

Oak Run Elementary School District

Board of Trustees Regular Meeting

Thursday April 10, 2025 @ 4:30 in the school multipurpose room

Oak Run School 27635 Oak Run to Fern Rd.

Oak Run, CA 96069

Governance Team: Shawn Hill, Board President. Shauna Kittrell, Clerk, Candace Maurer, Member, Peggy McConnaughy, Member, Kandace Baugh, Member, Mark Telles, Interim Superintendent/Principal

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the Board Secretary at (530) 472-3241 for assistance. Notification of at least 48 hours before the meeting will enable the district to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

1. OPENING BUSINESS

1.1 Call to Order

1.2 Roll Call/Establish Quorum

_____ Shawn Hill _____ Shauna Kittrell _____ Candice Maurer
_____ Peggy McConnaughy _____ Kandace Baugh _____ Mark Telles

1.3 Pledge of Allegiance

1.4 Approval of Agenda:

2. PUBLIC COMMENT

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

Non-Agenda Items: The Board will listen to public comment on any item of interest not on the agenda that is within their jurisdiction. The board may limit public comments to no more than 2 minutes pursuant to Board Policy.

The Board may not respond to public comments on an item not on the agenda. Questions, concerns, and requests directed to the board will usually be deferred pending administrative and board consideration at a later meeting.

3. OTHER REPORTS/COMMENTS

3.1 Information:

3.2 Comments: Board members

3.3 Comments: Interim Supt.

4. NON-ACTION ITEMS

4.1 Report/Discussion Rick Fauss

5. CONSENT AGENDA ITEMS

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

5. Consent Agenda Items

- a. Approve minutes from Regular Board Meeting of March 13, 2025
- b. Approve March Warrants
- c. Approve Revised 2025-2026 School Calendar
- d. Approve Annual Employee 2025-2026 Work Calendars
- e. Approve Revised Confidential Administrative Assistant Salary Schedule
- f. Approve Community Schools Coordinator Job Description
- g. Approve Health-e PRO food-service software
- h. Approve Annual Transportation Plan
- i. Approve Williams Act Quarterly Report

6. CELEBRATION (none)

7. ACTION ITEMS

- 7.1 Revised Developer Fee Resolution
- 7.3 Kitchen and Cafeteria Remodel Bids

8. NEXT MEETING

- 8.1 Regular Board Meeting: May 8, 2025 @4:30 pm

9. ADJOURN TO CLOSED SESSION

- 9.1 Government Code section 54957: Public Employee Discipline, Dismissal, Release, Complaint.
- 9.2 Public Employee Appointment (G.C. 54957(b)(1)) Title: Superintendent/Principal

10. REPORT OUT OF CLOSED SESSION

- 10.1

11. ADJOURN

Pay To Name	Invoice #	Invoice Date	Payment Amt	Status	Batch	Scheduled	Check #	Check Status	Comment
APPLIED TECHNOLOGY SOLUTIONS	13191	1/1/2025	300	Paid	34965	3/25/2025	9011034362	Printed	TECH SUPPORT
APPLIED TECHNOLOGY SOLUTIONS	13295	2/8/2025	4,689.96	Paid	34744	3/4/2025	9011031572	Printed	4 NOTEBOOKS
APPLIED TECHNOLOGY SOLUTIONS	13436	3/1/2025	300	Paid	34965	3/25/2025	9011034362	Printed	TECH SUPPORT
APPLIED TECHNOLOGY SOLUTIONS	13544	3/7/2025	1,172.49	Paid	34825	3/12/2025	9011032828	Printed	TECH SUPPORT
CLARK PEST CONTROL	37125475	3/7/2025	302	Paid	34825	3/12/2025	9011032829	Printed	PEST CONTROL
CLARK PEST CONTROL	37125443	3/13/2025	88.88	Paid	34885	3/17/2025	9011033580	Printed	PEST CONTROL
CLARK PEST CONTROL	36605824R	12/28/2025	144	Paid	34885	3/20/2025	9011033580	Printed	Pest
COASTAL BUSINESS SYSTEMS	38646963	2/24/2025	525.53	Paid	34744	3/3/2025	9011031573	Printed	COPIER LEASE
DEPARTMENT OF JUSTICE ACCOUNTING OFF CASHIER UNIT	800599	3/5/2025	32	Paid	34885	3/17/2025	9011033581	Printed	FINGERPRINT
FOOTHILL FIRE PROTECTION INC	1254310	3/10/2025	459.35	Paid	34885	3/17/2025	9011033582	Printed	EXTINGUISHER
FRONTIER 530-472-3241	Mar-25	3/1/2025	726.92	Paid	34825	3/13/2025	9011032830	Printed	Phone
GOGUARDIAN	INV-128812	2/26/2025	2,014.50	Paid	34744	3/4/2025	9011031574	Printed	LEARNING
HUE & CRY, INC./ PRO-TECH SEC	881456	3/11/2025	25	Paid	34825	3/12/2025	9011032831	Printed	ALARM
INFINITY COMM. & CONS.	18488	1/6/2025	437.5	Paid	34825	3/12/2025	9011032832	Printed	ERATE
JACK SCHREDER & ASSOC	34516	3/11/2025	185	Paid	34885	3/17/2025	9011033583	Printed	FACILITY PROG
LOZANO SMITH	2242220	3/11/2025	145.64	Paid	34885	3/17/2025	9011033584	Printed	SERVICES
LOZANO SMITH	2242219	3/11/2025	232	Paid	34885	3/17/2025	9011033584	Printed	SERVICES

OAK RUN SCHOOL DEBIT CARD	FEB28-4	2/20/2025	314.19	Paid	34726	3/3/2025	9011031338	Printed	Cafe Supplies
OAK RUN SCHOOL DEBIT CARD	28-Feb	2/24/2025	358.9	Paid	34726	3/3/2025	9011031338	Printed	Office paper
OAK RUN SCHOOL DEBIT CARD	FEB28-2	2/25/2025	542.78	Paid	34726	3/3/2025	9011031338	Printed	Kitchen Utencils/ Table
OAK RUN SCHOOL DEBIT CARD	FEB28-3	2/25/2025	200	Paid	34726	3/3/2025	9011031338	Printed	Web hosting
OAK RUN SCHOOL DEBIT CARD	FEB28-1	2/25/2025	93.26	Paid	34726	3/3/2025	9011031338	Printed	Maint supplies
OAK RUN SCHOOL DEBIT CARD	FEB28-5	2/26/2025	405.17	Paid	34726	3/3/2025	9011031338	Printed	Cafe food
OAK RUN SCHOOL DEBIT CARD	MAR3-1	3/3/2025	165.79	Paid	34783	3/10/2025	9011032023	Printed	Office Supp/stamps/batteries
OAK RUN SCHOOL DEBIT CARD	3-Mar	3/3/2025	315.96	Paid	34783	3/10/2025	9011032023	Printed	Home School Instructional
OAK RUN SCHOOL DEBIT CARD	MAR2025-1	3/3/2025	73	Paid	34885	3/20/2025	9011033585	Printed	Postage
OAK RUN SCHOOL DEBIT CARD	MAR2025-2	3/6/2025	342.4	Paid	34885	3/20/2025	9011033585	Printed	Homeschool supplies
OAK RUN SCHOOL DEBIT CARD	MAR6-3	3/6/2025	4.58	Paid	34783	3/10/2025	9011032023	Printed	Office Supplies
OAK RUN SCHOOL DEBIT CARD	MAR6-2	3/6/2025	77.3	Paid	34783	3/10/2025	9011032023	Printed	Cafe Supplies
OAK RUN SCHOOL DEBIT CARD	6-Mar	3/6/2025	119.28	Paid	34783	3/10/2025	9011032023	Printed	Instructional Materials

OAK RUN SCHOOL DEBIT CARD	MAR6-1	3/6/2025	346.84	Paid	34783	3/10/2025	9011032023	Printed	Cafe Food
OAK RUN SCHOOL DEBIT CARD	WEBSTAIRANT STORE	3/13/2025	710.01	Paid	34885	3/20/2025	9011033585	Printed	Kitchen Equip
OAK RUN SCHOOL DEBIT CARD	MAR2025-4	3/13/2025	170.69	Paid	34885	3/20/2025	9011033585	Printed	Cafe Food
OAK RUN SCHOOL DEBIT CARD	MAR2025-3	3/13/2025	38.46	Paid	34885	3/20/2025	9011033585	Printed	Cafe supplies
OAK RUN SCHOOL DEBIT CARD	MAR21-3	3/17/2025	90.77	Paid	34885	3/21/2025	9011033585	Printed	Cafe Maint Grant
OAK RUN SCHOOL DEBIT CARD	MAR21-2	3/19/2025	63.75	Paid	34885	3/21/2025	9011033585	Printed	Cafe supplies
OAK RUN SCHOOL DEBIT CARD	21-Mar	3/19/2025	316.45	Paid	34885	3/21/2025	9011033585	Printed	Cafe Food
OAK RUN SCHOOL DEBIT CARD	WEBSTARUNAT MAR19	3/19/2025	659.76	Paid	34885	3/21/2025	9011033585	Printed	Kitchen Equip
OAK RUN SCHOOL DEBIT CARD	MAR25- HOME DEPOT	3/25/2025	19.5	Paid	34965	3/27/2025	9011034363	Printed	Cafe Supplies
OAK RUN SCHOOL DEBIT CARD	25-Mar	3/25/2025	291.18	Paid	34965	3/27/2025	9011034363	Printed	Cafe Food
OAK RUN STORE	531832	3/10/2025	122.51	Paid	34965	3/26/2025	9011034364	Printed	FUEL
OAK RUN STORE	531833	3/19/2025	81.74	Paid	34965	3/26/2025	9011034364	Printed	FUEL
OAK RUN STORE	531834	3/26/2025	112	Paid	34965	3/26/2025	9011034364	Printed	FUEL
PACIFIC GAS AND ELECTRIC CO	DP25-00026	2/27/2025	3,809.31	Paid	34782	3/6/2025	9011032022	Printed	ELECTRIC
PATRICK A									
SHAUGHNESSY	25-Mar	3/11/2025	350	Paid	34825	3/12/2025	9011032833	Printed	WATER
STSIG DENTAL	Apr-25	3/15/2025	550.27	Paid	34885	3/17/2025	9011033587	Printed	DENTAL

[illegible]

Oak Run Elementary School District

2025-2026 School Calendar

1st Trimester Ends: Oct 31 56 days
 2nd Trimester Ends: Mar 2 61 days
 3rd Trimester Ends: June 5 63 days

Shaded = Student Attendance Days (180)

July 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

Su	M	Tu	W	Th	F	Sa
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September 2025

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October 2025

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November 2025

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December 2025

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January 2026

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February 2026

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March 2026

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April 2026

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May 2026

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June 2026

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21	22	23	24	25	26	27
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HOLIDAYS/RECESSES

Labor Day	Sept. 1st
Holiday.....	Nov. 10
Veteran's Day Holiday.	Nov 11
<i>(by law must be Nov 11 if a weekday)</i>	
Thanksgiving Break	Nov 24-28
Winter Break	Dec 22-Jan 5
Martin Luther King Day	Jan 19
Presidents Week	Feb, 16-20
Spring Break	April 6-10
Memorial Day	May 25

CERTIFICATED DATES

School Starts:	August 13th
School Ends: Early	June 5th
Teachers Workday & Mandatory Meetings	Aug. 11 & 12 Jan. 5th June 8th or next non school day
8th Grade Graduation	June 4th
Parent Conferences	Nov, 18 & 19
Additional Classified Staff Work Days	Aug 11 & 12,
Snow Day Makeup:	June 8, 9 & 10

2025-2026 School Calendar

Credential Employees

1st Trimester Ends: Oct 31 (51)
 2nd Trimester Ends: Mar 2 (61)
 3rd Trimester Ends: June 5 (63)

Shaded = Student Attendance Days (180)

July 2025						
Su	M	Tu	W	Th	F	Sa
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August 2025						
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September 2025						
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October 2025						
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November 2025						
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December 2025						
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January 2026						
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February 2026						
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March 2026						
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April 2026						
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May 2026						
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June 2026						
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28	29	30				

HOLIDAYS/RECESSES

Labor Day	Sep 1st
Holiday.....	Nov. 10
Veteran's Day Holiday.	Nov 11
<i>(by law must be Nov 11 if a weekday)</i>	
Thanksgiving Break	Nov 24-28
Winter Break	Dec 22-Jan 5
Martin Luther King Day	Jan 19
Presidents Week	Feb 16-20
Spring Break	April 6-10
Memorial Day	May 25

CERTIFICATED DATES

School Starts:	August 13th
School Ends:	June 5th
Teachers Workday & Mandatory Meetings	Aug. 11 & 12 Jan. 5th June 8th or next non school day
8th Grade Graduation	June 4th
Parent Conferences	Nov. 18 & 19
Additional Classified Staff Work Days	Aug. 11 & 12
Snow Day Makeup:	June 8,9, & 10

Oak Run Elementary School District

2025-2026 School Calendar

Bus Driver

1st Trimester Ends: Oct 31 (56)
 2nd Trimester Ends: Mar 2 (61)
 3rd Trimester Ends: June 5 (63)

Shaded = Student Attendance Days (180)

July 2025						
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August 2025						
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September 2025						
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October 2025						
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November 2025						
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December 2025						
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January 2026						
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February 2026						
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March 2026						
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April 2026						
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May 2026						
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June 2026						
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HOLIDAYS/RECESSES

Labor Day	Sept. 1st
Holiday.....	Nov. 10
Veteran's Day Holiday.....	Nov 11
<i>(by law must be Nov 11 if a weekday)</i>	
Thanksgiving Break	Nov 24- 28
Winter Break	Dec 22- Jan 5
Martin Luther King Day	Jan 19
Presidents Week	Feb 16-20
Spring Break	April 6- 10
Memorial Day	May 25

CERTIFICATED DATES

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School End	June 5th
Teachers Workday & Mandatory Meetings	August 11 & 12 Jan. 5th June 8th
8th Grade Graduation	June 4th
Parent Conferences	Nov. 18 & 19
Additional Classified Staff Work Days	Aug 11 & 12
Snow Day Makeup:	June 8,9 & 10

BOARD APPROVE

Oak Run Elementary School District

2025-2026 School Calendar

Maintenance

1st Trimester Ends: Oct 31 (56)
 2nd Trimester Ends: Mar 2 (61)
 3rd Trimester Ends: June 5 (63)

Shaded = Student Attendance Days (180)

July 2025						
Su	M	Tu	W	Th	F	Sa
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August 2025						
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September 2025						
Su	M	Tu	W	Th	F	Sa
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October 2025						
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November 2025						
Su	M	Tu	W	Th	F	Sa
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December 2025						
Su	M	Tu	W	Th	F	Sa
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January 2026						
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February 2026						
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March 2026						
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April 2026						
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June 2026						
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HOLIDAYS/RECESSES

Labor Day Sept. 1st
 Holiday..... Nov. 10
 Veteran's Day Holiday Nov 11
 (by law must be Nov 11 if a weekday)
 Thanksgiving Break Nov 24- 28
 Winter Break Dec 22- Jan 5
 Martin Luther King Day Jan 19
 Presidents Week Feb 16-20
 Spring Break April 6- 10
 Memorial Day May 25

CERTIFICATED DATES

School Starts: August 13th
 School End June 5th
 Teachers Workday & Mandatory Meetings August 11 & 12
 Jan. 5th
 June 8th
 8th Grade Graduation June 4th
 Parent Conferences Nov. 18 & 19
 Additional Classified Staff Work Days Aug 11 & 12
 Snow Day Makeup: June 8,9 & 10

Oak Run Elementary School District

2025-2026 School Calendar

Cafeteria Employees

1st Trimester Ends: Oct 31 56 days
 2nd Trimester Ends: Mar 2 61 days
 3rd Trimester Ends: June 5 63 days

Shaded = Student Attendance Days (180)

July 2025						
Su	M	Tu	W	Th	F	Sa
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August 2025						
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November 2025						
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January 2026						
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February 2026						
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April 2026						
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HOLIDAYS/RECESSES

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Holiday.....	Nov. 10
Veteran's Day Holiday.....	Nov 11
<i>(by law must be Nov 11 if a weekday)</i>	
Thanksgiving Break	Nov 24 - Nov 28
Winter Break	Dec 22-Jan 5
Martin Luther King Day	Jan 19
Presidents Week.....	Feb. 16-20
Spring Break	Apr 6- 10
Memorial Day	May 25

CERTIFICATED DATES

School Starts:	August 13th
School Ends:	June 5th
Teachers Workday & Mandatory Meetings	Aug. 11 & 12 Jan. 5th June 8th
8th Grade Graduation	June 4th
Parent Conferences	Nov. 18 & 19
Additional Classified Staff Work Days	Aug 11 & 12
Snow Day Makeup:	June 8,9 & 10

Oak Run Elementary School District

2025-2026 School Calendar

July 2025						
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Instructional Aides

1st Trimester Ends: Oct 31 56 days
 2nd Trimester Ends: Mar 2 61 days
 3rd Trimester Ends: June 5 63 days

Shaded = Student Attendance Days (180)

August 2025						
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September 2025						
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October 2025						
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November 2025						
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January 2026						
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February 2026						
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March 2026						
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April 2026						
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May 2026						
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June 2026						
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HOLIDAYS/RECESSES

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Additional Classified Staff Work Days	Aug 11 & 12
Snow Day Makeup:	June 8, 9 & 10

Oak Run Elementary School District

2025-2026 School Calendar

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July 2025						
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September 2025						
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October 2025						
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Additional Classified Staff Work Days	Aug 11 & 12
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Oak Run Elementary School District

2025-2026 School Calendar

Superintendent/Principal

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August 2025						
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September 2025						
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October 2025						
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February 2026						
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June 2026						
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Snow Day Makeup:	June 8,9 & 10

Salary Schedule CONF - CONFIDENTIAL ADMIN AST

HOURLY RATES

01/01/2024 - Open (Effective 01/01/2025)

A		B							
01	CLERICAL/FRONT OFF	16.00	OFFICE MGR/ COM CON	17.36					
02		16.50		18.22					
03		16.50		19.13					
04		16.50		20.09					
05		16.50		20.09					
06		16.50		20.69					
07		16.50		20.69					
08		16.50		21.31					
09		16.50		21.31					
10		16.50		21.95					
11		16.50		21.95					
12		16.50		22.61					
13		16.50		22.61					
14		16.50		23.32					
15		16.50		23.32					
16		16.50		24.02					
17		16.50		24.02					

Selection Grouped by Salary/SchedId

Salary Schedule CONF - CONFIDENTIAL ADMIN AST

HOURLY RATES

01/01/2024 - Open (Effective 01/01/2025)

	A	B							
18	16.50	24.74							
19	16.75	27.71							
20	16.75	28.53							
21	17.25	29.39							
22	17.25	30.27							
23	17.77	31.18							
24	17.77	32.12							
25	18.30	33.08							

Basis	.00	Anniversary Movement							
Pay Prd %	No	# of Columns	0	Max Column	Created	BLUCATORTA, Dec 20 2023 2:56PM			
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Selection Grouped by SalarySchedId

Oak Run Elementary School District
Job Description Community Schools Coordinator

DEFINITION:

Under the direction of the Superintendent/Principal and the Community Schools Director, the Coordinator will serve as a liaison to families, students, government partners and non-profit agencies. They will use a whole child design approach to partnership development for students from preschool through middle school that increases student success, on-time graduation and mental wellness for our rural students. The coordinator will support a community coalition of partners that will develop systems to connect families with basic resources needed for family stability in order to help student achievement.

DISTINGUISHING CHARACTERISTICS:

The coordinator will assist with the creation of the California Community Schools Partnership Initiative, with a focus on Oak Run Elementary School and will collaborate with the schools in the CCSSPP Grant Cohort 2 and 3 in the Leading Learning Network of Shasta County schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in position with this classification.)

Under the direction of the CCSP Director and Superintendent/Principal:

- Implement the four pillars of CCSP, including integrated Student Services, Extended Learning, Family Engagement and shared leadership.
- Oversee school site implementation of an equitable and integrated system of student support for students from preschool through eighth grade (ex. Parent engagement activities, attendance improvement, and drop-out prevention).
- Write required reports for grant funding and report by deadlines;
- Attend School Site Council and Board Meeting to provide updates on the grant activities.
- Participate in the planning and implementation of programs including needs assessments.
- Act as an advocate for educational equity and support for at risk families and rural populations.
- Serve on various committees, projects and task forces at the school and district level to address a wide range of issues relevant to the district and community.
- Pursue grants and business sponsorships to provide sustainable Community School resources.
- Present to small and large groups on Community School elements and initiatives.
- Perform related duties as reasonably assigned.
- Promotes relations between parents, guardians, or caregivers and district/schools in an effort to improve student attendance by working through the SARB/SST program.
- Review chronically absent data on a daily basis to identify and target students needing extra support;
- Works within the grant budget;
- Complete grant reports and maintain (SARB/SART) chronically absent data;
- Contacts parents, guardians, or caregivers.
- Maintains records of such contacts utilizing district databases for grades K-8 in an effort to improve school attendance;
- Set goals with individual students;

- Maintains confidentiality of student and employee records as required by law;
- Attends SARB (School Attendance Review Board) and SART (School Attendance Review Team) meetings;
- Provides resource materials and support when needed; researches relevant and current community resources; provides outreach and shares resource materials at trainings;
- Communicates with families, teachers, attendance clerks, principals, and others to assess the needs of families;
- Keeps superintendent/principal and teachers advised of home contacts and any resulting issues or concerns.
- Works with the school's homeless liaison.
- Attends and participates in meetings, trainings, and conferences as assigned;
- Schedules visits with assigned families.
- Maintains contact with service providers regarding family progress; supports families and social services needs, including but not limited to, developmental delays, housing, health concerns, public assistance, hunger, and other community resources and services;
- Prepares and maintains records and reports; assists in gathering and reporting information regarding child Welfare and Attendance;
- Attends District and community meetings concerning student attendance and academic progress;
- Participates in and encourages parent involvement in school programs and events.
- Build a good rapport with support staff at each of the consortium districts; works closely with the administrators to understand the needs of the chronically absent students; implements attendance campaigns and attendance incentive programs at each of the school sites;
- Performs general clerical duties and other related duties as assigned.

Knowledge & Experience

- The district's attendance area;
- Available community resources and services;
- California Community Schools Partnership Program requirements and framework;
- Family Engagement best practices;
- CCSPP Grant for Cohort 2 or 3 Depending on what your school is in.
- Good customer service skills;
- Proper telephone, email and communication etiquette and techniques;
- Standard record-keeping systems (Google sheets, Excel, Aeries, CALPADS)
- Attendance laws in California; Attendance Works resource;
- Variety of computer software applications to include, but not limited to, spreadsheet, database, and word processing programs;
- Community and County resources as they relate to Child Welfare and Attendance.

Ability to:

- Interact and communicate effectively with children and adults from different cultures and socioeconomic backgrounds;
- Communicate effectively in oral and written form; operate a computer and use standard software applications to enter and retrieve data and create reports;

- React with flexibility and sensitivity to changing situations and needs;
- Organize and prioritize work;
- Maintain cooperative work relationships;
- Work independently with minimal supervision;
- Understand and follow oral and written directions;
- Exercise discretion and good judgment in dealing with members of the community, school staff and students;
- Work closely with students, teachers, school support staff, administrators, families,
- Make presentations to a variety of stakeholder groups;
- Coordinate and facilitate professional development as stated in the grant application;
- Implement school wide campaigns;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the work day;
- Attend monthly Coordinator meetings;

Working Conditions

- District and school site environment;
- School attendance area;
- Home visitation during day and evening hours;
- Occasionally attend meetings during evening hours;
- Demanding timelines;
- Seasonal heat and cold or adverse weather conditions;
- Exposure to fumes, dust, odors, dirt, and pollen;
- Subject to driving in various road and weather conditions;
- Extensive contact with students, families, and the public;
- Work with community agencies;

Physical Abilities

- Bending at the waist and reaching to retrieve and maintain files and records;
- Climbing stairs;
- Carrying, pushing or pulling;
- Dexterity of hands and fingers to operate standard office equipment;
- Kneeling or crouching;
- Moderate lifting; up to 40 lbs.;
- Walking over rough or uneven surfaces, which may include stairs and steps;
- Visual and hearing ability to perform job responsibilities.

Hazards

- Adverse weather conditions including extreme temperatures, high winds, and occasional rain;
- Possible exposure to contact with communicable diseases;
- May be exposed to contact with hostile or abusive individuals;
- Potentially violent situations;

QUALIFICATIONS/REQUIREMENTS:

- **Experience:** Some experience performing similar functions and duties, preferably in a school setting. Experience in implementing elements of the Community Schools model in a rural setting is preferred.
- **Education:** Associate of Arts degree, preferably a from an accredited college or university.
- **Driving:** A valid CA. Driver's License, a current DMV records clearance, and ability to drive a passenger van.
- **Other:** All necessary requirements of a California school district employee such as; DOJ background check, TB testing, mandated employee trainings, etc.

Main: (800) 838-4856
Email: linsey@healthepro.com
Web: <http://healthepro.com>



Oak Run School

Quote Information:

Quote #: 006956
Version: 1
Delivered: 03/07/2025
Expires: 06/30/2025

Prepared for:

Oak Run School
27635 Oak Run to Fern Road
Oak Run, CA 96069
Mary Zerba
mzerba@oakrunschool.org
(530) 472-3241

Prepared by:



Health-e Pro
Linsey LaPlant, MS, RDN
800.838.4856 x105
Fax
linsey@healthepro.com

Quote Summary

	Amount
Menu Planning Package	\$4,081.00
Total	\$4,081.00

Payment Options

	Periods	Payments	Amount
Annual Term Information			
First Year Total	One-Time	1	\$4,081.00
Successive Annual Payments	Annual	1	\$3,286.00
Total of One-Time Payments			\$4,081.00

Taxes may apply. We reserve the right to cancel orders arising from pricing or other errors. Terms are Net 45.

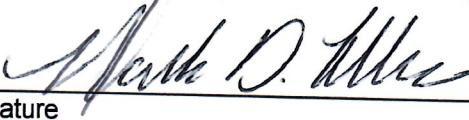
Additional Terms. This supersedes the 12 month term defined in section 5.1 of our standard Terms of Service:

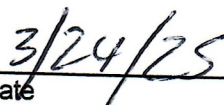
This agreement is for 36 months. The 3 year term will be billed in 3 payments. Early termination by the Customer, also called Subscriber in the attached Terms of Service, will result in a cancelation fee equal to 50% of the remaining payments due on the contract. Customer and Subscriber are used interchangeably within this Proposal and within the attached Terms of Service.

The contract will begin on the 1st day of the month following the date of signature. The first payment will be due within 30 days of the contract start date. Invoices for subsequent payments will be sent electronically 45 days before the payment due date.

A 1.5% per month late fee will apply to payments received after the due date. Company reserves the right to suspend access at any time and for any reason. Company may suspend access for unpaid accounts 30 days after the payment due date unless other arrangements have been made. If account is suspended because of an unpaid account or because of other actions or inactions of Subscriber or User(s) then Company may assess a reconnection fee of \$500. After the account is suspended, the reconnection fee must be paid before reconnection. After the initial term, the subscription renews automatically for annual terms unless Health-e Pro is notified of the intent to cancel at least 30 days in advance of the renewal date.

Your signature (electronic or otherwise) on this Proposal constitutes your agreement to these terms and to the Terms of Service which are attached for your review. This Proposal is incorporated into the Terms of Service.


Signature


Date

Oak Run Elementary School District

Transportation Plan

2024-25

Transportation Services:

1. Enter description of transportation services offered to pupils, and how the LEA will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 - 6 inclusive and pupils who are low income. The Plan may provide for the LEA to partner with municipally owned transit system to provide services to middle and high school students. An LEA may provide no-cost transit passes to students.

Overview

The (Local Education Agency) Transportation Services Plan incorporates existing Board Policies (BP) and Administrative Regulations (AR) governing pupil transportation support services, as well as augmented descriptions of available services for the current school year. The plan describes:

- transportation services offered to pupils
- the prioritization of planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 - 8 inclusive, and pupils who are low income.
- transportation services accessible to pupils with disabilities, and homeless children and youth.
- how unduplicated pupils, would be able to access available home-to-school transportation at no-cost to the pupils.
- the required consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils and other stakeholders.

Pupil Transportation Operations Board Authorization

Transportation services shall be provided for students according to policies adopted by the Governing Board, district Administrative Procedures, and in accordance with Titles V, VIII, and XIII of the California Administrative Code, the Vehicle Code, and the Education Code. (BP 3540)

The Superintendent or designee shall ensure the qualifications of drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school vehicles and other equipment, and ensure adequate facilities for equipment storage and maintenance. (BP 3540)

To provide transportation services, the Governing Board may purchase, rent or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (AR 3540(a))

Pupil Data and Route Management Procedures

The district will annually obtain student data updates and their home addresses. The district shall determine a route and schedule based on the need and appropriate criteria.

Route information shall be maintained for all regular and special education home-to-school Vehicle runs. Each route shall show the route of travel, the pick-up and drop-off locations, and the expected time of departure from each location. A Vehicle stop master listing, showing all active and non-active stops, shall also be maintained by the District. (AR 3540(a))

The criteria for Vehicle route design is to provide a safe route to and from school, minimize miles driven, allow adequate time for schedules to be met, and to effectively utilize staff and equipment resources. Vehicle stops shall only be assigned within the transportation eligibility areas established. (AR 3540(a))

The District shall adjust and modify routes and schedules as appropriate to maintain an optimum level of transportation services.

Scope of Pupil Transportation Services Offered

Students who attend a school outside their attendance area may be eligible for transportation services in accordance with Governing Board policy. (AR 3541(a))

The number of available vehicles owned and operated by the district is limited. These vehicles are provided for the purpose of carrying out the required operation of the district and shall not be used for personal reasons. (AR 3541(a))

Transportation services may be provided for students who live within their home school boundary and outside the non-transportation radius area. Non-transportation radius area will be measured in radius fashion, straight-line distance from each school site. The Superintendent or designee shall design transportation routes and stops to promote the safety of students and maximum efficiency in the use of vehicles. (AR 3541(a))

The following non-transportation radius distances are established. Grade TK-5 students are prioritized with a larger transportable zone than students in subsequent grades. Grade 6-8 grade students are prioritized with a larger transportable zone than subsequent grades.

Students living in the non-transportation radius areas may request access to existing vehicle routes on a space-available basis as determined by the Director of Transportation. School vehicle stops will not be positioned within non-transportation radius areas. (AR 3541(a))

The Superintendent or designee shall communicate in writing to parents/guardians regarding routes, schedules and stops and/or shall arrange for local media to publish such information. (AR 3541(a))

With the Governing Board's authorization, transportation services may be provided or arranged by the district for:

Students traveling to and from school during the regular school day

Field trips and excursions

School activities, expositions or fairs, or other activities determined to be for the benefit of students

District employees and parents/guardians traveling to and from educational activities authorized by the district
Preschool or nursery school students

Students traveling to full-time occupational classes provided by a Regional Occupational Program or Center
Matriculated or enrolled adults traveling to and from school, or adults for educational purposes other than to and from school. (AR 3541(b))

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education programs. (AR 3541(b))

The Superintendent or designee shall provide transportation to homeless children in accordance with law, Board policy and administrative regulation. (AR 3541(b))

Transportation Eligibility Exceptions

Students in the following categories shall be eligible for transportation services without regard to boundary limits:

Students attending schools or classes for students with disabilities. Provision shall be made for handicapped students who have special transportation needs. Such students shall be transported in the same equipment with regular students if possible.

Students assigned to special training schools or classes, social adjustment classes, or other schools or classes for exceptional children who are physically or mentally disabled. Such students shall be transported in the same equipment with regular students if possible. (BP 3540.1(a))

Transporting students from one school to another for the purpose of balancing class loads to relieve overcrowded conditions, or to provide educational opportunities not available at the regular school of attendance, is authorized at the discretion of the Superintendent, or his/her designee. (BP 3540.1(a))
vehicle stops may be established when student density in the area reaches thirty (30) students per school of attendance, providing the pickup and delivery can be accomplished in a single trip. vehicle runs will only be

scheduled when the total student load is at least thirty (30) students. If an established route falls below thirty (30) riders, the Districts may authorize the cancellation of that route. He/she is required to ensure proper notification of parents. Affected parents must have a minimum of thirty (30) days notification. (BP 3540.1(a)) vehicle es shall be routed on public thoroughfares only. Locations of stops shall be authorized by the Director of Transportation or designee. (BP 3540.1(a))

Students who voluntarily transfer to other than their home school are not eligible for transportation. (BP 3540.1(a))

Students dismissed at other-than-scheduled school dismissal hours will not be provided transportation services except on regularly-scheduled vehicle runs. Students who remain at school for after-school activities may be provided transportation on activity school-to-home routes. (BP 3540.1(a))

Non-Mandated Transportation Services

Transportation Fees

The Governing Board desires to provide transportation services for students of the district as long as adequate funding is available for providing this service. Additionally, the Board recognizes that the community places a high priority on having this service available. (BP 3541.5(a))

It is the intent of the Board to limit the expenditure of funds for transportation services that could otherwise be spent on educational programs. Since the community and the Board desire to maintain a reasonable level of transportation services and since additional funds will be needed to provide this service, the Board shall require users of transportation services to provide financial assistance to obtain this service subject to Education Code requirements. (BP 3541.5(a))

When transportation is not specifically required by the IEP or Section 504 plan of a student with disabilities, the student shall be subject to the rules and policies regarding regular transportation offerings within the district, including the district's transportation fee structure and electronic vehicle pass system. (BP 3541.2(d))

Low Income Eligibility

The Board shall establish financial assistance requirements which shall be reviewed and adjusted periodically to meet the needs of the district. (BP 3541.5(a))

Unduplicated Pupils

No charge shall be made for any transportation of students whose individualized education program requires transportation or whose parents/guardians are determined indigent pursuant to administrative regulations. (BP 3541.5(a))

2. Enter description of LEA's transportation services that would be accessible to pupils with disabilities, and homeless children and youth.

Mandated Transportation Services

Transportation for Students with Disabilities

The Governing Board desires to meet the transportation needs of students with disabilities to enable them to benefit from special education and related services. The district shall provide appropriate transportation services for a student with disabilities when the district is the student's district of residence and the transportation services are required by his/her individualized education program (IEP) or Section 504 accommodation plan. (BP 3541.2(a))

The specific needs of the student shall be the primary consideration when an IEP team is determining the student's transportation needs. Considerations may include, but are not limited to, the student's health needs, travel distances, physical accessibility and safety of streets and sidewalks, accessibility of public transportation systems, midday or other transportation needs, extended-year services, and, as necessary, implementation of a behavioral intervention plan. (BP 3541.2(a))

The IEP team shall communicate with district transportation staff and/or invite transportation staff to attend IEP team meetings where the student's transportation needs will be discussed. (BP 3541.2(a))

Transportation services specified in a student's IEP or Section 504 plan shall be provided at no cost to the student or his/her parent/guardian. (BP 3541.2(a))

Special Education Services should represent the District and their policies and procedures during the IEP process. The Director of Transportation may designate a representative from the District to represent transportation issues during an IEP meeting when it is known that there will be detailed discussions of transportation issues. If the Special Education Department is aware of unusual or special transportation needs, a member of the District should be present during the IEP process. (BP 3541.2(a))

Pertinent issues of a student's transportation needs, such as wheelchair/stroller, car seats, medical needs, disciplinary issues, and other particular needs, must be noted in the IEP. (BP 3541.2(a))

The above information must then be communicated to the District for scheduling of the student using (Local Educational Agency transportation request form) (BP 3541.2(a))

The school district will make available for each parent/guardian of a special education student requiring transportation services information for parent/guardians, Special Education Handbook, and instructions pertaining to wheelchairs/strollers, car seats, and other transportation devices. The District will also provide a parent/guardian release form for each special education student receiving transportation services. A current and correct parent/guardian release form should be on file in the District at all times. Student release authorization may be included within the Special Education Transportation request form. (BP 3541.2(b))

The information provided in the above materials will include pick-up/drop-off procedures, illness, suspension of transportation services, guidelines for wheelchairs, strollers, car seats, and other transportation devices, discipline procedures, and general knowledge handbook for parents and staff. (BP 3541.2(b))

All parents/guardians will receive the necessary information on a yearly basis or as needed. (BP 3541.2(b))

The Superintendent or designee shall arrange transportation schedules so that students with disabilities do not spend an excessive amount of time on vehicles compared to other students. Arrivals and departures shall not reduce the length of the school day for these students except as may be prescribed on an individual basis. (BP 3541.2(c))

The Superintendent or designee shall ensure that any mobile seating devices used on district vehicles are compatible with vehicle securement systems required by 49 CFR 571.222. (BP 3541.2(d))

As necessary, a student with disabilities may be accompanied on school transportation by a service animal, as defined in 28 CFR 35.104, including a specially trained guide dog, signal dog, or service dog. (BP 3541.2(d))

3. Enter description of how unduplicated pupils would be able to access available home-to-school transportation at no-cost to the pupils.

Unduplicated Pupils - Homeless Students and Youth in Transition

Within the scope of services offered, and in accordance with law, Board policy and administrative regulation, homeless students and youth in transition, where transportation is a barrier to accessing their educational services, shall be provided transportation on school vehicles, municipal buses, or through alternative transportation service providers, at no cost to the student.

Consultations:

Enter description of the required plan consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils and other stakeholders.

Transportation services have been discussed with stakeholders through school site council meetings, board meetings, staff meetings, and individual parent meetings.

Academic School Year 2024-2025
Quarterly Report on Williams Uniform Complaints
[Education Code § 35186]

District: Oak Run Elementary School District
Form Completed By: Mark Telles Title: Interim Supt./Principal

Quarterly Report Submission Date:
(Please check one)

☐ October 2024

☒ April 2025

☐ January 2025

☐ July 2025

Date for information to be reported publicly at governing board meeting: April 18, 2025


Please check the box that applies:

☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignments	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

Mark D. Telles
Print Name of District Superintendent


Signature of District Superintendent

4/7/2025
Date

Submit by the 15th of the month to: Barbara Erlei at berlei@shastacoe.org

RESOLUTION 001 (April 10, 2025 Regular Board Meeting)
A RESOLUTION OF THE GOVERNING BOARD OF THE OAK RUN
ELEMENTARY SCHOOL DISTRICT
INCREASING SCHOOL FACILITIES FEES AS AUTHORIZED BY GOVERNMENT
CODE SECTION 65995(b)(3)

WHEREAS, Statute B 2926 (Chapter 887 / Statutes 1986) authorizes the governing board of any school district to levy a fee, charge, dedication or other forms of requirement against any development project for the construction or reconstruction of school facilities; and,

WHEREAS, Government Code Section 65995 establishes a maximum amount of fee that may be charged against such development projects and authorizes the maximum amount set forth in said section to be adjusted for inflation every two years as set forth in the state-wide cost index for Class B construction as determined by the State Allocation Board at its January meeting; and,

WHEREAS, at its January 24, 2024, meeting, the State Allocation Board increased the maximum fee authorized by Government Code Section 17620 to \$5.17 per square foot of residential construction described in Government Code Section 65995(b)(1) and \$0.84 per square foot against commercial and industrial construction described in Government Code Section 65995(b)(2); and,

WHEREAS, the purpose of this Resolution is to approve and adopt fees on residential projects in the amount of \$5.17 per square foot as authorized by Government Code Section 17620; and,

WHEREAS, the purpose of this Resolution is to approve and adopt fees on commercial and industrial development projects in the amount of \$0.84 per square foot as described in Government Code Section 65995(b)(2). The mini-storage category of commercial/industrial justification has less impact than the statutory \$0.84 per square foot commercial/industrial justification and should be collected at the justified rate of \$0.01 per square foot.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Governing Board of the Oak Run Elementary School District as follows:

1. Procedure. This Board hereby finds that prior to the adoption of this Resolution; the Board conducted a public hearing, at which oral and written presentations were made, as part of the Board's regularly scheduled April 10, 2025 meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, has been published twice in a newspaper in accordance with Government Code Section 66016, and a notice, including a statement that the data required by Government Code Section 66016 was available, was mailed at least 14 days prior to the meeting to any interested party who had filed a written request with the District for mailed notice of the meeting on new fees or service charges within the period specified by law. Additionally, at least 10 days prior to the meeting, the district made available to the public data indicating the amount of the cost, or estimated cost, required to provide the service for which the fee or service charges is to be adjusted pursuant to this Resolution, and the revenue sources anticipated to provide this service. By way of such public meeting, the Board received oral and written presentations by District staff which are summarized and contained in the District's Developer Fee Implementation Study dated March 22, 2024 and the District's application and related documents filed with the state Allocation Board pursuant to the State Lease-Purchase Program hereinafter referred to as the "plan" and which formed the basis for the action taken pursuant to this Resolution.

2. Findings. The Board has reviewed the Plan as it relates to proposed and potential development, the resulting school facilities needs, the cost thereof, and the available sources of revenue including the fees provided by this Resolution, and based thereon and upon all other written and oral presentations to the Board, hereby makes the following findings:
- A. Additional development projects within the District, whether new residential construction or residential reconstruction involving increases in assessable area greater than 500 square feet, or new commercial or industrial construction will increase the need for school facilities and/or the need for reconstruction of school facilities.
 - B. Without the addition of new school facilities, and/or reconstruction of present school facilities, any further residential development projects or commercial or industrial development projects within the District will result in a significant decrease in the quality of education presently offered by the District;
 - C. Substantial residential development and commercial or industrial development is projected within the District's boundaries and the enrollment produced thereby will exceed the capacity of the schools of the District. As a result, conditions of overcrowding **exist, or will exist**, within the District, which will impair the normal functioning of the District's educational programs;
 - D. The fees proposed in the Plan and the fees implemented pursuant to this Resolution are for the purposes of providing adequate school facilities to maintain the quality of education offered by the District;
 - E. The fees proposed in the Plan and implemented pursuant to this Resolution will be used for the construction and/or reconstruction of school facilities as identified in the Plan;
 - F. The uses of the fees proposed in the Plan and implemented pursuant to this Resolution are reasonably related to the types of development projects on which the fees are imposed;
 - G. The fees proposed in the Plan and implemented pursuant to this Resolution bear a reasonable relationship to the need for school facilities created by the types of development projects on which the fees are imposed;
 - H. The fees proposed in the Plan and implemented pursuant to this Resolution do not exceed the estimated amount required to provide funding for the construction or reconstruction of school facilities for which the fees are levied; and in making this finding, the Board declares that it has considered the availability of revenue sources anticipated to provide such facilities, including general fund revenues;

- I. The fees imposed on commercial or industrial development bear a reasonable relationship and are limited to the needs of the community for schools and are reasonably related and limited to the need for school facilities caused by the development;
 - J. The fees will be collected for school facilities for which an account has been established and funds appropriated and for which the district has adopted a construction schedule and/or to reimburse the District for expenditures previously made.
3. Fee. Based upon the foregoing findings, the Board hereby **implements, increases** the previously levied fee to the amount of \$5.17 per square foot for assessable space for new residential construction and for residential reconstruction to the extent of the resulting increase in assessable areas; and to the amount of \$0.84 per square foot for new commercial or industrial construction.
4. Fee Adjustments and Limitation. The fees adjusted herewith shall be subject to the following:
- A. The amount of the District's fees as authorized by Government Code Section 17620 shall be reviewed every two years to determine if a fee increase according to the adjustment for inflation set forth in the statewide cost index for Class B construction as determined by the State Allocation Board is justified.
 - B. Any development project for which a final map was approved and construction had commenced on or before September 1, 1986, is subject only to the fee, charge, dedication or other form of requirement in existence on that date and applicable to the project.
 - C. The term "development project" as used herein is as defined by section 65928 of the Government code.
5. Additional Mitigation Methods. The policies set forth in this Resolution are not exclusive and the Board reserves the authority to undertake other or additional methods to finance school facilities including but not limited to the Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311, et seq.) and such other funding mechanisms. This Board reserves the authority to substitute the dedication of land or other property or other form of requirement, in lieu of the fees levied by way of this Resolution at its discretion so long as the reasonable value of land to be dedicated does not exceed the maximum fee amounts contained herein or modified pursuant hereto.
6. Implementation. For residential, commercial or industrial projects within the District, the Superintendent, or the Superintendent's designee, is authorized to issue Certificates of Compliance upon the payment of any fee levied under the authority of this Resolution.
7. California Environmental Quality Act. The Board hereby funds that the implementation of Develop Fees is exempt from the California Environmental Quality Act (CEQA).
8. Commencement Date. The effective date of this Resolution shall be July 01, 2024, which is 60 days following its adoption by the Board.

9. Notification of Local Agencies. The Secretary of the Board is hereby directed to forward copies of this Resolution and Map of the District to the Planning Commission and Board of Supervisors of Shasta County and to the Planning Commission and City Council of the City of Redding, CA.
10. Severability. If any portion of this Resolution is found by a Court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares its intent to adopt this Resolution irrespective of the fact that one of more of its provisions may be declared invalid subsequent hereto.

APPROVED, PASSED, and ADOPTED by the Governing Board of the Oak Run Elementary School District the 10th day of April, 2025 by the following vote: _

AYES:

NOES:

ABSENT:

ABSTAIN

President, Governing Board, Oak Run Elementary School District

ATTEST:

Secretary, Governing Board, Oak Run Elementary School District



Oak Run Elementary School

P.O. Box 48 • Oak Run, CA 96069 • Phone (530) 472-3241 • Fax (530) 472-1087 • oakrunschool.org

Notice Regarding Developer Fees and Audit Rights

To: Individuals and Entities Paying Developer Fees to Oak Run Elementary School District

From: Oak Run Elementary School District

Date: April 10, 2025

Subject: Important Information Regarding Developer Fees and Your Audit Rights

This notice provides important information regarding developer fees collected by Oak Run Elementary School District and your rights related to those fees, as mandated by California Assembly Bill 516 (AB 516).

Key Changes and Your Rights: Effective January 1, 2024, pursuant to AB 516, a Local Education Agency is obligated to provide the individual remitting payment with notification of the following:

1. Right to Request an Audit:

- Pursuant to GC § 66023, you have the right to request an audit of developer fees collected by Oak Run Elementary School District.

2. Right to Receive Notice of Annual Report Review Meeting:

- You have the right to file a written request to receive mailed notice of the school district's meeting to review the annual report on developer fee expenditures.

Accessing the Annual Report:

- The Oak Run Elementary School District annual report on developer fee expenditures is available online at the following website address:
<https://www.oakrunschool.org>

How to Exercise Your Rights:

- **To Request an Audit (GC § 66023):** Submit a written request to Superintendent, Oak Run Elementary School District. Your request should clearly state your desire for an audit and the specific aspects you wish to have reviewed.
- **To Request Mailed Notice of the Annual Report Review Meeting:** Submit a written request to Superintendent, Oak Run Elementary School District. Your request should include your name, mailing address, and a clear statement requesting mailed notice of the annual report review meeting.

Contact Information:

If you have any questions or require further information, please contact: Superintendent, Oak Run Elementary School District, 27635 Oak Run to Fern Rd. P.O. Box 48 Oak Run, CA. 96069 (530) 472-3241

**AGREEMENT BETWEEN THE
OAK RUN ELEMENTARY SCHOOL DISTRICT AND THE SHASTA COUNTY OFFICE
OF EDUCATION FOR COLLECTION OF DEVELOPER FEES**

This Agreement for Collection of Developer Fees (hereinafter "Agreement") is made and entered into by and between the Oak Run Elementary School District (hereinafter "District") and the Shasta County Office of Education (hereinafter "SCOE").

WHEREAS, Education Code section 17620 authorizes school districts to levy a fee, charge or dedication against any new construction within its boundaries for the purpose of funding the construction or reconstruction of school facilities; and

WHEREAS, District and SCOE desire to enter into an Agreement whereby SCOE agrees to collect, on behalf of District, certain charges or fees levied by District on development projects proposed for construction within the limits of SCOE; and

WHEREAS, District and SCOE intend for SCOE to collect such fees upon the building permit in the manner provided for in Education Code section 17620(b).

Therefore, the parties agree to the following terms and conditions:

1. **Collection of Fees.** SCOE shall calculate, charge, and collect, as agent for District, the developer fees levied by District and shall deposit such funds in the County Treasury, and transfer the funds to the district via journal entry. Said fees shall be at the rate specified by the District's Board of Education. SCOE will calculate fees in accordance with all provisions of law applicable to the collection of developer fees all of which are incorporated herein by reference. SCOE shall collect these fees as a precondition to Shasta County or other local planning agency where the development is located issuing a building permit for that development. This Agreement shall not be applicable to alternative amounts imposed by the District pursuant to Government Code sections 65995.5 or 65995.7 ("Level 2" or "Level 3" fees). In the event that the District adopts Level 2 or Level 3 fees, the parties shall agree on how fees will be collected thereafter.
2. **Payment of Collected Developer Fees and Report.** SCOE shall forward to District, on or before the fifteenth day of each month, all developer fees collected during the previous month, less any adjustments as provided herein. In addition, the SCOE shall submit an itemized list of each such fee collected and adjustment thereto, if any, on or before the fifteenth day of each month. Such monthly reports must include the development address, the assessed floor area, and the fee collected for all projects during the monthly payment period.
3. **Processing Fee.** SCOE shall retain a processing fee of \$60 per transaction. Processing fees will be deducted from the developer fees collected on behalf of the district prior to SCOE issuing developer fee payment.
4. **Special Arrangements.** District shall notify SCOE about the collection of fees involving any special or modified fee arrangements agreed to by or otherwise enforceable upon a

developer, including, but not limited to, letters of credit for floor area removed, structure demolition, and any and all other unique circumstances that warrant fee amounts not otherwise determined in the manner specified in paragraph 1 above.

5. **Adjustments to Developer Fees.** Pursuant to Government Code section 65995, the State Allocation Board may increase the maximum fee during the term of this Agreement. If the maximum fee is increased and the District takes action to increase fees, the District shall notify SCOE of such action within thirty (30) days of adoption of the adjusted rates.
6. **Documentation.** SCOE shall retain legible copies of collection and disbursement records prepared pursuant to this Agreement. Said records shall be maintained for a period of five (5) calendar years from the date on the documents and shall be made available to District and/or District's auditors for review during normal business hours.
7. **Term of Agreement.** The term of this agreement shall commence as of the date of full execution and shall terminate on June 30, 2028. This Agreement shall have no force of effect until approved and ratified by the Oak Run Elementary School District Board of Trustees.
8. **Termination.** This Agreement may be terminated by either party upon giving sixty (60) days notice in writing to the other party. In such event, SCOE shall within fifteen (15) days after the effective date of termination remit all developer fees already collected by SCOE pursuant to the terms of this Agreement that have not yet as of that date already been remitted to District.
9. **District Representation.** District represents that it is authorized to levy a developer fee upon new residential, commercial and industrial development projects within its boundaries in order to obtain funds for the construction of new facilities. District further represents that it is authorized by California law to appoint SCOE to act as District's agent for the collection of said developer fees, as provided herein. SCOE agrees to perform the services described in this Agreement as agent for District in accordance with the terms of this Agreement.
10. **Indemnification.** Each District and SCOE shall indemnify and otherwise hold harmless the other and the other's officers, employees and agents from and against any and all claims, demands and causes of action, liability, judgments, damages, costs, and expenses, including attorneys' fees, arising out of or in connection with the other's performance pursuant to this Agreement. District shall indemnify and otherwise hold harmless SCOE and its officers, employees and agents from and against any and all claims, demands and

causes of action, liability, judgments, damages, costs, and expenses, including attorneys' fees, arising out of SCOE's collection of developer fees in the manner provided for in this agreement.

11. **Applicable Law.** Each party's performance hereunder shall comply with all applicable laws of the United States and the State of California. This Agreement shall be enforced and interpreted under the laws of the State of California.
12. **Severability.** If any part, term or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law of a federal, state or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected thereby.
13. **Entire Agreement.** This Agreement sets forth all of the rights and duties of the parties with respect to the subject matter hereof, and replaces any and all previous Agreements or understandings, whether written or oral, relating thereto.
14. **Amendment.** All amendments hereto shall be in writing and signed by the persons authorized to bind the parties thereon.
15. **Captions.** Any captions in this Agreement are included as a matter of convenience and for reference and in no way define the scope or extent of this Agreement or the construction of any provision.
16. **Signature in Counterparts.** This Agreement may be executed in any number of counterparts all of which, taken together, shall constitute the same instrument.
17. **Warranty of Authority.** Each person warrants and guarantees that s/he is legally authorized to execute this Agreement on behalf of the designated entity and that such execution shall bind the designated entity to the terms of this Agreement.

OAK RUN ELEMENTARY
SCHOOL DISTRICT

SHASTA COUNTY OFFICE OF
EDUCATION

Print: Mark Telles

Print: Mike Freeman

Title: Interim Superintendent

Title: Superintendent of Schools

Signature

Signature

Date

Date

Haefele Construction

Building on a Firmer Foundation

General Construction, Framing, Concrete
Lic. 614709 Dir. 1000050576
PO Box 174 Palo Cedro, Ca 96073
C: (760) 382-0616
haefeleconst@gmail.com

Quote Provided To:

Superintendent
Oak Run Elementary School
27635 Oak Run to Fern Rd.
Oak Run, Ca 96069
(530)472-3241

3/10/2025
Invoice # Bid Sheet
PO. # N/A

Construction Site: Oak Run Kitchen Remodel

Scope of Work: Kitchen Remodel

Demo and remove existing walls and cabinets per discission.
Main supports will be untouched. Frame and insulate new outside wall.
Drywall, tape, texture, and paint--affected interior walls
Reroute gutter drain
Install 36" door to pantry area
Connect new stove
Labor & materials

29,783.00

Note: Price is contingent on using dumpster provided by School.
(Roll-off dumpster an additional \$2,000.00)

Total 29,783.00

Billing schedule:
20% at start of job 5,956.60
50% at material drop 14,891.50
Balance at completion 8,934.90
29,783.00

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3/10/2025
Invoice # Bid Sheet
PO. # N/A

Construction Site: Oak Run

Scope of Work: Cafeteria Remodel

Prep walls for installation of new materials
Center TV on current wall
Install 2 half-inch sheets of plywood on each end on TV wall
Install new materials--wood barn wall planks on top of wall &
corrugated on bottom

Labor & materials	19,588.00
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Note: Price is contingent on using dumpster provided by School.
(Roll-off dumpster an additional \$2,000.00)
Decorative overhang is not in this bid; need an accurate
rendering of the piece to provide an appropriate bid.

Total	19,588.00
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Billing schedule:	
20% at start of job	3,917.60
50% at material drop	9,794.00
Balance at completion	5,876.40
	19,588.00

Oak Run Elementary School District

Board of Trustees Regular Meeting

MINUTES

Thursday March 13, 2025 @ 4:30 in the school multipurpose room

Oak Run School 27635 Oak Run to Fern Rd.

Oak Run, CA 96069

Governance Team: Shawn Hill, Board President. Shauna Kittrell, Clerk, Candace Maurer, Member. Mark Telles, Interim Superintendent/Principal

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the Board Secretary at (530) 472-3241 for assistance. Notification of at least 48 hours before the meeting will enable the district to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

1. OPENING BUSINESS

1.1 Call to Order at 4:30 pm

1.2 Roll Call/Establish Quorum

☒ Shawn Hill ☒ Shauna Kittrell ☒ Candice Maurer
☒ Mark Telles

1.3 Pledge of Allegiance

1.4 Approval of Agenda: Shauna Kittrell moved to approve, Candice Maurer second, vote: unanimous approval

2. PUBLIC COMMENT

A former ORES employee claimed that she believed the former superintendent mishandled school funds and lied. The speaker claimed that she suffered emotionally from being poorly treated. She let the board know that she hadn't spoken up before because the board believed what the former superintendent told them and the speaker felt she wouldn't be believed.

A citizen submitted a number of formal complaints in document form to the interim superintendent and to the board president. She made claims that the former superintendent committed fraud in the form of conflicts of interest and election fraud, as well as misuse of school funds. The citizen said the board retained legal counsel without authorization and she urged the board to take corrective action on these matters.

A citizen asked the board when the former superintendent would be held accountable for her actions.

A former employee claimed that she was not paid (for work rendered) during the tenure of the former superintendent.

A former school employee told the board that the former superintendent committed egregious misconduct and that the board allowed her willful abuse of employees to go unchecked. She said that the board's negligence was inexcusable. She claimed the former superintendent committed unlawful conduct, misuse of district resources, bussing in out of district students while not allowing certain students in the district to be transported. She said there was an on-going pattern of coercion, harassment, belittling, intimidation, degradation, and retaliation on the part of the former superintendent. She claimed that there was a gross abuse of power, a violation of confidentiality, and a selective filing of CPS reports based on who was involved. The former employee claimed that the former superintendent carried a firearm on the school campus (another employee in the meeting admitted to having seen the weapon) and generally created a toxic work environment.

A citizen claimed to have documentation that the former superintendent changed the dates with whiteout on IEP documents (assessment plans) and committed forgery. She said that the former superintendent wanted her to sign a document about a meeting, but that meeting never took place. The citizen told the board that three separated versions of the board did not deal with the issues caused by the former superintendent. She claimed that the former superintendent told her she had video of her child, but that the parent had never seen that video.

A former employee claimed that the former superintendent failed to turn in timecards worth \$2,400 in earned pay before that employee was fired by the former superintendent.

A citizen said that all the board members failed to do their jobs, and that the school was beautiful before the former superintendent was hired. She also asked why a current employee was being paid when that employee has a pending legal matter.

A former employee asked the board to take legal action against the former superintendent, and claimed she (the former superintendent) set employees against one another, set employees up for failure, and committed fraud by using whiteout on timecards.

A citizen wanted to make sure board members are formally vetted going forward. He also suggested that the district could go bankrupt and start over again debt free.

A citizen asked about the current status of an employee, and the interim superintendent mentioned that it was a confidential employee matter that could not be discussed.

An employee asked about the dog of a staff member and what the rules were for having a dog on campus and the interim superintendent said he would prepare some information for the board regarding that issue.

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

Non-Agenda Items: The Board will listen to public comment on any item of interest not on the agenda that is within their jurisdiction. The board may limit public comments to no more than 2 minutes pursuant to Board Policy.

The Board may not respond to public comments on an item not on the agenda. Questions, concerns, and requests directed to the board will usually be deferred pending administrative and board consideration at a later meeting.

3. CONSENT AGENDA ITEMS

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

3.1 Consent Agenda Items

- a. Approve minutes from Regular Board Meeting of February 13, 2025
- b. Approve February Warrants
- c. Approve Homeschool Teacher job description
- d. Approve Confidential Administrative Assistant job description

Candice M moved to approve, Shauna K seconded, vote: unanimous approval

4. CELEBRATION (none)

5. ACTION ITEMS

5.0 Action/Discussion Item: Approve the 2024-2025 Second Interim Financial Report which contains a "qualified" certification.

Donell Evans from Shasta County Office of Education spoke at length about the Second Interim Financial report which shows any budget changes from December until now. She said because of the districts fiscal situation that another report would need to be issued before the end of fiscal year. The district is currently \$649,412 in deficit. The district is viable through next year, but as of now, a third year is not sustainable.

Candice M moved to approve, Shauna K seconded, vote: unanimous approval

5.1 Action/Discussion Item: Homeschool Teacher personnel services agreement

Shauna K moved to approve, Candice M seconded, vote: unanimous approval

5.2 Action/Discussion Item: Administrative Assistant contract

The interim superintendent explained the reason for the contract, and that it would be in effect until the end of the school year.

Shuana K moved to approve, Candice M seconded, vote: unanimous approval

5.3 Action/Discussion Item: MOU with Oak Run Bible Church

The interim superintendent mentioned the homeschool program started last week for Oak Run students who are unvaccinated but are still considered to be enrolled in the district. He said the homeschool definitely helps the school's ADA.

Shauna K moved to approve, Candice M seconded, vote: unanimous approval

5.4 Action/Discussion Item: 2025-26 School Calendar

Candice M moved to approve, Shauna K seconded, vote: unanimous approval

5.5 Action/Discussion Item: Consider/Approve Resolution Reducing /Laying Off Classified Employee Services for the 2025-2026 School Year Due to Lack of Work and/or Lack of Funds

The interim superintendent noted that this would affect one employee and that employee had been notified.

Shauna K moved to approve, Candice M seconded, vote: unanimous approval.

5.6 Action/Discussion Item: Consider/Approve Resolution Reducing /Laying Off Classified Employee Services for the 2025-2026 School Year Due to Lack of Work and/or Lack of Funds

It was noted that this is the custodian position.

Candice M moved to approve, Shauna K seconded, vote: unanimous approval

5.7 Action/Discussion Item: Consider/Approve Resolution Reducing/Laying Off Certificated Employee Services for the 2025-2026 School Year

It was noted that this is a teacher position.

Shauna K moved to approve, Candice M seconded, vote: unanimous approval

5.8 Action/Discussion Item: Consider/Approve Board appointment candidate: Peggy McConnaughy

Shauna Kittrell asked the candidate some questions about why she wanted to be on the board.

Candice M moved to approve, Shauna K seconded, vote: unanimous approval

5.9 Action/Discussion Item: Consider/Approve Board appointment candidate: Kandice Baugh

Shauna Kittrell asked the candidate some questions about why she wanted to be on the board.

Shauna K moved to approve, Candice M seconded, vote: unanimous approval

Note: both new board members were formally sworn in by Shauna and took their seats with the other board members.

6. NON-ACTION ITEMS

6.1 Report/Discussion: Rick Fauss

Rick Fauss reported that it's tough to layoff employees, but it's the responsible thing to do under the tough budget circumstance. He said a school can't just go bankrupt. He said that good days are ahead as the school rebuilds confidence with the community. He was glad the school in doing a homeschool, otherwise those students wouldn't have a way to be educated in the district.

7. OTHER REPORTS/COMMENTS

7.1 Information: N/A

7.2 Comments: Board members

Shauna mentioned that she appreciates the new board members because they have a passion for the school and community.

7.3 Comments: Interim Supt.

The interim superintendent welcomed the new board members and said he would create a "cheat sheet" for the new members with some things to think about as board members including the Brown Act. He thanked a former board member for her service, and mentioned that there were currently three candidates for the superintendent/principal position, and that interviews would be held on Monday April 7th. He mentioned he would support placing an emphasis on accountability and transparency in the hiring process for a permanent superintendent.

8. NEXT MEETING

8.1 Regular Board Meeting: Thursday April 10, 2025 @4:30 pm

9. ADJOURN TO CLOSED SESSION

9.1 Government Code section 54957: Public Employee Discipline, Dismissal, Release, Complaint.

The board did not go into closed session.

10. REPORT OUT OF CLOSED SESSION

10.1 N/A

11. ADJOURN @ 6:15 pm