the Happy Valley Elementary School District, which together with its administrative staff and representatives shall be referred to in this Agreement as the "District" and the Happy Valley Education Association, CTA/NEA, the certificated employees' exclusive representative, which together with its officers and representatives shall be referred to in this Agreement as the "Association."
- 1.2 This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code which shall be referred to as the "EERA."
- 1.3 Any individual contract between the District and a bargaining unit member shall be subject to and consistent with the terms and conditions of this Agreement unless the District and Association have mutually agreed to an exemption from the terms and conditions of this agreement.
- 1.4 This Agreement shall remain in full force and effect from July 1, 2020 until June 30, 2022.

## **Article 2: Recognition**

- 2.1 The District recognizes the Association as the exclusive representative of all certificated employees excluding the following:

- Management employees
- Confidential employees
- Supervisory employees
- Day-to-day or short-term substitute employees
- Retired, Hourly and Temporary Employees

- 2.2 Disputes concerning the interpretation and application of this Article are not subject to the grievance provisions of this Agreement.
- 2.3 New certificated positions which are established during the term of this Agreement shall first be reviewed by the District and the Association as to their inclusion in the bargaining unit and shall thereafter be accredited to the unit if such positions share a community of interest with the existing unit. In the event the parties fail to agree on the inclusion or exclusion of such positions, the dispute will be referred to the Public Employment Relations Board for a decision.

## Article 3: Negotiations Procedure

- 3.1 Except as otherwise provided in this Article, during the term of this Agreement the Association expressly waives and relinquishes the right to meet and negotiate and agrees that the District shall not be obliged to meet and negotiate with respect to any subject or matter that is within the scope of bargaining whether referred to or covered in this Agreement or not.
- 3.2 The parties agree to reopen negotiations on salary and two (2) other articles of each party's choice annually for the term of this agreement
- 3.3 The parties agree that during the term of this Agreement, the parties may, by mutual agreement, meet and negotiate concerning any item within the scope of representation.
- 3.4 The parties shall commence to meet and negotiate on reopeners or a successor Agreement beginning no later than thirty (30) days after the completion of the public notice requirements listed above. Any Agreement reached between the parties shall be reduced to writing and signed by them.
- 3.5 Within forty (40) days of ratification of the Agreement by both parties, the District and Association shall have copies of this initial contract prepared and delivered to each unit member in the District plus one for use by the Association. The District shall give a copy of the Agreement to any new bargaining unit members it hires during the term of the Agreement. Both parties shall possess an electronic copy of the Agreement.
- 3.6 It is understood that the specific provisions contained in this Agreement shall prevail over District Handbook language to the extent that they are inconsistent.
- 3.7 In the event that provisions of the Handbook or other written District policy conflict with the collective bargaining agreement the collective bargaining agreement will govern. The District agrees not to make changes to the Handbook or modify or adopt new policies on subjects that are mandatory subjects of bargaining without fulfilling all bargaining obligations.



## **Article 4: Savings**

- 4.1 Reduction or elimination of contractual provisions which are brought about by the amendment or repeal of statutory guarantees incorporated into this Agreement and which are mandatory subjects of bargaining shall obligate the parties within thirty (30) days of a demand to bargain such amendment or repeal to negotiate whether or not such amendments or repeals shall be incorporated into this Agreement.
- 4.2 If any provision of this Agreement or any application of this Agreement to any unit member or group of unit members is held to be contrary to law by a court of competent jurisdiction, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.
- 4.3 Upon mutual agreement, the parties shall commence negotiations regarding matters related to the contractual provision held contrary to law by a court of competent jurisdiction.

## Article 5: Discipline and Complaint Procedures

In handling disciplinary matters, it is intended that the discipline shall be commensurate with the offense and that whenever possible, progressive steps be utilized unless the incident giving rise to the discipline is of such a nature that more severe action is appropriate as determined by the District. Progressive steps may be as follows:

- 5.1 Verbal Warnings: Except in those situations where an immediate suspension or more serious discipline is warranted, an employee shall be first verbally warned by the supervisor. This warning will be documented in writing and a copy will be sent to the employee. The warning shall clearly state at the top "Verbal Warning." This warning shall not initially be placed in the employee's official personnel file unless it becomes attached to more serious discipline later.
- 5.2 Written Warnings: Except in those situations where immediate suspension or more serious discipline is warranted, an employee shall be warned in writing by the supervisor. This warning will be documented in writing and a copy will be sent to the employee. The warning shall clearly state at the top "Written Warning." This warning shall not initially be placed in the employee's official personnel file unless it becomes attached to more serious discipline later.
- 5.3 Written Reprimand: Written reprimands will be documented in writing and a copy will be sent to the employee. The written reprimand shall clearly state at the top "Written Reprimand." Written reprimands will be placed in the employee's official personnel file. An employee has ten (10) days to submit a written response to the Written Reprimand which will be included with the Written Reprimand in the employee's official personnel file.
- 5.4 Suspension Without Pay
  - 5.4.1 Notice of suspension will be made in writing and served in person or by certified mail upon the unit member by the superintendent or designee. A copy will be concurrently provided to the Association president upon request of the employee. The notice of suspension will contain:
    - A statement of the specific acts or omissions upon which the discipline is based;
    - A statement of the cause(s) for which the suspension is recommended;
    - Where applicable, the Ed Code section, District policy, rule, regulation, or directive violated;
    - Proposed penalty and the effective date; and

- Copies of any documentary evidence upon which the recommendation is based (if not previously provided to the bargaining unit member).

5.5 Dismissal

Shall be handled in accordance with the Education Code.

5.6 Grievability

This Article is intended for the purposes of suspension to replace the provisions of the Education Code. Suspensions without pay may be appealed under the grievance procedure in Article 9. If the Association does not demand a hearing within three (3) days, the suspension without pay may be imposed immediately by the superintendent or designee.

## Article 6: Grievance Procedure

### 6.1 Grievance Definition

A "grievance" is a claim by one (1) or more unit members or the Association that there has been a violation, misinterpretation or misapplication of a provision of this Agreement; or of an existing District rule, policy, regulation, or law. A grievance may be filed by a unit member or members or by the Association making the claim.

### 6.2 Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, solutions to the problems that may arise, from time to time, affecting the welfare or working conditions of unit members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

### 6.3 Procedure

A grievant may be represented at all stages of the grievance by an Association representative(s).

#### 6.3.1 Informal Level

Prior to initiating a formal written grievance, the potential grievant shall meet with his/her immediate supervisor and attempt to resolve the potential grievance informally. If the informal procedure does not resolve the difficulty, the grievant may proceed to Level I.

#### 6.3.2 Level I: Administrator

Within ten (10) days after the grievant knew or reasonably should have known of the alleged violation of the Agreement the grievant shall present a grievance in writing using the grievance form. The District Administrator shall meet with the aggrieved party and/or designated Association representative, if any, within ten (10) days of receipt of the grievance. The District Administrator shall provide a written disposition the grievance, including the reasons therefore, within ten (10) days of such meeting. If the grievant is not satisfied with the disposition of the grievance, the grievance may be appealed to Level II.

#### 6.3.3 Level II: Mediation

The grievant shall notify the District Administrator in writing within five (5) days of receipt of the Level I decision of the decision to proceed to Level II.

6.3.3.1 The grievant and/or the Association, within ten (10) days, may submit the grievance to confidential non-binding mediation

through the California Department of Industrial Relations, State Mediation and Conciliation Service ("SMCS").

- 6.3.3.2 An impartial mediator from SMCS shall be selected jointly by the grievant and the District within ten (10) days of the receipt of the written request. If the parties fail to agree on a mediator the parties shall have a mediator assigned by State Mediation.
- 6.3.3.3 Mediation shall commence at the convenience of the mediator. Mediation sessions shall be confined to school days. In order to make the most efficient use of the mediator's time, mediation sessions shall extend beyond normal school hours, by mutual agreement.
- 6.3.3.4 The fees and expenses of the mediator shall be paid by SMCS.
- 6.3.3.5 If an agreement is reached, the agreement shall be reduced to writing and shall be signed by the grievant, the Association, and the District. The agreement shall be nonprecedential and shall constitute a settlement of the grievance.
- 6.3.3.6 If the Mediation process has not been successful in resolving the grievance within ten (10) days from the first meeting held by the Mediator, either party may terminate Level II and move the grievance to Level III for a decision by the Board.

6.3.4 Level III: Board

Within thirty (30) days of written request to move the grievance to Level III, the District shall schedule a hearing before the Board of Trustees and shall notify the grievant and Association in writing of the time and place.

- 6.3.4.1 The District, the grievant and/or their representative(s) shall be given an opportunity at the hearing to present witnesses and documentary evidence and to make arguments on behalf of the District or grievant.
- 6.3.4.2 The Board shall render a written decision within (15) days of the hearing, giving reasons for its decision. The decision of the Board shall be final.
- 6.3.4.3 Either party has the right to have the grievance heard in a confidential hearing.

- 6.4 No reprisals of any kind shall be taken by the District and/or the Association against anyone by reason of participation in the grievance procedure or support of any participant in the process.

- 6.5 All documents, communications and records dealing with processing of a grievance shall be filed separately from the personnel files of participants. This section does not preclude the District from filing grievance documents in the personnel file if the District determines that the nature of the grievance otherwise justifies placing documents in the personnel file.
- 6.6 The specified time limits in this procedure may be extended by mutual agreement in writing between the grievant and the District. The Association shall be notified if timelines have been extended.
- 6.7 Grievances of a similar or like nature may be joined as a single grievance by the Association.

## Article 7: Professional Rights

### 7.1 Academic Freedom

- 7.1.1 Academic freedom shall be guaranteed to teachers in the study, investigation, presentation, and interpretation of facts and ideas in so far as such facts and ideas reflect state and local prescribed courses of study.
- 7.1.2 Such academic freedom shall be subject to standards of professional responsibility with due regard for the maturity level of the students, laws of the State of California, and District policy and administrative rules and regulations.
- 7.1.3 In performing teaching functions, employees shall have reasonable freedom to express their opinions on all matters relevant to the course content, in an objective and judicious manner. An employee, however, shall not utilize his/her position to attempt to influence students with his/her own personal, political, and/or religious views. If views expressed are controversial issues, then sufficient information shall be made available on all sides of the issue so that alternatives can be discussed and evaluated on a reasonable basis. Board policies and administrative regulations regarding controversial issues shall be followed.

### 7.2 Personnel Files

Official personnel files will be maintained by the District for all bargaining unit employees. With advanced notice, unit members may arrange to review the contents of their personnel file in accordance with District rules. Personnel files shall be maintained in a confidential manner as required by law.

### 7.3 Technology

The District shall provide classroom technology equipment teachers are required to use. The District shall provide each unit member with a district email address. Unit members have no expectation of privacy and understand that the District may monitor or examine all system activities to ensure proper use of the system.

### 7.4 Lactation Accommodations

The District will provide lactation accommodations in accordance with the law.

## **Article 8: District Rights**

- 8.1 The exercise of the powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law.
- 8.2 It is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law. Included in, but not limited to, those duties and powers are the exclusive right to: determine its organization; direct the work of its employees; determine the times and hours of operation; determine the kinds and levels of services to be provided and the methods and means of providing them; establish its educational policies, goals and objectives; insure the rights and educational opportunities of students; determine staffing patterns; determine the kinds of personnel required; maintain the efficiency of District operations; determine the curriculum; build, move or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue; contract out work; and take action on any matter in the event of an emergency as defined in Government Code Section 54956.5. In addition, the Board retains the right to hire, classify, assign, promote, reprimand, and terminate employees.
- 8.3 The exercise by management of the rights and discretion as described herein shall not be subject to the grievance procedure, except when the exercise of such rights conflicts with the specific terms and conditions of this Agreement.



## Article 9: Association Rights

### 9.1 Mail Facilities

The Association shall have the right to use the District e-mail and unit member mailboxes including electronic mailboxes for communications to unit members. All communications from the Association shall be so identified.

### 9.2 Bulletin Boards

The Association shall have the right to post notices of activities and matters of Association concern on an Association bulletin board, which shall be provided in an area frequented by unit members.

### 9.3 Access to Worksite

Authorized representatives of the Association shall have the right to transact official Association business on school property and utilize District facilities at reasonable times and consistent with District policies and rules provided that such activities or use do not interrupt the educational program.

### 9.4 Representation

The Association has the right under the Educational Employment Relations Act (EERA) to represent unit members in their employment relations with the District. Nothing in this Agreement shall be construed as a waiver of such rights.

### 9.5 Release Time

9.5.1 Bargaining Team members shall be provided release time for negotiations at no loss of salary or other benefits in accordance with the EERA.

9.5.2 Grievants and Association representatives shall be provided release time for grievance processing meetings held by the District at no loss of salary or other benefits.

### 9.6 Access to Information

9.6.1 The District, upon request by the Association, shall provide the Association, within ten (10) days, or as soon as is practical, all requested information concerning the financial resources and staffing of the District. In addition, the District, upon request and consistent with the law, agrees to provide any other information the Association deems necessary to fulfill its role as exclusive representative.

9.6.2 Upon request from the Association, the District shall make available each semester, a list of all bargaining unit members, their work assignment and work email address.

- 9.6.3 The District shall provide the Association the name and contact information for each new hire in the bargaining unit within ten days of their hire. If the District provides an orientation or training for new hires in the bargaining unit, the District shall notify the Association and provide the Association with at least fifteen (15) minutes to introduce and discuss the role of the union and to provide membership information.

9.7 Dues Deduction

- 9.7.1 Any bargaining unit member may join the Association and authorize dues deduction from his or her paycheck. The Association will provide to the District copies of member forms authorizing deduction of exclusive representative's membership dues. Such authorization shall continue in effect from year to year under this Agreement unless the Association provides notice of revocation. Pursuant to such authorization, the employer shall deduct one-tenth (1/10) of such dues from the regular salary check of the member of the Association each month for ten (10) months. Deductions for members of the Association who authorize dues deduction after the commencement of the school year shall be appropriately prorated.
- 9.7.2 As per California Teachers Association membership procedures, Association members shall provide notice of intent to drop membership in writing to the local Association President. The Association President shall notify the District of any union members dropping HVEA/CTA/NEA membership.
- 9.7.3 The Association agrees to defend and indemnify the District for any unit member's allegations, claims, actions, suits, settlements, or judgements which arise out of payroll deductions made by the District in reliance on information and notification provided to the District by the Association. In defending and indemnifying the District, the Association shall have the right to select legal counsel at its sole option and expense, to control litigation strategies and decisions, and to determine whether any action or proceeding referred to above shall or shall not be compromised, resisted, defended, tried, or appealed.

## **Article 10: Reassignments**

- 10.1 Unit members may be reassigned at the discretion of the District.
- 10.2 A unit member may request reassignment when there is a vacancy.
- 10.3 A unit member whose request is denied shall be granted a meeting with the Superintendent to discuss reasons for the denial.
- 10.4 Unit members who are involuntarily reassigned during the school year and forced to move classrooms, shall be allowed two paid days of release time for preparation and moving prior to the effective date of the reassignment.
- 10.5 A unit member may request to be notified of any vacancies by email during the summer and shall submit the request to the Superintendent in writing prior to the start of the summer break.

## **Article 11: Procedures for Evaluation**

- 11.1 Evaluations will be conducted according to the following procedures:
- 11.2 All probationary and/or temporary teachers shall be evaluated annually. At the end of two years, the district will either non-relect the probationary and or temporary teacher or grant probationary status.
- 11.3 If probationary status has been granted, then probationary teachers shall be evaluated at least every two years. Probationary teachers who do not receive satisfactory evaluations for two (2) consecutive years shall return to the annual evaluation cycle. If a unit member is scheduled to be evaluated during a particular school year but is granted a leave of absence for one (1) semester or longer, such evaluation shall take place during the first year of return to duty.
- 11.4 The first formal observation shall take place no later than February 1st. The completed written evaluation and conference will be completed no later than May 10th. The employee has ten days to write a response to the evaluation if the employee disagrees with the evaluation. The written response will be attached to the report.

## **Article 12: Work Day/Work Year**

- 12.1 The length of the school day shall be fifteen (15) minutes before the start of the school to thirty (30) minutes after students have been dismissed. The length of the school day may be modified by mutual agreement of the site certificated faculty and site administration.
- 12.2 In addition to the school day defined in 12.1 above, the contracted workday shall include staff meetings scheduled each month not to exceed four hours per month. The District additionally has the authority to call mandatory emergency meetings as needed. Participation in Site Council, board meetings, and parent club shall rotate among employees to ensure fairness.
- 12.3 Teachers are required to attend Back-to-School Night and Open House.
- 12.4 The District Administrator will assign additional instructional duties to the kindergarten teacher beyond the kindergarten instructional day if the kindergarten teacher's instructional day is shorter than the primary instructional day.
- 12.5 The Superintendent shall consult with unit members regarding scheduling professional development, teacher workdays and events for the following year calendar.
- 12.6 The teacher work year shall be 184 days per year. Unit members shall provide instruction for 180 days per year. Unit members shall render service for two days prior to the first day of student instruction. There shall also be two professional development days. Teachers can check out after school on the last student day or one day of the following week based on mutual agreement of the administration and teacher.

## **Article 13: Safety**

- 13.1 It is the responsibility of all employees to observe safety rules and regulations. All employees are expected to exercise habits of safety in the performance of their duties and encourage habits of safety in others. The District shall take reasonable steps to ensure safe working conditions for all unit members including taking reasonable steps to correct conditions determined by the District to be unsafe.
- 13.2 Unit members who witness an accident or injury on District property or on a field trip, or during any District sponsored event must report it as soon as possible.
- 13.3 Employees shall report promptly to the Superintendent/Principal or main office personnel any unsafe condition, incident, or practice in which in his/her opinion is unsafe and warrants investigations. The District shall investigate such matters as promptly as possible. If the administration finds that remedial action is necessary, it shall be carried out with reasonable promptness. If the matter is considered emergency in nature the employee shall immediately report the condition to the Superintendent/Principal or main office personnel.
- 13.4 At least once a year the District administrator will provide appropriate safety information to unit members and discuss safety procedures affecting unit members (e.g. campus evacuation or lockdown procedures.)

## Article 14: Leaves

### 14.1 Sick Leave

- 14.1.1 Ten (10) days of sick leave credit are provided annually for employees working full-time for a full contract year. This leave is prorated if you work less than full-time or less than a full year.
- 14.1.2 Earned sick leave may be accumulated from year-to-year. Earned sick leave may be transferred to or from other California school districts in accordance with the law.
- 14.1.3 When all sick leave credit has been exhausted, an employee absent for illness receives the difference between his/her pay and the substitute rate for a period of five (5) months.

### 14.2 Personal Necessity Leave

- 14.2.1 Certificated personnel may use a maximum of ten of their accrued sick leave days during each contract year for personal necessity pursuant to Education Code 44981.
- 14.2.2 Acceptable reasons for the use of personal necessity leave days as prescribed by District Regulation and Education Code include:
  - 14.2.2.1 Death of a member of the immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions.
  - 14.2.2.2 An accident involving the employee's person or property or the person or property of a member of the immediate family.
  - 14.2.2.3 A serious illness of a member of the employee's immediate family.
  - 14.2.2.4 Required court appearance.
  - 14.2.2.5 Fire, flood, or other immediate danger to the home of the employee.
  - 14.2.2.6 Personal legal business of a serious nature, which the employee cannot disregard.
  - 14.2.2.7 One day per month (up to five days each year) to participate in child's school activity.
- 14.2.3 Items in 14.2.2.1 and 14.2.2.2 do not need advanced permission. Leave for personal necessity may be allowed for other reasons at the discretion of the superintendent

14.2.4 Personal Necessity Business Leave

A subset of up to two (2) Personal Necessity day allotment per school year may be used for Personal Business Leave and may be used at unit members' discretion with the exception of extensions of weekends or holidays or for vacation. Unit members shall be required to obtain substitute coverage for approval of this leave. Unit members shall not be required to give verification or explain the reason for the leave. Personal Business Leave shall be deducted from the unit member's accrued sick leave.

14.2.5 Yearly, District auditors randomly review employee attendance records to see if an individual's pattern of attendance is in violation of the reasons for the use of personal necessity leave as established by code and District regulation. Auditors and State regulators feel misuse of this Education Code constitutes a "gift of public funds" for other than the intended use.

14.3 Bereavement Leave

14.3.1. A unit member shall be entitled to a maximum of three (3) days leave of absence without loss of salary for the death of any member of his/her immediate family. If out-of-state travel or travel in excess of 300 miles one way is required, a unit member shall be entitled to a maximum of two (2) days additional paid Bereavement Leave. Bereavement leave shall not be accumulative and shall not be charged against any other leave.

14.3.2. For the purposes of Bereavement Leave member of the "immediate family" is defined as the mother, father, grandmother, grandfather, or a grandchild of the unit member or of the spouse or registered domestic partner of the unit member, and the spouse, registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, sister, stepmother, mother-in-law, brother-in-law, sister-in-law, stepfather, father-in-law, stepson, stepdaughter, legal guardian, or foster children of the unit member, or a long-term resident of the household of the unit member.

14.3 Leaves contained in the Faculty Handbook are subject to the Grievance Procedure of this Agreement.



## **Article 15: Health and Welfare Benefits**

15.1.1 The District shall provide eligible full-time unit members a health and welfare allowance listed in 15.1.2 to be used for health, dental and vision insurance for each unit member and their eligible dependents. Any cost over the allowance shall be borne by unit members through automatic payroll deduction.

15.1.2 The total District health and welfare benefit contribution towards premiums per school/fiscal year is up to \$1025 per month medical for full family, \$102.82 for employee plus one for dental, and \$23.06 for employee plus one for vision. The total benefit compensation package shall not exceed \$1150.88 per month.

15.1.2.1 Effective October 1, 2020, the total District health and welfare benefit contribution towards premiums per school/fiscal year is up to \$1200 per month medical for full family, \$102.82 for employee plus one for dental, and \$23.06 for employee plus one for vision. The total benefit compensation package shall not exceed \$1325.88 per month.

15.1.2.2 Effective October 1, 2021, the total District health and welfare benefit contribution towards premiums per school/fiscal year is up to \$1300 per month medical for full family, \$102.82 for employee plus one for dental, and \$23.06 for employee plus one for vision. The total benefit compensation package shall not exceed \$1425.88 per month.

15.1.3 Unit members eligible for health and welfare benefits coverage are those working 50% or greater. Unit members working 50% or greater shall receive the same percentage of the health and welfare allowance as their work compares to full time. For example, an employee who is 50% F.T.E. will receive 50% of the health and welfare allowance toward benefits.

15.1.4 Unit members working less than 90% of FTE can opt out of coverage in accordance with the rules of the JPA, the carrier and the law.

15.1.5 Retirees and eligible dependents shall have the option to continue to receive District insurance coverage as permitted by the carrier and upon reimbursement for the full monthly premium to the District.

### **15.1.6 Duration of Benefits**

Unit members who work a complete school year shall have fringe benefits under the District's fringe benefit program effective through the last day of August. Unit members beginning a new school year shall have fringe benefits effective on the first day of September. Unit members who are employed subsequent to the first

day of the school year shall have their fringe benefits effective from the first day of the month following the hire date of the employee. Effective dates may be modified as required by the JPA, the carrier and/or the law.

## Article 16: Salaries

### 16.1 Salary Increases shall be provided as follows:

16.1.1 Effective in the first full pay period following ratification and approval of this Agreement or in the first full pay period of the 2020-2021 school year, whichever is later, bargaining unit employees shall receive a two percent (2%) salary increase plus a one-time \$1,000 bonus. The one-time bonus payment shall be pro-rated by FTE and will be paid in October 2020.

16.1.2 Effective in the first full pay period of the 2021-2022 school year bargaining unit employees shall receive a one percent (1%) salary increase plus a one-time \$1,000 bonus. The one-time bonus payment shall be pro-rated by FTE and will be paid in October 2021.

### 16.2 The salary schedule shall be based on 184 day salary/workdays. 180 school days, two (2) staff development days, and two (2) teacher work days paid by the District. The salary schedule shall be attached to this agreement as Appendix A.

16.2.1 Unit members who serve other than the required number of workdays set forth in this Agreement shall receive a salary which is not less than that which bears the same ratio to the established annual salary as determined by their salary position as the number of days they serve bears to the number of F T E working days required by this Agreement. Notwithstanding the above, unit members who serve for one (1) full semester shall receive not less than one-half (1/2) the annual salary applicable to their class and step.

16.2.2 Unit members covered by the salary schedule attached as Appendix A include the following job classifications:

16.2.2.1 Classroom teacher

16.2.2.2 Resource Specialist

16.2.3 The annual salaries set forth in this Agreement shall be paid in ten (10) or twelve (12) equal installments, payable on the last day of each month with appropriate deductions. The provisions of this paragraph shall be subject to the requirements and procedures of the Santa Cruz County Office of Education.

16.2.4 Mandatory deductions from gross earnings are those required by law, provisions of this Agreement, and include but are not limited to Federal

and State Income Tax and State Teachers Retirement System contributions.

16.2.5 Optional deductions are those deductions the unit member may legally elect to have taken from his/her gross earnings. Optional deductions must be initiated or ended in writing by the unit member. Such authorizations shall remain in effect continuously until the District receives from the unit member a written notice withdrawing the authorization for a particular deduction.

16.3 Credit for service outside the District shall be allowed on the salary schedule at the rate of one (1) increment (step) for one (1) year of service up to a maximum of fifteen (15) increments.

16.3.1 Unit members whose initial District employment was in a certificated position in programs conducted under contract with public or private educational institutions or other categorically funded projects and who were then subsequently employed as probationary unit members with no break in service shall be credited with the time served in the specifically funded program for salary schedule placement and advancement purposes, consistent with 16.5 below.

16.4 All unit members shall advance one (1) vertical step on the salary schedule for each year of service, except those whose placement is at the maximum step for their class. For purposes of this section, a year of service shall be defined as working at least seventy-five percent of the days school is in session. A year of service shall be earned for part-time employees who work at least seventy-five percent of their contracted days for each full school year. Salary schedule advancement shall take place at the commencement of the school year.

16.4.1 Unit members who have been employed in the regular educational program of the District as probationary or permanent employees before being assigned to programs conducted under contract with public or private educational institutions or other categorically funded projects shall be entitled to continue vertical advancement on the salary schedule for each year of service while assigned to such restricted programs.

16.4.2 Course credit for salary placement and movement shall be given for post-graduate, upper division or graduate course work taken at four-year colleges, universities or graduate schools which are accredited by a regional accrediting commission or other programs approved by the District. Prior approval by the District Administrator is required for all course work and/or other programs for which the unit member wishes

to obtain salary schedule credit.

- 16.4.3 Semester hours (units) as defined by the particular accredited college or university will be acceptable for placement on the salary schedule. Quarter hours (units) shall be converted to semester hours (units) by multiplying the total of such hours (units) by two-thirds ( $2/3$ ).
- 16.4.4 Unit members requesting reclassification from one class (column) to another must file such requests with the District Administrator no later than May 1 of each year. If the District is not notified by May 1, no change in classification shall occur within the next school year. Supporting records or transcripts verifying post-graduate units of study that are to apply toward such a reclassification must be filed with the District Administrator no later than August 1 of the ensuing year.
- 16.5 Unit members who carry out an assignment for a District approved overnight student field trip shall be compensated by a stipend of \$100 per night.
- 16.6 Unit members possessing a Master's Degree shall receive annual compensation in the amount of \$1,200 in addition to their regular salary.
- 16.7 Teachers with classes in grades 4-6 who teach a combo class exceeding 24 students receive an annual stipend of \$1500. Teachers who teach an extended day of 1,560 instructional minutes per year (120 additional instructional minutes per week) shall receive a stipend of \$1500 per year.

## **Article 17: Class Size**

Class size will be determined by the District to reflect the best interest of the students and to meet the needs of the District's programs.

- 17.1 K-3 classes shall have a class size of 24 or fewer students by September 10<sup>th</sup> of each academic year.
- 17.2 4-6 grade classes shall have a class size of 28 or fewer students by September 10<sup>th</sup> of each academic year.

## **Article 18: Term of Agreement**

- 18.1 This Agreement shall remain in full force and effect up to and including June 30, 2022, and thereafter shall continue in effect year-by-year unless one of the parties notifies the other in writing no later than March 15th of its request to modify, amend or terminate the Agreement. If the parties enter into subsequent meeting and negotiating regarding a successor agreement, the terms and conditions of this Agreement shall remain in effect until a successor agreement is reached.
- 18.2 The terms of this Agreement shall be effective upon the date of the signing of this Agreement, except as otherwise provided by specific sections of this Agreement.

## Appendix A



**Happy Valley Elementary School District Certificated TE Salary Schedule  
2020-2021**

COLUMN:	I	II	III	IV	V	VI	VII
STEP	BA	BA+15	BA+30	BA+45	BA+60	BA+75	BA+90
1	41,476	44,861	50,920	51,103	51,443	53,488	55,952
2	43,136	47,023	51,103	51,443	52,893	55,470	57,929
3	44,861	48,520	51,443	52,293	54,872	57,455	59,918
4	47,023	49,118	51,703	54,282	56,854	59,434	61,897
5	48,520	51,103	53,686	56,261	58,841	61,420	63,883
6		52,980	55,664	58,240	60,815	62,523	64,984
7		55,067	57,650	60,221	62,800	65,384	67,847
8			59,622	62,206	64,788	67,365	69,827
9			61,609	64,188	66,769	69,347	71,810
10			63,593	66,171	68,747	71,336	73,798
11				68,149	70,738	73,308	75,772
12					72,711	75,291	77,813
13						77,275	79,736
14						77,275	79,736
15						77,275	79,736
16						79,155	81,618
17						79,155	81,618
18						79,155	81,618
19						81,041	83,505
20						81,041	83,505
21						81,041	83,505
22						82,924	85,386
23						82,924	85,386
24						82,924	85,386
25						84,812	87,273
26						84,812	87,273
27						86,702	89,163
28						86,702	89,163
29						88,593	91,053
30						88,593	91,053
Master's Degree Stipe		\$1,200					
184 day calendar (180 school days, 4 work days)							
\$35 per hour extra duty pay							

Happy Valley Elementary School District Certificated TE Salary Schedule  
2021-2022

COLUMN:	I	II	III	IV	V	VI	VII
STEP	BA	BA+15	BA+30	BA+45	BA+60	BA+75	BA+90
1	41,891	45,310	51,429	51,614	51,957	54,023	56,512
2	43,567	47,493	51,614	51,957	53,422	56,025	58,508
3	45,310	49,005	51,957	52,816	55,421	58,030	60,517
4	47,493	49,609	52,220	54,825	57,423	60,028	62,516
5	49,005	51,614	54,223	56,824	59,429	62,034	64,522
6		53,510	56,221	58,822	61,423	63,148	65,634
7		55,618	58,227	60,823	63,428	66,038	68,525
8			60,218	62,828	65,436	68,039	70,525
9			62,225	64,830	67,437	70,040	72,528
10			64,229	66,833	69,434	72,049	74,536
11				68,830	71,445	74,041	76,530
12					73,438	76,044	78,591
13						78,048	80,533
14						78,048	80,533
15						78,048	80,533
16						79,947	82,434
17						79,947	82,434
18						79,947	82,434
19						81,851	84,340
20						81,851	84,340
21						81,851	84,340
22						83,753	86,240
23						83,753	86,240
24						83,753	86,240
25						85,660	88,146
26						85,660	88,146
27						87,569	90,055
28						87,569	90,055
29						89,479	91,964
30						89,479	91,964
Master's Degree Stipe		\$1,200					
184 day calendar (180 school days, 4 work days)							
\$35 per hour extra duty pay							

**Happy Valley School District  
Board Meeting Schedule  
2020-2021**

**Revised**

Wednesday, July 29, 2020	3:30pm
Wednesday, August 19, 2020	3:30pm
Wednesday, September 9, 2020	3:30pm
Wednesday, September 16, 2020	3:30pm
Wednesday, October 14, 2020	3:30pm
Wednesday, November 4, 2020	3:30pm
Wednesday, December 9, 2020	3:30pm
Wednesday, December 16, 2020	3:30pm
Wednesday, February 10, 2021	3:30pm
Wednesday, March 10, 2021	3:30pm
Wednesday, April 14, 2021	3:30pm
Wednesday, May 12, 2021	3:30pm
Wednesday, June 9, 2021	3:30pm
Wednesday, June 16, 2021	3:30pm

# HAPPY VALLEY SCHOOL DISTRICT

## RESOLUTION #20-21-01 RESOLUTION IN THE MATTER OF REDUCTION OF CLASSIFIED SERVICES

WHEREAS, due to lack of work and/or lack of funds, this Board hereby finds it is in the best interests of the Happy Valley School District, that as of September 27, 2020, or as soon thereafter as possible, the following services now being provided by the District shall be discontinued:

<u>Classification</u>	<u>Hours/Days/Months</u>	<u>No. of Pos.</u>	<u>Site(s)</u>
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*Positions to be discontinued:*

Instructional Aide	3.75 hrs./10 mos.	6	
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NOW, THEREFORE, BE IT RESOLVED by the Governing Board that:

1. Due to lack of work and/or lack of funds, the number of classified employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to District rules and regulations as well as Education Code section 45308.
2. The above-identified layoffs shall be effective September 27, 2020.
3. The Superintendent, or designee, is directed to give notice of reduction/layoff to the affected classified employees pursuant to the requirements of law, no later than sixty (60) days prior to the effective date of layoff set forth above.
4. The employees reduced/laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code section 45298.

Passed and adopted at a duly noticed public meeting of the Governing Board of the Happy Valley School District on July 29, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Kyle Frandle, President  
Governing Board

---

Michelle McKinny,  
Superintendent

### **Classified Employees; Notice Of Layoff**

(a) When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 60 days prior to the effective date of their layoff.

(b) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.

(c) (1) A classified employee may not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. This subdivision does not create a 60-day layoff notice requirement for any individual hired as a short-term employee, as defined in Section 45103, for a period not exceeding 60 days.

(2) This subdivision does not apply to the retention of a short-term employee, as defined in Section 45103, who is hired for a period not exceeding 60 days after which the short-term service may not be extended or renewed.

(d) This section does not preclude the governing board of a school district from implementing either of the following actions without providing the notice required by subdivision (a) or (b):

(1) A layoff for a lack of funds in the event of an actual and existing financial inability to pay the salaries of classified employees.

(2) A layoff for a lack of work resulting from causes not foreseeable or preventable by the governing board.

(e) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240).

(Amended by Stats. 2012, Ch. 860, Sec. 1.)

### **Reemployment rights**

(a) A person laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months as follows:

- (1) The person's reemployment shall take preference over new applicants.
  - (2) The person shall have the right to participate in promotional examinations within the district during the period of 39 months.
  - (3) If the person is reemployed in a new position and fails to complete the probationary period in the new position, he or she shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment.
- (b) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff or to remain in his or her present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which the employee qualified for appointment to the class still apply. The personnel commission shall make the determination of the specific period eligibility for reemployment on a class-by-class basis.
- (c) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in his or her former class or to a position with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list the employee shall be ranked on that list in accordance with his or her proper seniority.

(Amended by Stats. 2012, Ch. 586, Sec. 1.)

Legal Resources | Education Code | EC 45308

#### **Layoff for lack of work or funds; length of service**

- (a) Classified employees shall be subject to layoff for lack of work or lack of funds. If a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in order of seniority.
- (b) For purposes of this section, in school districts with an average daily attendance below 400,000, for service commencing or continuing after July 1, 1971, "length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis as provided for in Section 45128. Nothing in this section shall preclude the governing board of a school district from entering into an agreement with the exclusive representative of the classified employees that defines "length of service" to mean the hire date. For purposes of this section, in school districts with an average daily attendance of 400,000 or more, for service commencing or continuing after January 1, 1986, "length of service" shall be determined by the date of hire.

If a governing board enters into an agreement with the exclusive representative of classified employees that defines "length of service" to mean the hire date, the governing board may define "length of service" to mean the hire date for a classification of employee not represented by any exclusive bargaining unit.

(c) Nothing contained in this section shall preclude the granting of "length of service" credit for time spent on unpaid illness leave, unpaid maternity leave, unpaid family care leave, or unpaid industrial accident leave. In addition, for military leave of absence, "length of service" credit shall be granted pursuant to Section 45297. In the event an employee returns to work following any other unpaid leave of absence, no further seniority shall be accrued for the time not worked.

(d) "Hours in paid status" shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service of the district except service in restricted positions as provided in this chapter.

(Amended by Stats. 2011, Ch. 116, Sec. 1.)

## ReqPay12d

## Board Report

Checks Dated 06/09/2020 through 07/20/2020

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
946236	06/15/2020	WEST CREATIVE PERFORMING ARTS	01-9009-0-1110-1000-5800-200-ARTS FALL ARTS ALIVE			1,100.00
946237	06/15/2020	CA DEPARTMENT OF EDUCATION	25-9719-0-0000-8500-5800-200-0000 MODERNIZATION STATE PLAN REVIEW			350.00
946238	06/15/2020	CARLY PERLMAN	01-6512-0-5770-3120-5800-200-0000 COUNSELING SERVICES			510.00
946239	06/15/2020	Cato, Alice G	01-0000-0-0000-2700-5900-200-2801 POSTAGE REIMBURSEMENT			22.80
946240	06/15/2020	COMCAST	01-0000-0-0000-2700-5900-200-2801 INTERNET			93.67
946241	06/15/2020	CRUMRINE, ALICE	01-0000-0-0000-8100-5800-200-2801 STAGE POWERWASH, PAINT, MAINT			2,204.99
946242	06/15/2020	FONG, MICHAEL	01-6500-0-5770-3120-5800-200-1304 PSYCH			106.40
946243	06/15/2020	GREENWASTE RECOVERY INC	01-0000-0-0000-8100-5523-200-2801 GARBAGE			423.77
946244	06/15/2020	TOSHIBA FINANCIAL SERVICES	01-1100-0-0000-7100-5600-200-3000 COPIER LEASE	31.01		
			01-1100-0-0000-7200-5600-200-3000 COPIER LEASE	124.04		
			01-1100-0-1110-1000-5600-200-3000 COPIER LEASE	465.16		620.21
946811	06/22/2020	ACE PORTABLE SERVICES	01-0000-0-0000-8100-5515-200-2801 PORTABLE TOILET			180.90
946812	06/22/2020	ERIC SCHOFFSTALL	01-0000-0-0000-7100-5801-200-2801 NEGOTIATIONS			2,380.00
946813	06/22/2020	JOHNSON CONTROLS SECURITY	01-0000-0-0000-8100-5800-200-2801 COMPUTER LAB ALARM			117.20
946814	06/22/2020	PACIFIC GAS & ELECTRIC	01-0000-0-0000-8100-5511-200-2801 PUMP HOUSE			12.37
946815	06/22/2020	JOURNEYED.COM INC	01-1100-0-1110-1000-5800-200-3000 SUB MICROSOFT			1,162.00
947458	06/26/2020	A TOOL SHED	01-0000-0-0000-8100-5600-200-2801 CHIPPER			790.50
947459	06/26/2020	IVAN DEI ROSSI	01-0084-0-1110-1000-5900-200-0000 BIIG TECH	320.00		
			TECH SITE PROJECT	800.00		1,120.00
947460	06/26/2020	LIEBERT CASSIDY WHITMORE	01-0000-0-0000-7100-5801-200-2801 CONTRACT NEGOTIATIONS			1,950.00

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.

002 - Happy Valley Elementary School District

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## ReqPay12d

## Board Report

Checks Dated 06/09/2020 through 07/20/2020

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-O000-SSS-MMM	Comment	Expensed Amount	Check Amount
947461	06/26/2020	PACIFIC GAS & ELECTRIC	01-0000-0-0000-8100-5511-200-2801	STREET LIGHT		8.26
947928	07/06/2020	PACIFIC GAS & ELECTRIC	01-0000-0-0000-8100-5511-200-2801	19-20 ELECTRIC		9.85
947929	07/06/2020	ROBERTSON & ASSOC CPAS	01-0000-0-0000-7191-5809-200-2801	19-20 AUDIT		742.50
947930	07/06/2020	SANTA CRUZ MUNICIPAL UTILITIES	01-0000-0-0000-8100-5514-200-2801	WATER 19-20		324.25
947931	07/06/2020	US BANK	01-0000-0-0000-2700-5900-200-2801	19-20 SURVEY MONKEY		26.00
947932	07/06/2020	CALIFORNIA SCHOOL BOARDS ASSOC	01-0000-0-0000-7100-5800-200-2801	GAMUT ONLINE 20-21	3,180.00	
947933	07/06/2020	SMALL SCHOOL DIST. ASSOC.	01-0000-0-0000-7110-5300-200-2801	CSBA MEMBERSHIP 20-21	1,303.00	4,483.00
948235	07/13/2020	GREENWASTE RECOVERY INC	01-0000-0-0000-7110-5300-200-2801	DISTRICT DUES 20-21		325.00
948236	07/13/2020	SISC 3	01-0000-0-0000-8100-5523-200-2801	GARBAGE 19-20		423.77
948237	07/13/2020	MYSTERY SCIENCE INC	01- - - - -9544- -	SUMMER PREPAY JULY		2,207.00
948238	07/13/2020	SISC 3	01-0084-0-1110-1000-5800-200-0000	PARCEL TECH LEARNING SCIENCE		99.00
948239	07/13/2020	ZEARN, INC	01- - - - -9514- - JULY 20-21 MEDICAL		8,355.00	
			01-0000-0- - -9524- - JULY 20-21 MEDICAL		3,037.00	11,392.00
948715	07/20/2020	AT&T	01-0084-0-1110-1000-5800-200-0000	DISTANCE LEARNING TECH	600.00	
			01-7388-0-1110-1000-5800-200-2801	DISTANCE LEARNING TECH	1,900.00	2,500.00
948716	07/20/2020	EMPLOYMENT DEVELOPMENT DEPT	01-0000-0-0000-2700-5900-200-2801	PHONE SCHOOL AND DISTRICT	96.72	
948717	07/20/2020	SAN JOAQUIN COE	01-0000-0-0000-7200-5900-200-2801	PHONE SCHOOL AND DISTRICT	32.24	128.96
			01- - - - -9515- - 19-20 Q2 EDD			118.61
948718	07/20/2020	US BANK EQUIPMENT FINANCE	01-0000-0-0000-7200-5800-200-2801	EDJOIN 20-21		450.00
			01-1100-0-0000-7100-5600-200-3000	COPIER LEASE	34.35	
			01-1100-0-0000-7200-5600-200-3000	COPIER LEASE	137.38	

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 06/09/2020 through 07/20/2020

Check Number	Check Date	Pay to the Order of	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MMM	Comment	Expensed Amount	Check Amount
948718			01-1100-0-1110-1000-5600-200-3000	COPIER LEASE	515.19	686.92
Total Number of Checks					33	37,069.93

## Fund Recap

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	32	36,719.93
25	CAPITAL FACILITIES	1	350.00
Total Number of Checks		33	37,069.93
Less Unpaid Tax Liability			.00
Net (Check Amount)			37,069.93

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

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