

NORTH COW CREEK SCHOOL DISTRICT
Agenda for Regular Meeting of the Governing Board
Tuesday, May 18, 2021, 6:00 pm
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Americans with Disabilities Act Assistance – Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify this office as soon as possible. We will make every effort to give primary consideration to expressed preferences or provide equally effective means of communication to ensure equal access to North Cow Creek School District programs and events.

Board Members:

Nezzera Tackett, Member
Lyndse Bullard, Member

Jim Brimble, President

Kim Christofferson, Clerk
Erika Callegari, Member

Due to the COVID-19 we will have limited seating during the Board meeting. Community members may participate by joining the Board meeting via ZOOM at the link below. Online chat features are disabled and we ask online participants to provide feedback and questions verbally.

Join Zoom Meeting

<https://northcowcreek.zoom.us/j/84892876103?pwd=L2ljYzlFeUJ2OXRxc0dzczBUWHFrzd09>

Meeting ID: 848 9287 6103

Passcode: 4488

Call to Order/Flag Salute

1. APPROVAL OF THE ORDER OF THE AGENDA

Motion:
Second:
Vote:

2. CITIZENS ADDRESSING THE BOARD

Please be aware that the Board cannot take action on any items not on the agenda. Public comment is limited to a maximum of thirty minutes, and each speaker will be limited to 3 minutes.

- A. Items on the Agenda.
- B. Items not on the Agenda.

3. STAFF/COMMUNITY PRESENTATION

- A. North Cow Creek Educator's Association.
- B. North Cow Creek Education Foundation.
- C. Recognition of Retiree's:
 - a. Trish Alba (Speech/Language Pathologist)
 - b. Sue Grabek (Classroom Teacher)

4. CORRESPONDENCE

- A. Letter from SCOE regarding Second Interim Budget Report

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5. CONFERENCE SECTION

- A. Superintendent's Report
 - a. Enrollment & Staffing for 21/22 School Year
 - b. Calendar of Events
 - c. 8th Grade Activities
- B. Business Office Report

6. CONSENT ITEMS

- A. Approval of Regular Meeting Minutes from April 20, 2021. Motion:
- B. Approval of Monthly Warrants. Second:
- Vote:

7. DISCUSSION/ACTION ITEMS

- A. Discussion/Action: Expanded Learning Opportunities (ELO) Grant Plan Motion:
Second:
Vote:
- B. Discussion/Action: Approval of Superintendent/Principal's 2021/2022 Contract Motion:
Second:
Vote:
- C. Discussion/Action: Annual Declaration of Need for Certificated Staff Motion:
Second:
Vote:
- D. Discussion/Action: Revisions to the 2021/2022 Calendar Motion:
Second:
Vote:
- E. Discussion/Action: Behavior Technician Job Description & Salary Schedule Placement Motion:
Second:
Vote:

8. NEXT MEETING & BOARD DISCUSSION

- A. Board Discussion of School Affairs
- B. Regular Board Meeting – June 15, 2021 @ 6:00 pm
- C. Special Board Meeting (Budget Approval) – June 18 @ 8:00 am
- D. Future Agenda Items
 - a. 2021/2022 Budget

9. ADJOURNMENT TO CLOSED SESSION at:

Motion:
Second:
Approved:

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10. CLOSED SESSION

- a. Labor Negotiations

11. ANNOUNCEMENT OF ACTION IN CLOSED SESSION

12. ADJOURNMENT

Motion:
Second:
Approved:



SHASTA COUNTY OFFICE OF EDUCATION

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

4A.1

Superintendent
Judy Flores

Board of Education
Kathy Barry
Robert Brown
Rhonda Hull
Steve MacFarland
Laura Manuel
Denny Mills
Jennifer Snider

April 15, 2021

Governing Board
North Cow Creek Elementary School District
10619 Swede Creek Road
Palo Cedro, CA 96073

Dear Board Members:

In accordance with the provisions of Education Code Section 42131, a review of the North Cow Creek Elementary School District's (District) Second Interim Report for fiscal year 2020/21 has been completed by the Shasta County Superintendent of Schools (County Superintendent). Based on the multi-year projections and assumptions provided by the District, it appears that the District should be able to meet its financial obligations for the current and two subsequent fiscal years. We therefore concur with the District's positive certification.

DEFICIT SPENDING

The District is projected to incur an unrestricted operating deficit of \$6,094 in the current year. Additionally, the District is projecting an unrestricted surplus of \$52,325 and an unrestricted deficit of \$85,163 in the subsequent two years.

SALARY AND BENEFIT NEGOTIATIONS

Salary and benefit negotiations have been settled and are included in the budget.

SUBMISSION OF STUDIES, REPORTS, EVALUATIONS AND/OR AUDITS

Education Code Sections 42127 and 42127.6 now require districts to submit to the County Office any studies, reports, evaluations, or audits done of the district that contain evidence that the district is showing fiscal distress. They also require the County Office to incorporate that information into our analysis of budgets, interim reports and the district's overall financial condition.

We request that the District submit to this office any such documents commissioned by the District (e.g., reports done by the Fiscal Crisis and Management Assistance Team), or by the State Superintendent of Public Instruction and/or a state control agency any time they are received by your district.

CONCLUSION

As always, we would like to express our appreciation to the District staff for their cooperation during the budgeting process and review. If you have any questions, or if our office can be of further assistance, please call me at 225-0235.

Sincerely,

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke.

Jessica Tegerstrand, CPA
Executive Director of District Fiscal Services

cc: Kevin Kurtz, Superintendent
Cathleen Serna, Consulting CBO

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Members Present: Jim Brimble, Lyndse Bullard, Erika Callegari, Kim Christofferson, Nazzera Tackett, Kevin Kurtz, Beth Roberts

Call to Order/Flag Salute: 6:00 p.m.

1. APPROVAL OF THE ORDER OF THE AGENDA

Motion: ECallegari
 Second: NTackett
 Vote: 5-0

2. CITIZENS ADDRESSING THE BOARD

Please be aware that the Board cannot take action on any items not on the agenda. Public comment is limited to a maximum of thirty minutes, and each speaker will be limited to 3 minutes.

- A. Items on the Agenda: None
- B. Items on Closed Session: None
- C. Items not on the Agenda: None

3. STAFF/COMMUNITY PRESENTATION

- A. North Cow Creek Educator's Association: None
- B. North Cow Creek Education Foundation: Movie night is this Friday, April 23 and the Beaver Bash might be held in September 2021. The Education Foundation is looking for Vice President and Secretary nominations.

4. CORRESPONDENCE

- A. None

5. CONFERENCE SECTION

- A. Superintendent's Report
 - a. Enrollment: 245
 - b. Calendar of Events: June 4, 2021 is the last day of school. June 2-4, 2021 are minimum days.
 - c. Graduation: Graduation is June 2 at 7:00 p.m. at Crosspoint Community Church. Five guests per student will be allowed and it will be live streamed. Kim Christofferson and Erika Callegari will be the Board members presenting diplomas.
 - d. Staffing Update for 21/22 School Year: We have 2 positions open, 7th grade teacher and a Home Study/7th & 8th Intervention teacher. We are looking into a 0.2 FTE speech pathologist with Cottonwood. The JPA is looking for a psychologist and counselor for our school.
 - e. Class Configurations for the 21/22 School Year: Kevin Kurtz discussed the updated class configurations for 21/22.
 - f. State testing: State testing for 3rd-8th starts next week.
 - g. Fencing: We received a quote of \$12,000 for fencing by the solar panels.
 - h. Covey Leadership: Moving forward with the "Leader in Me" program.
- B. Business Office Report

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6. CONSENT ITEMS

- A. Approval of Regular Meeting Minutes from March 16, 2021. Motion: KChristofferson
- B. Approval of Monthly Warrants. Second: ECallegari
- C. Williams Quarterly Report (Q3: February - April) Vote: 5-0
- D. Retirement end of 20/21 School Year: Sue Grabek, Teacher
- E. Resignation end of 20/21 School Year: Olivia Gillespie, Teacher

7. DISCUSSION/ACTION ITEMS

- A. Discussion: COVID-19 Update and Expenditures of One-Time Monies.
- B. Discussion/Action: Resolution #210420A (Staff Appreciation Week: May 3-7, 2021). Motion: KChristofferson
Second: ECallegari
Vote: 5-0
- C. Discussion/Action: Consideration for revising the 21/22 school calendar to include a weekly minimum day. Holding over to May Meeting to allow communication with parents. Considering a start time of 8:10 a.m. and end times of 2:30/3:00 p.m. with a 35 minute lunch.
- D. Discussion/Action: Resolution #210420B (Authorized Signers on Tri-County Bank Accounts). Motion: LBullard
Second: NTackett
Vote: 5-0
- E. Discussion/Action: Approval of contract by Harbert Roofing to reroof the flat portions of the admin wing and rooms 14 & 15. Motion: KChristofferson
Second: ECallegari
Vote: 5-0

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8. NEXT MEETING & BOARD DISCUSSION

- A. Board Discussion of School Affairs: Erika Callegari thanked Olivia Gillespie and Sue Grabek and said they will be missed. Nazzer Tackett had questions regarding wearing masks for next year. Lyndse Bullard stated she was happy about the new programs next year and about the staff. Kim Christofferson stated it will be a big loss and big shoes to fill losing Sue Grabek and Olivia Gillespie. Jim Brimble thanked the staff and is grateful for all their dedication.
- B. Regular Board Meeting – May 18, 2021
- C. Future Agenda Items
 - a. Superintendent/Principal's Contract
 - b. Annual Declaration of Need for Qualified Educators
 - c. ELO Plan Approval
 - d. Retention Policy

9. ADJOURNMENT TO CLOSED SESSION at: 7:29 p.m.

Motion: Ecallegari

Second: NTackett

Approved: 5-0

10. CLOSED SESSION

- a. Superintendent's Evaluation:

11. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION:

It was reported out that the Superintendent received a satisfactory evaluation.

12. ADJOURNMENT at: 8:33 p.m.

Motion: ECallegari

Second: NTackett

Approved: 5-0

Respectfully Submitted:

Lori Brunelli, District Secretary

Kim Christofferson, Board Clerk

Checks Dated 04/02/2021 through 05/07/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010879867	04/15/2021	ANDERSON COTTONWOOD DISP SVS	01-5545	GARBAGE		553.42
9010879868	04/15/2021	CALIFORNIA SAFETY CO	01-5620	ALARM 4/1/21-4/30/21		97.50
9010879869	04/15/2021	CANON FINANCIAL SERVICES	01-5620	COPIER		975.18
9010879870	04/15/2021	EIDE BAILLY LLP	01-5812	FINAL 2019-20 AUDIT		3,000.00
9010879871	04/15/2021	FRONTIER	01-5910	PHONE 3825/21-4/24/21		190.52
9010879872	04/15/2021	HUE & CRY INC	01-5805	ALARM 5/1/21-5/31/21		64.63
9010879873	04/15/2021	INDEPENDENT EDUCATIONAL PROG	01-5805	MAR NPS B.AYER		4,945.00
9010879874	04/15/2021	KARA AYER	01-5805	IEP SCHOOL MLG/B.		360.64
9010879875	04/15/2021	LOY J MATTISON	01-5805	ERATE		1,007.50
9010879876	04/15/2021	MISSION LINEN SUPPLY	01-4515	SUPPLIES	109.93	
9010879877	04/15/2021	MOUNTAIN VALLEY SPECIAL ED JPA	01-5910	LAUNDRY	172.75	282.68
9010879878	04/15/2021	NORTH STATE PARENT	01-5805	SPEC ED SRVCS 7/1-3/31/21		1,353.33
9010879879	04/15/2021	PALO CEDRO MARKET - SHELL	01-5814	1/4 PAGE AD		420.00
9010879880	04/15/2021	REDDINGS SPEECH & LANGUAGE CTR	01-4510	MOWER GAS		24.77
9010879881	04/15/2021	STROUPS CHAIN SAW INC.	01-5805	SPEECH		3,135.00
9010879882	04/15/2021	TERMINIX PROCESSING CENTER	01-4510	PARTS		6.80
9010879883	04/15/2021	TSA CONSULTING GROUP, INC	01-5555	PEST CONTROL		143.00
9010879884	04/15/2021	US BANK EQUIPMENT FINANCE	01-5801	RETIREMENT PLAN		15.00
9010879885	04/15/2021	VERIZON WIRELESS	01-5620	PRINTERS 3/20/21-4/20/21		398.58
9010880920	04/22/2021	CDW GOVERNMENT	01-5910	SUPT CELL 2/23/21-4/14/21		49.89
9010880921	04/22/2021	COLUMBIA SCHOOL DISTRICT	01-5805	SUBSCRIP LICENSE - 1 YEAR/FALCON		831.00
9010880922	04/22/2021	DELL COMPUTER	01-5805	VIRUS PROTECTION		4,828.00
9010880923	04/22/2021	ENGLISH, ILENE L	01-4310	Q3 20/21 CONSORT-ASST SUP		17,623.50
9010880924	04/22/2021	GOPHER SPORT	01-5930	CHROMEBOOKS		57.20
9010880925	04/22/2021	LOY J MATTISON	01-4510	POSTAGE/ROLL STAMPS		393.95
9010880926	04/22/2021	MISSION LINEN SUPPLY	01-5805	PLAYGROUND EQUIP		1,007.50
9010880927	04/22/2021	OFFICE DEPOT	01-5805	ERATE PROJECT		172.75
9010880928	04/22/2021	SHASTA COUNTY OFFICE OF ED	01-5530	LAUNDRY		
9010880929	04/22/2021	SMOOTHWALL	01-4310	COLLORD/CLSRM SUPPLIES	16.08	
9010880930	04/22/2021	SYNCE/AMAZON	01-4310	SUPPLIES	51.74	
			01-5805	PSYCH SVCS JAN-MAR 21		67.82
			01-5801	FIREWALL/STUDENT FILTERING		3,475.00
			01-4310	PROJECTOR LAMP	59.48	
			01-4510	CAR JUMP STARTER	85.79	
				NOTE CARDS/LASER PRINT/ADMIN	66.18	
9010881804	04/29/2021	CALIFORNIA'S VALUED TRUST	01-4515	EYE WASH SOLUTION	100.90	312.35
9010881805	04/29/2021	JW WOOD COMPANY INC	01-9550	EMPLOYEE		25,599.32
			01-4510	PLUMBING		87.22

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.

ESCAPE

ONLINE

68.1

Checks Dated 04/02/2021 through 05/07/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010881806	04/29/2021	MENDES SUPPLY	01-4515	MOP RINSE		52.08
9010881807	04/29/2021	PACIFIC GAS ELECTRIC COMPANY	01-5515	MAIN 3/17/21-4/15/21	24.64	
				POLE 3/18/21-4/16/21	24.28	
9010882374	05/06/2021	CANON FINANCIAL SERVICES	01-5620	COPIER		48.92
9010882375	05/06/2021	FRONTIER	01-5910	PHONE 4/25/21-5/24/21		975.18
9010882376	05/06/2021	INDEPENDENT EDUCATIONAL PROG	01-5805	APRIL NPS B.A.		191.38
9010882377	05/06/2021	MISSION LINEN SUPPLY	01-5530	LAUNDRY		3,655.00
9010882378	05/06/2021	RAY MORGAN COMPANY	01-4310	STAPLES		170.11
9010882379	05/06/2021	REDDINGS SPEECH & LANGUAGE CTR	01-5805	SPEECH		126.56
9010882380	05/06/2021	TWO WAY RADIO GEAR, INC.	01-4510	MOTOROLA RADIO		2,032.50
9010882381	05/06/2021	US BANK	01-4310	INCENTIVES/ WATER BOARD MTGS	57.54	1,316.50
				SIPPS SP ED	155.59	
			01-4510	HINGES	25.31	
				INCENTIVES/ WATER BOARD MTGS	19.95	
				TRAILER SPRAYER	321.74	
9010882382	05/06/2021	US BANK EQUIPMENT FINANCE	01-5910	PHONE CREDIT	50.00	630.13
9010882383	05/06/2021	VAUGHN, NANCY	01-5620	PRINTERS		398.58
			01-4310	DAYCARE/H.S. SUPPLIES	6.65	
			01-4510	DAYCARE/H.S. SUPPLIES	105.60	112.25
9010882384	05/06/2021	VERIZON WIRELESS	01-5910	SUPT CELL 3/23/21-4/22/21		51.46
Total Number of Checks					45	86,541.15

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General	45	86,541.15
Total Number of Checks		45	86,541.15
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			86,541.15

6B.2

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.

ESCAPE ONLINE

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Expanded Learning Opportunities Grant Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
North Cow Creek School District	Kevin Kurtz Superintendent	kkurtz@northcowcreek.org (530) 549-4488

The following is the local educational agency's (LEA's) plan for providing supplemental instruction and support to students, including those identified as needing academic, social-emotional, and other supports, including the provision of meals and snacks. The plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant to implement a learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For specific requirements please refer to the Expanded Learning Opportunities Grant Plan Instructions.

Plan Descriptions

A description of how parents, teachers, and school staff were involved in the development of the plan.

Due to the short window to receive feedback for the Expanded Learning Opportunities (ELO) Grant Plan, we used the LCAP development process to gather input from parents, teachers and school staff. Staff, student and parent surveys were administered and parents, teachers, and school staff were asked to provide input to the development of our ELO plan through virtual and in-person meetings. Staff meetings and

Board/stakeholder meetings were held to review the identified needs and brainstorm options for mitigating learning loss and providing social emotional support. The school counselor, support staff, and school psychologist meet throughout the year to identify students needing additional support and to brainstorm the logistics and options for implementing the actions and services. Summer school and extended learning options were researched for identified students who would benefit from these services.

A description of how students will be identified and the needs of students will be assessed.

Students have been identified for additional support through teacher recommendations and local assessments. Staff have reached out to parents to discuss the options for mitigating learning loss and providing additional social emotional support to targeted students. Using the Multi-Tiered System of Support framework, we will strategically target students needing additional supports. Teachers have and will continue to use diagnostic and formative assessment to identify students needing additional support. Students will be placed in academic and social emotional Tier 1, 2, and 3 supports. Using flexible student groupings, we will provide direct instruction and reevaluate students needs every month.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

Parents will be contacted by the school through surveys, virtual and in-person meetings, emails, parent conferences, newsletters, letters from administration and/or individual calls from staff to inform them of the opportunities for instruction and support.

We will continue to work with our staff and parents to refine the strategies that will be implemented based on universal, targeted, and intensive supports using evidenced based practices and highly engaging academics and social emotional learning.

A description of the LEA's plan to provide supplemental instruction and support.

The district plans to approach supplemental and instructional support to our at-risk student population by extending instructional learning time in the following ways:

Small group instruction
Universal access intervention time for k-5
Hire a 6-8 grade intervention/Home Study teacher
Increasing instructional aide time to provide intensive interventions
Using parent and community volunteers to provide additional support
Before and/or After School Tutoring-Stipends for teachers providing additional support to targeted students
Stipends offered to teachers for working additional days for professional development prior to the start of the school year.
Collaboration time with staff to identify and target students needing additional support
Professional development for addressing the needs of students social emotional health, attendance, and academic needs
Professional development in writing and the Leader in Me.
Professional development for the instructional aides.

Partnering with the After School Program to provide additional support
Supplemental materials/resources to support student learning gaps

Expenditure Plan

The following table provides the LEA's expenditure plan for how it will use ELO Grant funds to support the supplemental instruction and support strategies being implemented by the LEA.

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Extending instructional learning time	\$141,600	
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports	\$130,000	
Integrated student supports to address other barriers to learning	\$104,400	
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports	0	
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility	0	
Additional academic services for students	0	

7A.3

7A.4

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	\$97,730	
Total Funds to implement the Strategies	\$473,730	

A description of how ELO Grant funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA.

The ELO Grant funds will be used to supplement the ESSER funds and state funds to support interventions for our most at-risk students.

Expanded Learning Opportunities Grant Plan Instructions: Introduction

The Expanded Learning Opportunities Grant Plan must be completed by school districts, county offices of education, or charter schools, collectively referred to as Local Educational Agencies (LEAs), that receive Expanded Learning Opportunities (ELO) Grant funds under California Education Code (EC) Section 43521(b). The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before June 1, 2021, and must be submitted to the county office of education, the California Department of Education, or the chartering authority within five days of adoption, as applicable. The plan must be updated to include the actual expenditures by December 1, 2022.

For technical assistance related to the completion of the Expanded Learning Opportunities Grant Plan, please contact ELoGrants@cde.ca.gov or lcff@cde.ca.gov

Instructions: Plan Requirements

An LEA receiving ELO Grant funds under EC Section 43521(b) is required to implement a learning recovery program that, at a minimum, provides supplemental instruction, support for social and emotional well-being, and, to the maximum extent permissible under the guidelines of the United States Department of Agriculture, meals and snacks to, at a minimum, students who are included in one or more of the following groups:

- low-income,
- English learners,
- foster youth,
- homeless students,
- students with disabilities,
- students at risk of abuse, neglect, or exploitation,
- disengaged students, and
- students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For purposes of this requirement

- “Supplemental instruction” means the instructional programs provided in addition to and complementary to the LEAs regular instructional programs, including services provided in accordance with an individualized education program (IEP).
- “Support” means interventions provided as a supplement to those regularly provided by the LEA, including services provided in accordance with an IEP, that are designed to meet students’ needs for behavioral, social, emotional, and other integrated student supports, in order to enable students to engage in, and benefit from, the supplemental instruction being provided.
- “Students at risk of abuse, neglect, or exploitation” means students who are identified as being at risk of abuse, neglect, or exploitation in a written referral from a legal, medical, or social service agency, or emergency shelter.

EC Section 43522(b) identifies the seven supplemental instruction and support strategies listed below as the strategies that may be supported with ELO Grant funds and requires the LEA to use the funding only for any of these purposes. LEAs are not required to implement each supplemental instruction and support strategy; rather LEAs are to work collaboratively with their community partners to identify the

supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage, plan, and collaborate on program operation with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the design and implementation of the supplemental instruction and support strategies being provided (EC Section 43522[h]).

The seven supplemental instruction and support strategies are:

1. Extending instructional learning time in addition to what is required for the school year by increasing the number of instructional days or minutes provided during the school year, providing summer school or intersessional instructional programs, or taking any other action that increases the amount of instructional time or services provided to students based on their learning needs.
2. Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports including, but not limited to, any of the following:
 - a. Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff.
 - b. Learning recovery programs and materials designed to accelerate student academic proficiency or English language proficiency, or both.
 - c. Educator training, for both certificated and classified staff, in accelerated learning strategies and effectively addressing learning gaps, including training in facilitating quality and engaging learning opportunities for all students.
3. Integrated student supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.
4. Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports.
5. Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility.
6. Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning.
7. Training for school staff on strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs.

As a reminder, EC Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable IEP.

Fiscal Requirements

The following fiscal requirements are requirements of the ELO grant, but they are not addressed in this plan. Adherence to these requirements will be monitored through the annual audit process.

- The LEA must use at least 85 percent (85%) of its apportionment for expenditures related to providing in-person services in any of the seven purposes described above.
- The LEA must use at least 10 percent (10%) of the funding that is received based on LCFF entitlement to hire paraprofessionals to provide supplemental instruction and support through the duration of this program, with a priority for full-time paraprofessionals. The supplemental instruction and support provided by the paraprofessionals must be prioritized for English learners and students with disabilities. Funds expended to hire paraprofessionals count towards the LEAs requirement to spend at least 85% of its apportionment to provide in-person services.

- An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

Instructions: Plan Descriptions

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

A description of how parents, teachers, and school staff were involved in the development of the plan

Describe the process used by the LEA to involve, at a minimum, parents, teachers, and school staff in the development of the Expanded Learning Opportunities Grant Plan, including how the LEA and its community identified the seven supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage with community partners, expanded learning programs, and existing behavioral health partnerships in the design of the plan.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

Describe the LEA's plan for informing the parents and guardians of students identified as needing supplemental instruction and support of the availability of these opportunities, including an explanation of how the LEA will provide this information in the parents' and guardians' primary languages, as applicable.

A description of how students will be identified and the needs of students will be assessed

Describe the LEA's plan for identifying students in need of academic, social-emotional, and other integrated student supports, including the LEA's plan for assessing the needs of those students on a regular basis. The LEA's plan for assessing the academic needs of its students may include the use of diagnostic and formative assessments.

As noted above in the Plan Requirements, "other integrated student supports" are any supports intended to address barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.

A description of the LEA's plan to provide supplemental instruction and support

Describe the LEA's plan for how it will provide supplemental instruction and support to identified students in the seven strategy areas defined in the Plan Requirements section. As a reminder, the LEA is not required to implement each of the seven strategies; rather the LEA will to work collaboratively with its community to identify the strategies that will be implemented. The plan must include a description of how supplemental instruction and support will be provided in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports. The plan must also include a description of how the services will be provided through a program of engaging learning experiences in a positive school climate.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable individualized education program. Additionally, LEAs are encouraged to collaborate with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the implementation of, this plan (*EC* Section 43522[h]).

7A.7

Instructions: Expenditure Plan

The 'Supplemental Instruction and Support Strategies' column of the Expenditure Plan data entry table lists the seven supplemental instruction and support strategies that may be supported with ELO Grant funds.

Complete the Expenditure Plan data entry table as follows:

In the 'Planned Expenditures' column of the data entry table, specify the amount of ELO Grant funds being budgeted to support each supplemental instruction and support strategies being implemented by the LEA and the total of all ELO Grant funds being budgeted.

The plan must be updated to include the actual expenditures by December 1, 2022. In the 'Actual Expenditures' column of the data entry table the LEA will report the amount of ELO Grant funds that the LEA actually expended in support of the strategies that it implemented, as well as the total ELO Grant funds expended.

A description of how these funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA

Describe how the LEA is coordinating its ELO Grant funds with funds received from the federal Elementary and Secondary School Emergency Relief (ESSER) Fund provided through the federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (Public Law 116-260), also known as ESSER II, to maximize support for students and staff.

California Department of Education
March 2021

7A.B

North Cow Creek Elementary School District

EMPLOYMENT AGREEMENT WITH

Kevin Kurtz

AS

SUPERINTENDENT/PRINCIPAL

2021-022

This **Employment Agreement ("Agreement")** is entered into on May 18, 2020, between the Board of Trustees of the **North Cow Creek Elementary School District** (hereinafter referred to as "**Board**" or "**District**") and Kevin Kurtz, Superintendent/Principal (hereinafter referred to as Superintendent/Principal).

1. Term of Contract

Pursuant to Education Code section 35031, the District hereby employs Superintendent/Principal for a period of two (2) school years, beginning the 1st day of July 2021, and terminating on the 30th day of June 2023.

Not later than May 1st of each school year, should the Superintendent/Principal receive a satisfactory evaluation pursuant to this Agreement, this Agreement will be extended for an additional year, so long as the term of the Agreement does not at any time exceed two (2) years. An amendment for the extension of the term of this agreement shall be approved at the June regularly scheduled Board Meeting.

2. Employment as the Superintendent/Principal

The Board employs the Superintendent/Principal and the Superintendent/Principal accepts employment as the Superintendent/Principal of the North Cow Creek Elementary School District of Shasta County, in the State of California.

3. Salary

The annual salary of the Superintendent/Principal shall be payable in twelve (12) equal, monthly installments. When only a portion of any year or month is served, the Superintendent/Principal's salary shall be prorated to reflect such service.

The Superintendent/Principal's salary for the 2021-2022 school year shall be \$121,186.00.

Commencing the 2022-2023 school year and each school year thereafter, the Superintendent/Principal shall receive each year of the Term of this Agreement a 1% increase to the Superintendent/Principal's salary beginning July 1 of each school year. The Board may meet in the spring of each school year to consider whether or not to increase the Superintendent/Principal's salary in excess of the aforementioned amounts.

Based upon merit, job performance, and other criteria established by the Board, the Board may provide additional increases for any and all years of this Agreement. Any increase in salary shall not be considered either as entering into a new agreement or the extension of the term of this Agreement. Any changes in salary during the term of this Agreement shall be made by a written amendment to this Agreement and announced publicly at a regularly scheduled Board meeting.

If the salary rate of the majority of the other certificated employees of the District has been adjusted downward the Board shall have the right to adjust the Superintendent's salary downward at a commensurate rate.

4. Duties

The District employs the Superintendent/Principal as a full-time Superintendent/Principal. Superintendent/Principal shall perform the duties as prescribed by the current laws of the State of California and Board Policy, which include but are not limited to, the following duties:

- Review all policies adopted by the Board and make appropriate recommendations to the Board.
- Periodically evaluate employees as provided for by California Law, Board policy, and Certified

and Classified contracts.

- Advise the Board of all possible sources of funds that might be available to implement new programs or complete present District programs.
- Endeavor to maintain and improve his professional competence by all available means, including subscription to and reading of appropriate periodicals, and joining and participating in appropriate professional associations, and the activities.
- Establish and maintain an appropriate community relations program.
- Serve as the liaison between the Board and Board's representative with respect to all employer-employee matters, including contract negotiations, and make recommendations to the Board concerning those matters.
- Manage the District's facilities and make recommendations to the Board regarding the facilities' condition and possible changes to those facilities.
- Those duties as prescribed by the laws of the State of California and Board policy.
- All other duties as requested by the Board.

5. Superintendent/Principal Performance Objectives

On or prior to June 1, 2021 and prior to June 1st of each school year thereafter, the Superintendent/Principal and the Board will meet to establish performance objectives for the succeeding school year. These objectives shall be reduced to writing and shall be the primary criteria by which the Superintendent/Principal is evaluated.

6. Evaluation

The Board shall evaluate the Superintendent/Principal's performance in writing once a school year during the term of this Agreement. The evaluation shall be completed prior to May of each school year. This evaluation shall be based upon, but not limited to, the duties and responsibilities of the Superintendent/Principal as set forth in this Agreement and the performance objectives for the school year in question.

The Board and Superintendent/Principal shall agree upon a written evaluation format, which shall be used during the term. The Board, unless otherwise agreed to in writing with the Superintendent/Principal, shall maintain confidentiality concerning the contents of any evaluation.

7. Health and Welfare Benefits/ Insurance

The Superintendent/Principal shall receive the same health and welfare benefits afforded to certificated employees of the District. The Superintendent/Principal will also receive the same District-provided life insurance coverage afforded other eligible District employees.

8. Statutory Benefits

The Superintendent/Principal shall be entitled to participate in the State Teachers Retirement System, State Unemployment Insurance, and Workers Compensation programs, as is consistent with all other certificated employees in the District. Employee and employer contributions shall be made by each party in accordance with the requirements of each program.

9. Business Expenses

The District shall pay to the Superintendent/Principal the sum of one hundred fifty dollars (\$150) per month for 12 months as a mileage allowance for district use of the Superintendent/Principal's car; and as an expense allowance within Shasta and Tehama counties. The district shall provide a cell phone for district and personal use. Cell phone expenses/charges above the approved regular monthly charges will be paid by the

Superintendent/Principal. In addition, the District shall compensate the Superintendent/Principal for air travel, lodging, and expenses outside Shasta and Tehama counties upon prior approval by the School Board. The District and the Superintendent/Principal may meet in the spring of each school year to determine if the mileage and expense allowance should be increased.

10. Professional Activities

The District shall pay the annual dues for an individual membership for the Superintendent/Principal in the state and local Association of California School Administrators (ACSA) organizations during each school year of this Agreement and other professional organizations approved by the School Board.

11. Work Year

The Superintendent/Principal shall render twelve (12) months' full-time regular service to the District during each school year covered by this Agreement, exclusive of holidays. The Superintendent/Principal will work two hundred fifteen (215) days per year.

Notwithstanding the foregoing, Superintendent /Principal shall be on call to perform his duties 24 hours a day, 7 days a week. Superintendent/Principal acknowledges that as a 24/7 employee, District affairs may call upon him to devote other days as he shall be Superintendent/Principal. If additional work days are required beyond the two hundred fifteen (215) days, the Superintendent/Principal shall reach a mutual agreement with the School Board to modify his/her work year calendar to accommodate the additional work days or, if agreed upon by the School Board, paid at his/her current daily rate with all necessary contributions being deducted.

12. Sick Leave

The Superintendent/Principal shall be entitled to twelve (12) working days of sick leave each school year. The Superintendent/Principal may accumulate unused sick leave days. Upon entering into this Agreement the Superintendent/Principal may transfer any accumulated and unused sick leave days from another school district as permitted by Education Code section 44979. Upon termination or expiration of this Agreement, the Superintendent/Principal may transfer the accumulated and unused sick leave days to another school district as permitted by Education Code section 44979. In no event shall the District make cash payment to the Superintendent/Principal for accumulated and unused sick leave.

13. Termination of Contract

This Agreement may be terminated by any of the following events:

- A. Mutual written agreement of the parties.
- B. Superintendent/Principal's failure to maintain a valid California Administrative Credential.
- C. Death of Superintendent/Principal.
- D. Disability or Incapacity of Superintendent/Principal.
- E. Termination for cause.

The Board may terminate this Agreement for cause upon forty-five (45) days' written notice to the Superintendent/Principal, provided, however, the Superintendent/Principal shall be given forty-five (45) days' written notice of the charges against him to permit him a meaningful

opportunity to respond to the charges, in person, provided that it is in closed session, or in writing, to the Board prior to the Board's final decision. Superintendent/Principal's right to respond shall be his exclusive right to any hearing otherwise required by law and Superintendent/Principal shall be liable for the cost or fees associated with the employment of a representative or attorney.

Cause, as it relates to this section, shall be defined as: (1) breach of this Agreement; (2) refusal or failure to act in accordance with specific provisions of this Agreement; (3) unsatisfactory performance, (4) conviction of a crime or of any crime involving moral turpitude; (5) suspension or revocation of any credential held by the Superintendent/Principal.

In the event this Agreement is terminated for cause, no further payment shall be made to Superintendent/Principal.

F. Termination without cause.

The Board may terminate this Agreement if at least 80% of the members of the Board vote to terminate without cause. The Board shall provide Superintendent/Principal with forty-five (45) days' written notice. Upon exercising its option under this subsection, the Board shall pay salary and other benefits to the Superintendent/Principal, pursuant to this paragraph, and shall advise the public and prospective employers that he was terminated under a provision of this Agreement, which does not require cause.

If the Board exercises its option to dismiss the Superintendent/Principal without cause, the Superintendent/Principal will be compensated for the remainder of this Agreement or twelve (12) months of salary paid twelve (12) monthly payments of an equal amount, whichever is lesser, until the full amount is paid. The parties agree the District's completion of its obligations under this provision constitutes the Superintendent/Principal's sole remedy to the fullest extent provided by law. The parties agree that this provision is intended to meet the requirements governing cash settlements as set forth in Government Code sections 53260, et. seq.

For the balance of the term of this Agreement, or for twelve (12) months, whichever is lesser, the District shall continue to provide the Superintendent/Principal with the health and welfare benefits coverage and life insurance coverage, in the amount shown in Paragraph 7, Health and Welfare Benefits/Insurance of this Agreement, as provided to him while serving as Superintendent/Principal. However, such health and welfare benefits coverage and life insurance coverage shall be terminated when the Superintendent/Principal obtains coverage through a new employer.

- G. Abuse of Office: Pursuant to Government Code section 53243.2, any funds received by the Superintendent/Principal from the District as a buyout, resulting from the Board's decision to terminate the Superintendent/Principal without cause, shall be fully reimbursed to the District if the Superintendent/Principal is convicted of a crime involving the abuse of his or her powers of office. If the District funds the criminal defense of the Superintendent/Principal against charges involving the abuse of his or her office or position, and the Superintendent/Principal is then convicted of those charges, the Superintendent/Principal shall fully reimburse the District for all District funds paid for the Superintendent/Principal's criminal defense.

H. Election of Superintendent/Principal to terminate agreement.

The Superintendent/Principal shall notify the Board President of any interview scheduled as a

finalist with another employer. The Superintendent/Principal may resign at any time upon giving forty- five (45) days' written notice to the Board. All reasonable efforts will be made by the Superintendent/Principal and the Board to have the resignation take effect at the end of the current school year. The Superintendent/Principal may only resign upon shorter notice with the written consent of the Board of Trustees given at a duly noticed Board meeting.

I. Non re-election

The Board may determine not to re-employ the Superintendent/Principal upon the expiration of this Agreement by providing written notice at least ninety (90) days before the expiration of this Agreement in accordance with Education Code section 35031.

Superintendent/Principal shall inform the Board of this notice requirement, in writing, no later than one hundred and twenty (120) days before the expiration of this Agreement.

Superintendent/Principal's failure to provide this notice shall be considered a material breach of this Agreement and grounds for termination for cause.

15. Outside Professional Activities

With prior approval of the Board President, the Superintendent/Principal may undertake consultative work, speaking engagements, writing, lecturing, political office, or other professional duties and obligations. These outside professional activities may be performed for consideration provided they do not interfere and are not incompatible with the Superintendent/Principal's performance of his duties under this Agreement. The Superintendent/Principal shall keep the Board informed of such outside professional activities. In such cases, honorariums paid to the Superintendent/Principal in connection with these activities shall be transferred to the District, if District time off is required to perform such activities. If the Superintendent/Principal chooses to use vacation leave to perform outside activities, he shall retain any honorarium paid. In no case will the District be responsible for any expenses attendant to the performance of such outside activities.

16. Indemnity

In accordance with the provisions of Government sections 825 and 995, the District shall defend the Superintendent/Principal from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent/Principal in Superintendent/Principal's individual capacity, or official capacity as an agent and employee of the District, provided that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the Superintendent/Principal was acting within the scope of employment provided. Superintendent/Principal shall provide the District with the required written notice and agrees to reasonably cooperate in good faith in the defense of the demand, claim suit, action, or legal proceeding. Unless there is a finding of criminal action, actual fraud, corruption or actual malice, or that Superintendent/Principal willfully failed or refused to conduct the defense of the claim or action in good faith in the defense conducted by the District, the District shall hold harmless and indemnify the Superintendent/Principal from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent/Principal in Superintendent/Principal's individual capacity or in Superintendent/Principal's official capacity as an agent and employee of the District, provided that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the Superintendent/Principal was acting within a scope of Superintendent/Principal's employment. Such indemnification and hold harmless shall be for any and all claims arising out of or related to this contract and its provisions, duties and responsibilities of the Superintendent/Principal's job performance, including any extensions of this Agreement.

17. Amendment

This Agreement may be amended by mutual consent of the Board and Superintendent/Principal provided that any amendment shall be in writing.

18. Separability and Savings

If any provisions of this Agreement shall be held invalid by operation of law of any arbitrator, tribunal or court of competent jurisdiction, or if compliance with or enforcement of any provisions should be restrained by such arbitrator, tribunal or court pending a final determination as to its validity, the remainder of this Agreement shall not be affected.

19. General Provisions

This Agreement is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of the Board of Trustees of the North Cow Creek Elementary School District.

This Agreement is the full and complete agreement between the parties, and it can be changed or modified only in writing, signed by all parties or their successors in interest to this Agreement.

We affix our signatures to this Agreement as the full and complete understanding of the relationships between the parties.

BOARD OF TRUSTEES, NORTH COW CREEK ELEMENTARY SCHOOL DISTRICT, SHASTA COUNTY, STATE OF CALIFORNIA

President

Clerk

Trustee

Trustee

Trustee

I accept this offer of employment and agree to comply with the conditions of this Agreement and to fulfill all the duties of employment of the Superintendent/Principal of the North Cow Creek Elementary School District.

Kevin Kurtz

Date



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

7C.1
Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2021/2022

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: North Cow Creek School District District CDS Code: 70078

Name of County: Shasta County CDS Code: 45

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 18 / 2021 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2022.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Kevin Kurtz</u>	<u>Superintendent/Principal</u>
<i>Name</i>	<i>Title</i>
<u>530-549-4490</u>	<u>530-549-4488</u>
<i>Fax Number</i>	<i>Telephone Number</i>
<u>10619 Swede Creek Rd., Palo Cedro, CA 96073</u>	<u>5/18/2021</u>
<i>Mailing Address</i>	<i>Date</i>
<u>kkurtz@northcowcreek.org</u>	
<i>EMail Address</i>	

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ Name	_____ Signature	_____ Title
_____ Fax Number	_____ Telephone Number	_____ Date
_____ Mailing Address		
_____ E-Mail Address		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	2
Bilingual Authorization (applicant already holds teaching credential)	2
List target language(s) for bilingual authorization: _____	
Resource Specialist	2
Teacher Librarian Services	1

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	3
Single Subject	2
Special Education	2
TOTAL	7

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☒ No ☐

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes ☒ No ☐

If yes, how many interns do you expect to have this year? 1-2 _____

If yes, list each college or university with which you participate in an internship program.

Simpson University

California State University, Chico

If no, explain why you do not participate in an internship program.

North Cow Creek School

2021- 2022 School Calendar

Approved: Proposed

July 2021						
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

21

1st Semester Ends:	November 5
2nd Semester Ends:	February 18
3rd Semester Ends:	June 9
Back to School	September 2
Open House	May 4
Shaded = Student Attendance Days (180)	

August 2021						
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				

11

16

September 2021						
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		

14

October 2021						
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						

21

15

November 2021						
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				

15

23

December 2021						
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	

16

January 2022						
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					

14

February 2022						
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					

21

March 2022						
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		

23

7

April 2022						
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

May 2022						
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				

21

June 2022						
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		

7

HOLIDAYS/RECESSES



Labor Day	Sep 6
Veteran's Day Holiday.	Nov 11
(by law must be Nov 11 if a weekday)	
Thanksgiving Break	Nov 22-26
Winter Break	Dec 23-Jan 10
Martin Luther King Day	Jan 17
Presiden's Week	Feb 21-25
Spring Break	Apr 11-15
Memorial Day	May 30

Thanksgiving - November 24
Easter - April 17

CERTIFICATED DATES

School Starts:	August 17
School Ends:	June 9
District Work Days	Aug 12, 13, Jun 10 Jun 4
Staff Development Days	Aug 16, Nov 1 Jan 10
Minimum Days	
Snow Day Makeup:	June 10

(If snow day makeup is used, then June 10 work day will be moved to June 13)

North Cow Creek School
2021/2022 Option 4 (35 Min Lunch/Regular with Wed Minimum Days)

Regular Day (Grades TK-2)			
START	END	TOTAL	
8:10	10:15	Instruction	2:05
10:15	10:30	Recess	0:15
10:30	12:30	Instruction	2:00
12:30	13:05	Lunch	0:35
13:05	14:30	Instruction	1:25
		Total Instruction	5:30
		Minutes	330

Summary of Minutes			
Full Days	Min Days	Ttl Minutes	
138	42		
TK-3 Summary	45540	9450	54990
4-8 Summary	49680	9450	59130

Minimum Day (Grades TK-3)			
START	END	TOTAL	
8:10	10:15	Instruction	2:05
10:15	10:30	Recess	0:15
10:30	12:10	Instruction	1:40
		Total Instruction	3:45
		Minutes	225

Computer Prep (36 weeks)	Prm Min.	Rev. Min.
K-3 (90 min/week)	3240	51750
4-8 (135 min/week)	4860	54270

Regular Day (Grades 4-8)			
START	END	TOTAL	
8:10	9:45	Instruction	1:35
9:45	10:00	Recess	0:15
10:00	11:50	Instruction	1:50
11:50	12:25	Lunch	0:35
12:25	15:00	Instruction	2:35
		Total Instruction	6:00
		Minutes	360

Universal Access/Intervention Times			
Times	Stf Av	Grade?	
8:45 - 9:15	3	Third	
9:15 - 9:45	4	Kinder	
10:45 - 11:15	5	Second	
11:15 - 11:45	4	First	
1:15 - 1:45	4	Fourth	
1:45 - 2:15	5	Fifth	

Minimum Day (Grades 4-8)			
START	END	TOTAL	
8:10	9:45	Instruction	1:35
9:45	10:00	Recess	0:15
10:00	12:10	Instruction	2:10
		Total Instruction	3:45
		Minutes	225

Required Minutes	
K:	36,000
1-3:	50,400
4-8:	54,000

722

North Cow Creek School District
Job Description
Behavior Technician
Column C

DEFINITION

Provides assistance to certificated teachers, guidance counselors, crisis teachers, and other certified specialists in the education, care, and development of mentally, physically, socially and emotionally challenged students. Employees in this class perform instruction, clerical and behavioral management duties and personally assist trainable, educable, profoundly and severely emotionally, socially and physically challenged students. Work is performed under the direction of a certificated teacher, school counselor, or administrator.

ESSENTIAL DUTIES

- Applies basic practices in behavioral management and assists in the teaching of problem solving skills to students as prescribed by the supervising teacher, school counselor, or administrator.
- Provides assistance in the learning area in dealing with behavioral problems by applying crisis intervention to students with aggressive behavior and restraining violent students as needed.
- Serves as a floater to various learning areas to assist in maintaining appropriate behaviors.
- Responds to crisis calls, assesses the situation, and responds accordingly.
- Assists sets-up and implements a reward system for targeted students.
- Monitors, observes, and charts behavior of students and documents behavioral changes.
- Reinforces rules of the school and learning environment; acknowledges and encourages appropriate behavior and distinguishes inappropriate behavior for the students' understanding.
- Provides assistance in the development and follow-up of behavior plans.
- May perform a variety of clerical tasks such as typing, copying, stapling, filing, locating and assembling materials, laminating, etc.
- Maintains confidential, accurate and complete records of student activities and behavior which may require the use of a computer terminal.
- Schedule student's sessions and conferences.
- Participate in job-related meetings and trainings as requested.
- Work with students in small groups or on a 1: 1 basis, to reinforce basic skills or to supplement classroom or playroom work.
- Facilitate the development of peer relationships and supports of other students in the classroom.
- Monitor individual progress of students and discuss problems and improvements with teacher, school counselor or administrator.
- Assist in the implementation and monitoring of a behavior intervention plan.
- Facilitate student independence.
- Provide assistance to students in meeting personal needs (i.e. restrooming, dressing, personal hygiene, etc.)
- Performs related duties as required.

REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic behavior management principles and practices including but not limited to the following:
 - Crisis intervention
 - Child growth and development
 - Developmentally age-appropriate practices
 - Behavioral interventions
 - Relaxation techniques
 - Methods and techniques employed with socially, emotionally, mentally, and physically challenged children.
 - Basic CPR methods and standard 1st Aid. Universal health precautions.
- Correct English usage including vocabulary, spelling, grammar, and punctuation.
- Effective communication skills both oral and written.
- Indoor/outdoor recreational activities suitable for challenged students.
- Safe work practices and proper lifting techniques.
- Knowledge of basic record keeping forms related to student's education.

Skills in:

- Assessing students and targeting difficult times of the day for the individual student.
- Teaching and working with emotionally, physically, socially, and mentally challenged students.
- Handling students experiencing inappropriate social behaviors, aggressive behavior, seizures, etc.
- Conflict resolution.
- Recognizing symptoms of abuse and documenting/reporting observations.
- Establishing and maintaining effective working relationships.
- General office practices and clerical skills.

Ability to:

- Develop rapport with all students, being fair, consistent and respectful.
- Establish and maintain cooperative working relationships.
- Take appropriate action in emergency situations; follow procedures in a calm, responsible manner.
- Analyze situations including instruction, class and behavior management, implement an effective course of action, and monitor student progress.
- Maintain and improve professional skills and knowledge.
- Work independently as necessary.
- Be flexible and receptive to change.

EDUCATION and/or EXPERIENCE

- A high school diploma or general education degree (GED).
- Two years of college education with 48 college credits, or an AA degree, or the passing of a state approved assessment proficiency test (Paraprofessional Certificate), is required.
- One year of experience, three years preferred, performing duties of a comparable nature is desirable.
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Targeted training and/or certifications/degrees in behavior management/intervention and special needs students is preferred.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger; handle; or feel, reach with hands and arms, and talk or hear. The employee frequently is required to sit, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the work environment is usually moderate.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee maybe exposed to students with aggressive behavior, verbally abusive language, and physical limitations and is occasionally exposed to body fluids. The employee occasional be exposed to outside weather conditions. The noise level in the work environment is usually moderately quiet, but may frequently be loud.

North Cow Creek Elementary School District
2020/2021 Classified Salary Schedule
Effective July 1, 2020 - Minimum Wage change effective 1/1/21

	A Para Food Service Child Care Asst		B Custodial	C Child Care Supervisor Inst. Tech Beh Tech	D Custodial / Maintenance Lead	E Tech Coordinator	F SpEd Para		G Attendance Secretary
	7/1/20	1/1/21					7/1/20	1/1/21	
1	12.56	14.00	14.30	15.03	16.81	18.54	13.74	14.00	15.44
2	13.33	14.00	15.16	15.94	17.65	19.66	14.57		16.37
3	14.12		16.07	16.89	18.53	20.84	15.44		17.35
4	14.96		17.03	17.90	19.45	22.09	16.37		18.39
5	15.71		17.89	18.80	20.23	23.19	17.19		19.31
6	16.50		18.78	19.74	21.04	24.35	18.05		20.28
7	17.32		19.72	20.73	21.88	25.57	18.95		21.29
8	18.19		20.71	21.76	22.76	26.85	19.90		22.35
9	19.10		21.74	22.85	23.67	28.19	20.89		23.47
10 - 14	19.67		22.61	23.77	24.38	29.32	21.73		24.41
15 - 19	20.06		23.06	24.24	24.87	29.90	22.16		24.90
20 +	20.67		23.75	24.97	25.61	30.80	22.83		25.65

For each professional growth increment, an employee will be paid an additional \$100 per year. Payment will be part of their annual wage and be included in their monthly check.