Agenda
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
BOARD ROOM – 300 B Street
August 10, 2022
6:30 p.m. Closed Session
7:00 p.m. Estimated Open Session

District LCAP Goals

❖   Goal 1 – Biggs Unified will provide conditions of learning that will develop College and Career Ready students. Priority 1, 2 and 7.
❖   Goal 2 – Biggs Unified will plan programs, develop plans, and provide data from assessments that will maximize pupil outcomes. Priority 4 and 8.
❖   Goal 3 – Biggs Unified will promote students engagement and a school culture conducive to learning. Priority 3, 5 and 6.

OPEN SESSION

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF AGENDA**

5. **APPROVAL OF MINUTES**

Pgs. 4-7   A. June 15, 2022 Regular Minutes
Pgs.8-9   B. June 29, 2022 Special Minutes

CLOSED SESSION

1. **Public Employment Appointment of Personnel as listed under "Personnel Action" below; Pursuant to Government Code Section 54957**
2. **Classified, Certificated, Classified Confidential, and Management Personnel Discipline, Dismissal and/or Release; Pursuant to Government Code Section 54957**
3. **Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957**
4. **Litigation; Pursuant to Government Code Section 54956.9**
5. **Instructions to Board Negotiators, Superintendent and Board Member; Pursuant to Government Code Section 54957.6(a)**

If Closed Session is not completed before 7:00 p.m., it will resume immediately following the open session/regular meeting.

RECONVENE TO OPEN SESSION

1. **ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**

2. **PARENT ASSOCIATIONS REPORTS**

3. **CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS**

4. **PUBLIC COMMENT**

Anyone wishing to address the Board on items on or off the agenda may do so at this time. No action may be taken on items that are not listed as Action Items. Comments are limited to 3-5 minutes and 20 minutes each subject matter.

5. **REPORTS** (Pursuant to the Brown Act: Gov. Code 854950 et.seq. - Reports are limited to announcements or brief descriptions of individual activities)

   A. ELEMENTARY SCHOOL PRINCIPAL'S REPORT:

   B. HIGH SCHOOL PRINCIPAL'S REPORT:

   C. M/O/T AND FOOD SERVICE DIRECTOR'S REPORT:

   D. SUPERINTENDENT'S REPORT:

   E. CBO REPORT:

1. 45 Day Revised 2022/23 Budget

   F. BOARD MEMBER REPORTS:

6. **CONSENT AGENDA**

All matters listed under the Consent Agenda are routine and will be acted upon by one motion and vote. If an item needs further clarification and/or discussion, it may be removed from the Consent portion of the agenda and then be acted upon as a separate item.

A. Inter-district Agreement Request(s) for the 2022 – 2023 school year

7. **ACTION ITEMS**

   A. Adopt 45 day Revised 2022/2023 Budget

B. Approve disposal and/or public sale of surplus damaged, non-repairable chromebooks, computers and monitors as per BP 3270. List attached includes asset tag#, Make Model and Serial numbers of items.

C. Approve 2021/24 CCAP Partnership Agreement and 2022/23 CCAP Appendix between Biggs High School and Butte College

D. Adopt the Following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E):

   BP/E 0420.41 – Philosophy, Goals, Objectives and Comprehensive Plans – Charter School Oversight - Updated
   E(1) 1113 - Community Relations – District and School Web Sites - Updated
   AR/E(2) 1312.4 - Community Relations – Williams Uniform Complaint Procedures – Updated
   BP 3110 – Business and Noninstructional Operations – Transfer of Funds – Updated
   AR 3517 – Business and Noninstructional Operations – Facilities Inspection – Updated
   E(1) 3517 – Business and Noninstructional Operations – Facilities Inspection – Added
   BP/AR 3523 – Business and Noninstructional Operations – Electronic Signatures – Added
   BP/AR 3550 – Business and Noninstructional Operations – Food Service/Child Nutrition Program – Updated
   BP/AR 3551 – Business and Noninstructional Operations – Food Service Operations/Cafeteria Fund – Updated
   BP/AR 3553 – Business and Noninstructional Operations – Free and Reduced Price Meals – Updated
   AR 4112.2- Personnel – Certification - update
   AR 4161.8/4261.8/4361.8 - Personnel – Family Care and Medical Leave - update
   AR 6173.1 – Instruction – Education for Foster Youth – update

   E. Approve revised Funded Stipend List & Job Duties – *UNDER SEPARATE COVER*

8. **PERSONNEL ACTION**

   A. Approve Agriculture Teacher Extended Year Agreement with Stephen Boyes
   B. Approve Agriculture Teacher Extended Year Agreement with Elizabeth Enke
   C. Accept resignation of Devin Archie as Multi Subject Teacher at Biggs Elementary effective June 29, 2022
   D. Accept resignation of Ashley Odekirk as Multi Subject 1st grade Teacher at Biggs Elementary effective July 12, 2022

E. Approve hiring Cameron Knipe as walk-on football coach for the 2022/2023 season
F. Approve hiring Delaine Little and Callie Hane as Lifeguards for the 2022 summer season.
G. Approve hiring Jennifer Walter (Agan) as Intern teacher on a PIP at Biggs Elementary for the 2022/2023 school year
H. Approve hiring Aliana Barron as a RSP Special Ed teacher at Biggs Elementary for the 2022/2023 school year
I. Approve hiring Rebecca Christy as a teacher at Biggs Elementary for the 2022/2023 school year
J. Approve hiring Jose Ramirez and Irene Peters as Substitute Teachers starting the 2022/2023 school year
K. Accept retirement of Dave Browning, Maintenance Worker/Bus effective October 2, 2022
L. Accept retirement of Brigitt Browning, Bus/Cust./Cook effective October 2, 2022
M. Accept retirement of Donna Cyr as Administrative Assistant/HR Director effective December 30, 2022
N. Accept resignation of Adam Sharrock as ASB Advisor for the 2022/2023 school year.
O. Approve hiring Casey Morch as ASB Advisor for the 2022/2023 school year.
P. Approve hiring Michele Felkins as High School Assistant Athletic Director for the 2022/2023 school year
Q. Approve hiring Cody Walsh as Varsity Wrestling Coach for the 2022/2023 school year
R. Approve hiring Scott Perkins as walk-on Varsity Boys Basketball Coach for the 2022/2023 school year.
S. Approve hiring Cindi VanQuick as JV Girls Basketball Coach for the 2022/2023 school year.
T. Approve hiring Mechanic/Maint./Bus Driver effective 9/1/2022 – *Name to be announced at meeting*.
U. Approve hiring Bus/Cust./Lt. Maint./Cook effective 9/1/2022 – *Name to be announced at meeting*.

9. INFORMATION ITEMS

A. LCAP Update
B. Quarterly Williams Uniform Complaint Report – No complaints were filed with any school in the district during the last quarter.

10. FUTURE ITEMS FOR DISCUSSION

11. ADJOURNMENT

Notice to the Public: Please contact the Superintendent's Office at 868-1281 ext. 8100 should you require a disability-related modification or accommodation in order to participate in the meeting. This request should be received at least 48 hours prior to the meeting in order to accommodate your request.

Minutes
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
JUNE 15, 2022

OPEN SESSION

CALL TO ORDER – President Phillips called the meeting to order at 6:08 p.m.

ROLL CALL - Board members present: Jonna Phillips, Linda Brown, and Kathryn Sheppard. America Navarro and Dennis Slusser were not present.

PLEDGE OF ALLEGIANCE – President Phillips lead the Pledge of Allegiance.

APPROVAL OF AGENDA

The Board approved the agenda as amended with additions of Personnel Action Items 9E – Adding name *Elizabeth Enke* as new Ag teacher; and Items 9G – Adding name *Roscoe Deel* as new Varsity Boys Basketball coach. MSCU (Sheppard/Brown) 3/0/2

Navarro – Absent	Brown – Aye	Sheppard – Aye	Phillips – Aye	Slusser – Absent

APPROVAL OF MINUTES

The Board approved the minutes from the May 4, 2022 regular Board meeting as written. MSCU (Brown/Sheppard) 3/0/2

Navarro – Absent	Brown – Aye	Sheppard – Aye	Phillips – Aye	Slusser – Absent

The Board adjourned into Closed Session at 6:10 pm

CLOSED SESSION

1. **Public Employment Appointment of Personnel as listed under "Personnel Action" below; Pursuant to Government Code Section 54957**
2. **Classified, Certificated, Classified Confidential, and Management Personnel Discipline, Dismissal and/or Release; Pursuant to Government Code Section 54957**
3. **Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957**
4. **Instructions to Board Negotiators, Superintendent and Board Member; Pursuant to Government Code Section 54957.6(a)**
5. **Litigation; Pursuant to Government Code Sections 54956.9**

Closed Session was adjourned at 7:05 pm and reconvened to Open Session.

Staff Present: Doug Kaelin, Superintendent; La Quita Ulrich, Principal Biggs Elementary Schools; Lorelle Mudd, CBO and Donna Cyr, HR Director/Admin. Asst.

ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION – President Phillips reported that no action was taken in closed session.

PARENT ASSOCIATIONS REPORTS – No Parent Association reports.

CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS - No report for CSEA or BUTA.

PUBLIC COMMENT: No public comments.

PUBLIC HEARING

The hearing for the LCAP Plan was opened at 7:06 pm. Superintendent Kaelin reviewed the LCAP for the Board and public. Mr. Kaelin reviewed the new LCAP and how we are working to meet our goals. He stated that we had stakeholder meetings with students, parents, community members and staff. There were no questions or comments. The hearing closed at 7:07 pm

The hearing for the 2022/2023 Original Budget was opened at 7:08 pm. Mrs. Mudd gave the Board a revised Cashflow report and Multiyear Unrestricted Projections report. Mrs. Mudd gave an overview of the budget and reviewed the PowerPoint Presentation with the Board and public. She said we still don't know exactly how much money we will be receiving from the State. She reviewed the next three years enrollment and showed that we potentially could move a tier in NSS funding in 2023/2024 and 2024/2025. Mrs. Mudd answered all questions from the Board. The hearing closed at 7:23 pm.

REPORTS:

ELEMENTARY SCHOOL PRINCIPAL'S REPORT:
Principal Ulrich gave the report:
- TK & Kindergarten Roundup brought 40 new students. Projecting more at the start of the school year.
- PBIS – We applied for the Silver status. Waiting to hear back from them.
- Still waiting on CAASPP scores. They aren't in yet.
- Excited about our teacher assignments for next year. New 8th grade teacher Justine Speegle; current teacher Mrs. Byers moving to 4th grade and Mrs. Odekirk is doing a 1st & 2nd grade combo.
- K – 6th iReady Scores are improving in ELA.
- Special events: RES promotion went very well; 8th grade went well also. PAWS Water Day was a big hit. Next year want to make it bigger!

HIGH SCHOOL PRINCIPAL'S REPORT:
Superintendent Kaelin gave the report:
- Overall graduation went well. Next year there will be some changes.
- FFA Update – FFA Butte Co Fair went very well.
- Hired a new Principal Scott Otis; a new Ag teacher Elizabeth Enke. Very excited.
- High School will be going through a WASC Accreditation next year.

M/O/T/, FOOD SERVICE and SUPERINTENDENT'S REPORT:
Superintendent Kaelin gave the report:
- Planning summer projects and planning for the new year. Painting the front of the DO; polishing the HS gym floor; working on the football field; looking into TV monitors in the football stadium snack shack; repairing some vandalism at the HS.
- The Healthy Kid Survey data isn't in yet.
- Moving forward on the Cafeteria grant. Putting a list together on what we need.
- Major issues with one of our buses. We were approached regarding grants for electric buses but not diesel. Electric buses won't get us to out of town games.
- We changed athletic leagues this year. This change will be for two years.
- We have been approached regarding the 4th of July fireworks. We directed them to the City first.
- SELPA wanted to open another SDC at BES but decided putting it at Manzanita.

BOARD MEMBER REPORTS: Nothing from the Board

CONSENT AGENDA

The Board approved the Consent Agenda Items A . MSCU (Brown/Sheppard) 3/0/2

Navarro – Absent   Brown – Aye   Sheppard – Aye   Phillips – Aye   Slusser – Absent

    A.   Inter-district Agreement Request(s) for the 2022/2023 school year

ACTION ITEMS

The Board approved Action Items A - N. MSCU (Sheppard/Brown) 3/0/2
Navarro – Absent   Brown – Aye   Sheppard – Aye   Phillips – Aye   Slusser – Absent

    A.   Adopt Resolution 2021/2022 #13 - Ordering Governing Board Member Election

        Resolutions #13, 14 and 15 are mandatory to conduct Board of Trustees elections in the fall. The Superintendent recommends adoption.

    B.   Adopt Resolution 2021/2022 #14 - Regarding Costs of Candidates' Statements

        The Superintendent recommends adoption.

    C.   Adopt Resolution 2021/2022 #15 - Establishing Procedure in Case of Tie Vote at Governing Board Election

        The Superintendent recommends adoption.

    D.   Approve Agreement with BCOE Expanded Learning Program effective July 1, 2022

    E.   Approve Ag Incentive Grant Application for 2022/23

    F.   Approve Education Protection Account (EPA) expenses

        The Superintendent recommends approval.

    G.   Approve 2022/2023 Designation of CIF Representatives to League

        The Superintendent recommends approval of the following representatives: Doug Kaelin and Scott Otis

    H.   Approve Agreement with CSEA Bargaining Unit for the 2022/2023 school year and Salary Schedule.

    I.   Approve Agreement with BUTA Bargaining Unit for 2022/2023 school year and Salary Schedule.

    J.   Approve Agreement with Confidential Classified Unit and Salary Schedule for 2022-2023 school year.

    K.   Approve Certificated Management Salary Schedule for 2022-2023 school year.

    L.   Approve Superintendent Contract and Salary Schedule 2022-2023

    M.   Approve CBO Contract and Salary Schedule 2022-2023

    N.   Approve contract of Scott Otis as High School Principal for 2022-2023 school year

PERSONNEL ACTION

The Board approved Personnel Action Items A - K. MSCU (Brown/Sheppard) 3/0/2
Navarro – Absent   Brown – Aye   Sheppard – Aye   Phillips – Aye   Slusser – Absent

    A.   Approve hiring Scott Otis as High School Principal effective July 1, 2022

B.   Approve hiring of Misty Vargas and Katie Cyr as Short-term Summer Lt. Maintenance/Custodian positions.

C.   Accept resignation of Michaela Haemmig as BHS English Teacher effective June 30, 2022

D.   Approve hiring Justine Speegle as BES Multi Subject Teacher effective August 1, 2022

E.   Approve hiring Biggs High School Ag Teacher effective July 1, 2022 – ***Elizabeth Enke was hired***

F.   Accept resignation of Roscoe Deel as Boys Head JV Basketball Coach effective May 23, 2022.

G.   Approve hiring Boys Varsity Basketball coach for the 2022/2023 season – ***Roscoe Deel was hired***

H.   Approve hiring Travis Smith as Bus Driver/Custodian/Light Maintenance effective August 9, 2022

I.   Approve hiring Ashleigh Aldridge as the BHS SST Coord. and BHS Testing Coord. for the 2021/2022 school year.

J.   Approve Stipend List for the 2022-2023 School Year.

1. BHS SST Coord.	Ashleigh Aldridge
2. BHS Testing Coord.	Ashleigh Aldridge
3. BES Student Coun. Adv.	Javier Solis
4. CJSF Advisor	Beth Chavez
5. BES Testing Coord. (SBAC)	LaQuita Ulrich

K.   Accept resignation of Charity Holliman as BES Lead Teacher for 2022/2023 school year.

INFORMATION ITEMS – No information items reported

FUTURE ITEMS FOR DISCUSSION – No future items for discussion

ADJOURNMENT – 7:46 p.m.

MINUTES APPROVED AND ADOPTED:

_____   _____
        Presiding President   Date

Minutes
BIGGS UNIFIED SCHOOL DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
June 29, 2022

<u>**OPEN SESSION**</u>

CALL TO ORDER – President Phillips called the meeting to order at 3:00 p.m.

ROLL CALL - <u>Board members present</u>: Jonna Phillips, Kathryn Sheppard and Linda Brown were present. America Navarro and Dennis Slusser were absent.

PLEDGE OF ALLEGIANCE –President Phillips lead the Pledge of Allegiance.

APPROVAL OF AGENDA

The Board approved the agenda with the change to *Add* Action Item 7E – Approve Overnight field trip to Fort Bragg for FFA Officer Retreat from July 22, 2022 to July 24, 2022. ***Modification to agenda by Adding*** Personnel Action Items. Personnel Action Item A – Accept resignation of Scott Otis as Biggs High School Principal effective June 29, 2022; Personnel Action Item B – Approve hiring Tyler Lee as Biggs High School English Teacher effective July 2, 2022. ***ADD*** Closed Session to the end of the meeting to discuss Personnel Items under "Public Enployment Appointment of Personnel as listed under "Personnel Action" below; Pusuand to Government Code Section 54957".
 - MSCU (Brown/Sheppard) 3/0/2   Brown – Aye   Phillips – Aye   Sheppard – Aye   Navarro – Absent   Slusser – Absent

PUBLIC COMMENT - No public comments.

CONSENT AGENDA

The Board approved the Consent Agenda. MSCU (Sheppard/Brown) 3/0/2
Brown – Aye   Phillips – Aye   Sheppard – Aye   Navarro – Absent   Slusser – Absent

   A.   Inter-district Agreement Request(s) for the 2022/2023 school year
   B.   Approve Purchase Order and Vendor Warrants – April 22nd – June 20th, 2022

ACTION ITEMS

The Board approved Action Items A – E. MSCU (Brown/Sheppard) 3/0/2
Brown – Aye   Phillips – Aye   Sheppard – Aye   Navarro – Absent   Slusser – Absent

   A.   Approve LCAP Plan

       Superintendent recommends approval

   B.   Adopt Original Budget for 2022/2023

       Superintendent recommends approval

   C.   Adopt LCFF Local Indicators

   D.   Approve the 2022-2023 Certification of Assurances

       Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at Http://www.cde.ca.gov/fg/aa/co/ca13asstoc.asp. Attached are the Consolidated Application Certification statement, Protected Prayer Certification, Application for Categorical Programs Funding, Nonprofit Private School Participation, and Title I Part A Planned School Allocations. The Superintendent recommends approval.

   E.   Approve Overnight field trip to Fort Bragg for FFA Officer Retreat from July 22, 2022 to July 24, 2022. - ADDED

PERSONNEL ACTION

The Board approved Personnel Action Items A & B. MSCU (Sheppard/Brown) 3/0/2
Brown – Aye   Phillips – Aye   Navarro – Absent   Slusser – Absent   Sheppard - Ayes

   A. *Accept resignation of Scott Otis as Biggs High School Principal effective June 29, 2022 - ADDED*
   B. *Approve hiring of Tyler Lee in the Biggs High School English teacher position effective July 1, 2022 - ADDED*

8. **INFORMATION ITEMS –** Nothing at this time

9. **FUTURE ITEMS FOR DISCUSSION –** Nothing at this time

10. **ADJOURNMENT**

The Board adjourned into Closed Session at 3:05 p.m.

CLOSED SESSION

1. Public Employment Appointment of Personnel as listed under "Personnel Action" below; Pursuant to Government Code Section 54957
2. Classified, Certificated, Classified Confidential, and Management Personnel Discipline, Dismissal and/or Release; Pursuant to Government Code Section 54957
3. Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957
4. Litigation; Pursuant to Government Code Section 54956.9
5. Instructions to Board Negotiators, Superintendent and Board Member; Pursuant to Government Code Section 54957.6(a)

Closed Session was adjourned at 3:45 p.m.

OPEN SESSION – President Phillips called the meeting to order at 3:45 p.m.

ROLL CALL - Kathryn Sheppard, Linda Brown and Jonna Phillips present. Dennis Slusser and America Navarro were not present.

ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION – President Phillips announced the Board has decided that the Superintendent will be the High School Principal for the 2022/2023 school year. No other action was taken during closed session.

ADJOURNMENT - The meeting was adjourned at 3:46 p.m.

MINUTES APPROVED AND ADOPTED:

_____   _____
          Presiding President   Date

Distribution: Board of Trustees, Superintendent, Elementary School Principal, Financial Officer/Administrative Advisor, BUTA and CSEA Presidents, Student Representative, Student Government Class, Gridley Herald, District Office and Schools for Posting, and Official Record.

Biggs Unified School District
Estimated Budget Revisions Due to Signed State Budget
July 19, 2022

Program	Original Budget			Revised Budget			Change			SACS Codes
	Unrestricted		Restricted	Unrestricted		Restricted	Unrestricted		Restricted	
LCFF Sources	$	6,568,864		$	6,820,392		$	251,528.00	$ -	XXXXX-8011
Federal Revenue			$ 457,214			$ 457,214	$ -	$	-	XXXXX-8100-8299
Other State Revenue	$	149,535	$ 656,129	$	149,535	$ 656,129	$ -	$	-	XXXXX-8300-8599
Other Local Revenue	$	167,000	$ 188,021	$	167,000	$ 188,021	$ -	$	-	XXXXX-8600-8799
Total Revenues	$	6,885,399	$ 1,301,364	$	7,136,927	$ 1,301,364	$ 251,528	$	-	
Certificated Salaries	$	2,491,180	$ 547,364	$	2,491,180	$ 547,364	$ -	$	-	XXXXX-1XXX
Classified Salaries	$	1,042,923	$ 253,706	$	1,042,923	$ 253,706	$ -	$	-	XXXXX-2XXX
Benefits (STRS, PERS, etc.)	$	1,472,573	$ 664,692	$	1,472,573	$ 664,692	$ -	$	-	XXXXX-3XXX
Books and Supplies	$	300,000	$ 230,808	$	300,000	$ 230,808	$ -	$	-	XXXXX-4XXX
Services and Other Operating Expenditures	$	952,784	$ 107,035	$	952,784	$ 107,035	$ -	$	-	XXXXX-5XXX
Capital Outlay	$	116,000	$ 570,645	$	116,000	$ 570,645	$ -	$	-	XXXXX-6000-6999
Other Outgo (excl Transfers of Indirect)	$	(154,041)	$ 154,041	$	(154,041)	$ 154,041	$ -	$	-	XXXXX-7100-7299, 7400-7499
Other Outgo - Transfers of Indirect Costs							$ -	$	-	XXXXX-7340
Total Expenditures	$	6,221,419	$ 2,528,291	$	6,221,419	$ 2,528,291	$ -	$	-	
Transfers In							$ -	$	-	XXXXX-8900-8929
Transfers Out	$	142,511		$	142,511		$ -	$	-	XXXXX-7600-7629
Other Sources							$ -	$	-	XXXXX-8930-8979
Other Uses							$ -	$	-	XXXXX-7630-7699
Contributions	$	(877,838)	$ 877,838	$	(877,838)	$ 877,838	$ -	$	-	XXXXX-8980-8999
Total Other Financing Sources/Uses	$	(1,020,349)	$ 877,838	$	(1,020,349)	$ 877,838	$ -	$	-	
Net Increase (Decrease) in Fund Balance	$	(356,369)	$ (349,089)	$	(104,841)	$ (349,089)	$ 251,528.00	$	-	

45-Day Revision/Adopted 2022-2023 Budget Key Guidance

On June 27, 2022, Governor Gavin Newsom signed an on-time budget. The budget maintained several proposals that were included in the May Revision; however, many changes have been incorporated in the final state budget.

These are the major K-12 funding provisions in the 2022-23 state budget:

- Cost-of-living adjustment (COLA) remains at 6.56% for the Local Control Funding Formula (LCFF)
- LCFF base grant increases by 6.28%
- LCFF calculation amended to allow school districts to utilize the greater of current year, prior year, or the average of the most recent three prior years' ADA
- 2021-22 LCFF calculation amended to utilize the greater of 2021-22 ADA or the 2019-20 attendance rate applied to 2021-22 enrollment for all classroom-based LEAs that met specified independent study requirements
- Transitional Kindergarten (TK) add-on to the LCFF of $2,813 for 2022-23, to be adjusted annually by the COLA
- $8 billion to establish the Learning Recovery Emergency Block Grant to be allocated to all LEAs based on unduplicated pupil counts
- $3.6 billion to establish the Arts, Music, and Instructional Materials Discretionary Block Grant to be allocated to all LEAs on a per-pupil basis
- Full funding of $4 billion for the Expanded Learning Opportunities Program (ELOP) with changes to calculation of funds, offering, and access requirements. $5 million of the $4 billion is for county offices to provide technical assistance, evaluation and training services to support program improvement [EC 46120(d)(7)]
- Special education base rate increase to $820 per pupil
- Home-to-school transportation funding equal to 60% of expenditures reported in the prior year, excluding capital outlay and nonagency expenditures, and reduced by the transportation add-on to the LCFF
- $1.2 billion to implement universal meals, plus $600 million for kitchen infrastructure grants
- $500 million to establish the Golden State Pathways Program for college and career education pathways and $200 million for the expansion of dual enrollment programs

Local Control Funding Formula

The final budget adopts a COLA of 6.56% on the LCFF and a new transitional kindergarten (TK) add-on to the LCFF and increases the proposed boost to LCFF base grant rates to 6.28%. Commencing in 2023-24, the home to school transportation add-on will receive an annual COLA.

The TK add-on will be computed at $2,813 per current year TK ADA and will increase annually by COLA beginning in 2023-24. The funding is intended to offset the additional costs associated with meeting the 12:1 pupil to staff ratios required in TK classrooms and is conditioned on the school district or charter offering transitional kindergarten in the year it receives the funding and maintaining an average TK class enrollment of no more than 24 pupils.

Commencing in 2022-23 school districts will be funded on the greater of current year, prior year, or the average of the most recent three prior years' ADA. Declining attendance protection is also added for charter schools for 2022-23 by providing an additional one-time apportionment equal to the difference between 2020-21 ADA and 2021-22 ADA as adjusted for the proxy measure described below, multiplied by the charter school's total LCFF funding per ADA. County offices of education continue to be funded on current year ADA.

The budget also adopts a proxy measure for 2021-22 ADA for all LEAs, but adds certain conditions relative to independent study. Actual 2021-22 ADA is to be used in all instances in which 2021-22 ADA is used and will be determined by calculating the ADA yield for 2019-20 and dividing it by the ADA yield for 2021-22. If the resulting quotient is greater than 1 (indicating that attendance rates in 2019-20 were higher than 2021-22), current year ADA will be adjusted by multiplying 2021-22 actual ADA by the quotient.

> Example: 2019-20 P2 ADA divided by CALPADS Fall 1 Enrollment = 97%
> 2021-22 P2 ADA divided by CALPADS Fall 1 Enrollment = 92%
> 97% divided by 92% = 105.43% = > 1; therefore, multiply 2021-22 ADA by 105.43%

As a condition of receiving this adjustment, school districts and county offices of education must certify to LEA offering independent study for the 2021-22 school year no later than October 1, 2021 to all students upon request and to all students subject to quarantine for exposure to or infection with COVID-19 and having adopted and implemented the associated policies. Districts and COEs that received a waiver from independent study requirements shall be deemed to have met these conditions. CDE will develop a data gathering tool for districts to meet the November 1, 2022 deadline to certify compliance with the conditions, which will also be subject to audit. Charter schools are not required to submit this certification to receive the benefit of the 2021-22 ADA adjustment.

Necessary small schools rates are reset in 2022-23 to the following rates and are increased annually by COLA.

Necessary Elementary Schools		
ADA	Teachers	Rate
1-24	1	$240,506
25-48	2	$476,004
49-72	3	$711,608
73-97	4	$947,212

2020-22 Adopted State Budget Summary

Program	Resource	Timeline	Description	Funding Level	Requirements/Uses	Reporting	Allocation	Received to date	Expended to date
ESSER	3210	2021-22 One-Time used through **9/30/22**	Elementary and Secondary School Emergency Relief Fund		Address the impact fo COVID-19	As required by CARES Act and Federal Stimulus Reporting Application	281,124.00	129,570.00	140,869.00
ESSER 2	3212	2021-22 One-Time used through 9/30/23	Elementary and Secondary School Emergency Relief Fund		Address the impact fo COVID-19	As required by CARES Act and Federal Stimulus Reporting Application	1,056,224.00	195,680.00	106,433.00
ESSER 3	3213/3214	2021-22 One-Time used through 9/30/23	Elementary and Secondary School Emergency Relief Fund		Address the impact fo COVID-19	As required by CARES Act and Federal Stimulus Reporting Application	2,373,832.00	237,383.00	184,328.00
GEER	3215	2021-22 One-Time used through 9/30/22	Govenor's Emergency Education Relief Fund		Support TK-12th grade pupil academic achievement and mitigate learning loss related to COVID-19 school closures.		35,881.00	35,881.00	35,881.00
ELO GRANT-ESSER 2	3216	2021-22 One-Time used through 9/30/23	Expanded Learining Opportunities Grant: ESSER 2				67,698.00	16,927.00	0.00
ELO GRANT-GEER 2	3217	2021-22 One-Time used through 9/30/23	Expanded Learining Opportunities Grant: GEER 2				15,539.00	3,885.00	0.00
ELO GRANT-ESSER 3 - STATE RESERVE EMERGENCY NEEDS	3218	2021-22 One-Time used through 9/30/24	Expanded Learining Opportunities Grant: ESSER 3				44,136.00	16,927.00	0.00
ELO GRANT-ESSER 3- STATE RESERVE LEARNING LOSS	3219	2021-22 One-Time used through _____	Expanded Learining Opportunities Grant: ESSER 3				76,083.00	19,021.00	0.00
ESSA: TITLE 2, COMPREHENSIVE LITERACY STATE DEVELOPMENT GRANT (CLSD)	4038	2021-22 to 2024-25	Comprehensive Literacy State Development Grant		to support the project objectives to advance literacy skills through the use of evidence based practices, activities, and interventions, including pre-literacy skills, reading and writing.		$61500 per year for 3 years.	0.00	0.00

2020-22 Adopted State Budget Summary

Program	Resource	Timeline	Description	Funding Level	Requirements/Uses	Reporting	Allocation	Received to date	Expended to date
AMERICAN RESCUE PLAN-HOMELESS CHILDREN AND YOUTH II	5634	2021-22 One-Time used through _____			Address the ongoing impact of the COVID-19 pandemic on students experiencing homelessness. Funds are to help LEA's identify homeless children and youth, provide wraparound services that address the multiple effects of the pandemic on homeless children and youth, and ensure that they are able to attend school and participate fully in school activities.		11,253.00	0.00	0.00
UNIVERSAL PREKINDERGARTEN PLANNING AND IMPLEMENTATION GRANT	6053	2021-22 One-Time used through _____			Goal is to expand access for preschool-age students to Pre-K programs. Funds may pay for costs associated creating or expanding California state preschool programs or TK programs, or establish partnerships.			0.00	0.00
EDUCATOR EFFECTIVENESS BLOCK GRANT	6266	2021-22 One-Time used through _____			Professional learning for certificated teachers, administrators, paraprofessionals, and certificated staff. Coaching and mentoring starr, programs, etc.	Spending plan required	161,303.00	0.00	0.00
A-G COMPLETION IMPROVEMENT GRANT PROGRAM-ACCESS GRANT	7412	2021-22 One-Time used through 6/30/26		LEA's with 20-21 A-G completion rate of less than 67% and are based on the number of 9-12 UPC multiplied by $283.06 or not less than $75K.	To provide additional supprts to LEA's to ehlp increase the number of high school pupils, particulary unduplicated, who graduate high school meeting the A-G subject matter requirements for UC and Cal State Universities.		75,000.00	56,250.00	0.00
A-G COMPLETION IMPROVEMENT GRANT PROGRAM-LEARNING MITIGATION GRANT	7413	2021-22 One-Time used through 6/30/26		Not less than $75K	This funding shall be used to allow pupils who receive a grade of 'D', 'F', or 'Fail' in an A-G aprove course in the spring semester of 2020 or the 2020-21 school year to retake those A-G courses.		75,000.00	56,250.00	0.00

2020-22 Adopted State Budget Summary

Program	Resource	Timeline	Description	Funding Level	Requirements/Uses	Reporting	Allocation	Received to date	Expended to date
IN-PERSON INSTRUCTION GRANT (IPI)	7422	2021-22 One-Time used through 9/30/24			Assist in offering in-person instruction and expand time, provide academic interventions and accelerate progress to close learning gaps.		236,506.00	236,506.00	105,408.00
EXPANDED LEARNING OPPORTUNITIES-ELO GRANT	7425	2021-22 One-Time used through 9/30/24					230,833.00	0.00	0.00
EXPANDED LEARNING OPPORTUNITIES-PARAPROFESSIONALS	7426	2021-22 One-Time used through 9/30/24			Paraprofessional salaries and benefits		28,114.00	17,135.00	25,782.82
ETHNIC STUDIES BLOCK GRANT	7810				Funding to support curriculum and instructional resources, PD, or other activities that support the creation or expansion of ethnic studies.		4,525.00	0.00	0.00

BIGGS UNIFIED SCHOOL DISTRICT

Meeting Date: August 10, 2022

Item Number: 6A
Item Title: Inter-district Agreement Request(s)
Presenter: Doug Kaelin, Superintendent & Donna Cyr, Admin. Assistant/HR Officer
Attachment: None
Item Type: [X] Consent Agenda [ ] Action [ ] Report [ ] Work Session   [ ] Other:

Background/Comments:

We have received the following interdistrict transfer requests. After reviewing each one with Board Policy and Administration Regulations 5117, we make the following recommendations.

2022-2023 School Year	From:	To:	Action	New/Ongoing:
1. (6th grade)	Biggs	Manzanita	Release	Ongoing
2. (4th grade)	Biggs	Manzanita	Release	Ongoing
3. (Kinder.)	Biggs	Thermalito	Release	New
4. (7th grade)	Oroville	Biggs	Accept	Ongoing
5. (3rd grade)	Live Oak	Biggs	Accept	Ongoing
6. (5th grade)	Live Oak	Biggs	Accept	Ongoing
7. (7th grade)	Gridley	Biggs	Accept	Ongoing
8. (1st grade)	Gridley	Biggs	Accept	Ongoing
9. (11th grade)	Biggs	Gridley	Release	Ongoing
10. (6th grade)	Biggs	Gridley	Release	Ongoing
11. (9th grade)	Biggs	Gridley	Release	Ongoing
12. (3rd grade)	Live Oak	Biggs	Accept	New
13. (2nd grade)	Biggs	Durham	Denied	New
14. (12th grade)	Biggs	Gridley	Release	Ongoing
15. (4th grade)	Biggs	Manzanita	Release	Ongoing
16. (9th grade)	Gridley	Biggs	Accept	New
17. (4th grade)	Gridley	Biggs	Accept	New
18. (7th grade)	Gridley	Biggs	Accept	Ongoing
19. (12th grade)	Gridley	Biggs	Accept	Ongoing
20. (1st grade)	Gridley	Biggs	Accept	Ongoing
21. (12 grade)	Biggs	Gridley	Release	Ongoing
22. (7th grade)	Biggs	Gridley	Release	Ongoing
23. (12th grade)	Biggs	Live Oak	Release	New
24. (11th grade)	Biggs	Gridley	Release	Ongoing

Fiscal Impact: We will have a loss of ADA for those outgoing transfer requests and an increase of ADA for those incoming transfer requests.

Recommendation: The Superintendent recommends action as indicated.

SURPLUS ITEMS FOR DESTRUCTION

Please also add the following computers.
They are either beyond their life or not repairable. Thank you!

Make	Model	Service Tag	Asset Tag
Dell	Optiplex 3020	7F4BM02	0350
Dell	Optiplex 3020	GMG3202	0158
Dell	Optiplex 3020	JN80C32	0165
Dell	Optiplex 3020	HH8C202	0168
Dell	Optiplex 3020	4NG3202	NA
Dell	Optiplex 3020	27GSF02	0164
Dell	Optiplex 3020	4RJSF02	0137
Dell	Optiplex 3020	8QX3202	0166
Dell	Optiplex 3020	9NG3202	NA
Dell	Optiplex 3020	DTX3202	0148
Dell	Optiplex 3020	GK14202	0159
Dell	Optiplex 3020	5PG3202	NA
Dell	Optiplex 3020	1F8MR12	0314
Dell	Optiplex 3020	6SX3202	0236
Dell	Optiplex 3020	JNG3202	0169
Dell	Optiplex 3020	GSX3202	0161
Dell	Optiplex 3020	76WDN02	0150
Dell	Optiplex 3020	1QG3202	0073
Dell	Optiplex 3020	8DSF712	0306
Dell	Optiplex 3020	3K14202	0139
Dell	Optiplex 3020	7CNCM02	0141
Dell	Optiplex 3020	9VX3202	NA
Dell	Optiplex 3020	7TX3202	0167
Dell	Optiplex 3020	JH14202	NA
Dell	Optiplex 3020	HRX3202	0170
Dell	Optiplex 3020	5RX3202	NA
Dell	Optiplex 3020	83SF712	0307
Dell	Optiplex 3020	F4Z0R1	NA
Dell	Optiplex 3020	2LQTR12	0151
Dell	Optiplex 3020	78VDMO2	0149
Dell	Optiplex 3020	FCTF712	0300
Dell	Optiplex 3020	7PX3202	0147
Dell	Optiplex 3020	1TX3202	0160
Dell	Optiplex 3020	325MR12	0072
Dell	Optiplex 3020	6HPTR12	0302
Dell	Optiplex 3020	76WCM02	0146
Dell	Optiplex	377R8Y1	0185
Dell	Optiplex	370R8Y1	0175
Dell	Optiplex	373S8Y1	0196
Dell	Optiplex	377S8Y1	0179
Dell	Optiplex	370Q8Y1	0186
Dell	Optiplex	7T1PQ22	NA
Dell	Optiplex	7T2MQ22	NA

Make	Model	Serial Number	Asset Tag	Date
Dell	Optiplex 780	F4G11R1	NA	
Dell	Optiplex 9030 AIO	4DSQSX1	0083	
Dell	Optiplex 9030 AIO	4FYMSX1	0090	
Dell	Optiplex 9030 AIO	2JSQSX1	0086	
Dell	Optiplex 9030 AIO	1QYQSX1	0079	
Dell	Optiplex 9030 AIO	7HYMSX1	0089	
Dell	Optiplex 9030 AIO	83SSSX1	0108	
Dell	Optiplex 9030 AIO	7GZQSX1	0096	
Dell	Optiplex 9030 AIO	1FYMSX1	0094	
Dell	Optiplex 9030 AIO	HDYMSX1	0106	
Dell	Optiplex 9030 AIO	49YMSX1	0081	
Dell	Optiplex 9030 AIO	2HYMSX1	0091	
Dell	Optiplex 9030 AIO	1XYQSX1	0101	
Dell	Optiplex 9030 AIO	2YRSSX1	0093	
Dell	Optiplex 9030 AIO	GXYQSX1	0088	
Dell	Optiplex 9030 AIO	DDSQSX1	0082	
Dell	Optiplex 9030 AIO	99YMSX1	0105	
Dell	Optiplex 9030 AIO	85RSSX1	0103	
Dell	Optiplex 9030 AIO	3XRSSX1	0107	
Dell	Optiplex 9030 AIO	HXRSSX1	0104	

Make	Model	Serial Number	Asset Tag	Date
HP	14 G4	5CD7062R22	358	10/28/2021
HP	14 G4	5CD7062QCF	392	10/28/2021
HP	14 G4	5CD7062QCF	406	10/28/2021
HP	14 G4	5CD70619GL	464	10/28/2021
HP	14 G4	5CD7062QKL	475	10/28/2021
HP	14 G4	5CD7062QZR	545	10/28/2021
HP	14 G4	5CD7062R14	561	10/28/2021
HP	11 G5 EE	5CD720CJNK	788	10/28/2021
HP	11 G5EE	5CD73700QW	827	10/28/2021
HP	11 G5 EE	5CD73705K3	884	10/28/2021
HP	11 G6 EE	5CD8258LDP	1063	10/28/2021
HP	11 G6 EE	5CD83357J5	1084	10/28/2021
HP	11 G6 EE	5CD8368W4Y	1125	10/28/2021
HP	11A G6 EE	5CD9197H3R	1184	10/28/2021
HP	11A G6 EE	5CD92002YZ	1203	10/28/2021
HP	14 G4	5CD7062R2P	279	10/29/2021
HP	14 G4	5CD7062R05	359	10/29/2021
HP	14 G4	5CD7062QKS	361	10/29/2021
HP	14 G4	5CD7062R1W	362	10/29/2021
HP	14 G4	5CD7062R26	375	10/29/2021
HP	14 G4	5CD7062QG3	380	10/29/2021
HP	14 G4	5CD7062QHF	382	10/29/2021
HP	14 G4	5CD7062R2C	389	10/29/2021
HP	14 G4	5CD7062QVR	398	10/29/2021
HP	14 G4	5CD7062QJZ	421	10/29/2021

HP	14 G4	5CD7062QNY	425	10/29/2021
HP	14 G4	5CD7062R25	442	10/29/2021
HP	14 G4	5CD7062QBR	460	10/29/2021
HP	14 G4	5CD7062R20	489	10/29/2021
HP	14 G4	5CD7062QHR	492	10/29/2021
HP	14 G4	5CD7062QVS	495	10/29/2021
HP	14 G4	5CD7062R3N	496	10/29/2021
HP	14 G4	5CD7062QKF	500	10/29/2021
HP	14 G4	5CD7062R28	503	10/29/2021
HP	14 G4	5CD7062QFZ	504	10/29/2021
HP	14 G4	5CD7062Q3V	506	10/29/2021
HP	14 G4	5CD7062QJC	518	10/29/2021
HP	14 G4	5CD7062QNJ	556	10/29/2021
HP	14 G4	5CD705297K	558	10/29/2021
HP	11 G5 EE	5CD721036F	706	10/29/2021
HP	11 G6 EE	5CD8368W2K	1151	10/29/2021
HP	14 G4	5CD7062Q6Z	25	11/5/2021
HP	14 G4	5CD705294V	280	11/5/2021
HP	14 G4	5CD7062R2R	363	11/5/2021
HP	14 G4	5CD7062R30	365	11/5/2021
HP	14 G4	5CD7062Q81	368	11/5/2021
HP	14 G4	5CD7062R3L	376	11/5/2021
HP	14 G4	5CD7062QG1	377	11/5/2021
HP	14 G4	5CD7062QG1	377	11/5/2021
HP	14 G4	5CD705296N	378	11/5/2021
HP	14 G4	5CD7062QF0	381	11/5/2021
HP	14 G4	5CD7062R36	396	11/5/2021
HP	14 G4	5CD7062QF7	397	11/5/2021
HP	14 G4	5CD7062R21	402	11/5/2021
HP	14 G4	5CD705292R	415	11/5/2021
HP	14 G4	5CD7062QC6	423	11/5/2021
HP	14 G4	5CD7062QKH	424	11/5/2021
HP	14 G4	5CD7062P8M	438	11/5/2021
HP	14 G4	5CD7062R2B	444	11/5/2021
HP	14 G4	5CD7062QX0	445	11/5/2021
HP	14 G4	5CD7062QN7	462	11/5/2021
HP	14 G4	5CD7062QYM	463	11/5/2021
HP	14 G4	5CD7062QKB	473	11/5/2021
HP	14 G4	5CD7062QFN	481	11/5/2021
HP	14 G4	5CD7062QXS	484	11/5/2021
HP	14 G4	5CD7062QHG	514	11/5/2021
HP	14 G4	5CD7052962	519	11/5/2021
HP	14 G4	5CD7062R1X	520	11/5/2021
HP	14 G4	5CD7062Q7T	523	11/5/2021
HP	14 G4	5CD7062QG9	525	11/5/2021
HP	14 G4	5CD7062QGC	529	11/5/2021
HP	14 G4	5CD7062PJ6	550	11/5/2021

HP	14 G4	5CD7062P8D	412	12/2/2021
HP	14 G4	5CD7062QWS	471	12/2/2021
HP	14 G4	5CD7062PH0	383	12/2/2021
HP	14 G4	5CD7062R2K	374	12/2/2021
HP	14 G4	5CD7052963	539	12/2/2021
HP	14 G4	5CD7062QH1	562	12/2/2021
HP	14 G4	5CD7062PQS	546	12/2/2021
HP	14 G4	5CD7062QJB	420	12/2/2021
HP	14 G4	5CD7062R2V	505	12/2/2021
HP	14 G4	5CD705296K	536	12/2/2021
HP	14 G4	5CD7062QFJ	502	12/3/2021
HP	14 G4	5CD7062QJV	387	12/3/2021
HP	14 G4	5CD7062QF4	530	12/3/2021
HP	14 G4	5CD7062QSL	1255	12/3/2021
HP	14 G4	5CD7062QS8	443	12/3/2021
HP	14 G4	5CD7034VPT	499	12/3/2021
HP	14 G4	5CD7062R1Y	459	12/3/2021
HP	14 G4	5CD7062R3G	487	12/3/2021
HP	14 G4	5CD7062R35	278	12/3/2021
HP	14 G4	5CD7062PVK	451	12/3/2021
HP	14 G4	5CD7062QCD	537	12/3/2021
HP	14 G4	5CD7062PPR	467	12/3/2021
HP	14 G4	5CD7062QGD	394	12/3/2021
HP	14 G4	5CD7062R3C	407	12/3/2021
HP	14 G4	5CD7062R3D	428	12/3/2021
HP	14 G4	5CD7034WB1	465	12/3/2021
HP	14 G4	5CD7062QDF	488	12/10/2021
HP	14 G4	5CD7062QFM	476	12/10/2021
HP	14 G4	5CD7062R3M	517	12/10/2021
HP	14 G4	5CD7062R2M	526	12/10/2021
HP	14 G4	5CD7062QZ9	372	12/10/2021
HP	14 G4	5CD7062PK6	522	12/10/2021
HP	14 G4	5CD7062R37	433	12/10/2021
HP	11 G5 EE	5CD721235M	645	12/10/2021
HP	11 G5 EE	5CD73700BK	872	12/17/2021
HP	14 G4	5CD705294S	405	12/17/2021
HP	11 G5 EE	5CD720CLCZ	815	12/17/2021
HP	11 G5 EE	5CD721038Y	755	12/17/2021
HP	11 G5 EE	5CD73700NQ	851	12/17/2021
HP	11 G5 EE	5CD736DGXX	824	12/17/2021
HP	11 G5 EE	5CD720CHBL	795	12/17/2021
HP	11 G5 EE	5CD73705D6	836	12/17/2021
HP	11 G5 EE	5CD721037W	709	12/17/2021
Hp	11 G5 EE	5CD721238L	599	12/17/2021
Hp	11 G5 EE	5CD721036R	715	12/17/2021
Hp	11 G5 EE	5CD72122XZ	628	12/17/2021
Hp	11 G5 EE	5CD720CH9T	744	12/17/2021

Hp	11 G5 EE	5CD73705HP	873	12/17/2021
Hp	14 G4	5cd7062qj8	385	2/11/2022
Hp	14 G4	5cd7062qh4	440	2/11/2022
Hp	14 G4	5CD7062R2F	491	2/11/2022
Hp	11 G6 EE	5CD8368W3L	1155	2/11/2022
Hp	11 G6 EE	5CD9197CK3	1185	2/11/2022
Hp	11 G6 EE	5CD8366CKH	1172	2/11/2022
Hp	11 G6 EE	5CD8368W53	1137	2/11/2022
Hp	11 G6 EE	5CD8059ZHM	970	3/4/2022
Hp	11 G5 EE	5CD721217G	631	3/4/2022
Hp	11 G5 EE	5CD720CLCQ	756	3/4/2022
Hp	11 G5 EE	5CD720CHBW	812	3/4/2022
Hp	11 G5 EE	5CD73700PD	855	3/4/2022
Hp	11 G5 EE	5CD720CLDH	702	3/4/2022
Hp	11 G5 EE	5CD720CHG9	705	3/4/2022
Hp	11 G5 EE	5CD72123DH	644	3/4/2022
Hp	11 G5 EE	5CD721038Q	722	3/4/2022
Hp	11 G5 EE	5CD720CHCY	694	3/4/2022
Hp	11 G5 EE	5CD72123F8	582	3/4/2022
Hp	11 G5 EE	5CD721034X	731	3/4/2022
Hp	11 G5 EE	5CD720CLBT	814	3/4/2022
Hp	11 G5 EE	5CD72123FB	641	3/4/2022
HP	11 G8 EE	5CD107PCC8	1410	3/10/2022
HP	14 G4	5CD7062PQ3	551	3/10/2022
HP	14 G4	5CD7062Q91	553	3/10/2022
HP	14 G4	5CD7052956	497	3/10/2022
HP	14 G4	5CD7062R3B	360	3/10/2022
HP	14 G4	5CD7062PLQ	544	3/10/2022
HP	14 G4	5CD7062PQN	533	3/10/2022
HP	14 G4	5CD7062QBW	493	3/10/2022
HP	14 G4	5CD7062R1V	535	3/10/2022
HP	14 G4	5CD7062QFK	554	3/10/2022
HP	14 G4	5CD7062Q5S	547	3/11/2022
HP	14 G4	5CD7062QC3	508	3/11/2022
HP	14 G4	5CD7062QK1	386	3/11/2022
HP	14 G4	5CD7062R2D	507	3/11/2022
HP	14 G4	5CD7062QFV	513	3/11/2022
HP	14 G4	5CD7062QF1	538	3/11/2022
HP	14 G4	5CD705293S	540	3/11/2022
HP	14 G4	5CD7062QDD	410	3/11/2022
HP	14 G4	5CD7062R2Z	404	3/11/2022
HP	14 G4	5CD7062PQL	548	3/11/2022
HP	14 G4	5CD7062QGB	426	3/11/2022
HP	14 G4	5CD7062QH5	498	3/11/2022
HP	14 G4	5CD7062Q1W	482	3/11/2022
HP	14 G4	5CD7062QGJ	393	3/11/2022
HP	14 G4	5CD7062QDS	479	3/11/2022

HP	14 G4	5CD7062R23	532	3/11/2022
HP	14 G4	5CD7062Q4L	552	3/11/2022
HP	14 G4	5CD7062QJ9	437	3/11/2022
HP	14 G4	5CD7062R04	431	3/11/2022
HP	14 G4	5CD7062Q58	449	3/11/2022
HP	14 G4	5CD7062QYX	557	3/11/2022
HP	14 G4	5CD7062QFT	434	3/11/2022
HP	14 G4	5CD7062Q7D	441	3/11/2022
HP	14 G4	5CD7062R2L	534	3/11/2022
HP	14 G4	5CD7062QG6	427	3/11/2022
HP	14 G4	5CD70507TP	559	3/11/2022
HP	14 G4	5CD7062QD7	390	3/11/2022
HP	14 G4	5CD7062R27	470	3/11/2022
HP	14 G4	5CD705294M	541	3/11/2022
HP	14 G4	5CD7062R2J	432	3/11/2022
HP	14 G4	5CD7062QJ0	477	3/11/2022
HP	14 G4	5CD7062QBD	521	3/11/2022
HP	14 G4	5CD7062R2G	527	3/11/2022
HP	14 G4	5CD7062PQ7	560	3/11/2022
HP	14 G4	5CD7062R32	563	3/11/2022
HP	14 G4	5CD7062PQ4	549	3/11/2022
HP	14 G4	5CD7062R33	430	3/11/2022
HP	14 G4	5CD7062QJM	403	3/11/2022
HP	14 G4	5CD7062PQV	524	3/11/2022
HP	14 G4	5CD705294H	379	3/11/2022
HP	14 G4	5CD7062QM3	512	3/11/2022
HP	14 G4	5CD7062QGX	409	3/11/2022
HP	14 G4	5CD7062QF2	369	3/11/2022
HP	14 G4	5CD7062QFC	391	3/11/2022
HP	14 G4	5CD7062PQ0	395	3/11/2022
HP	14 G4	5CD7062PX5	371	3/11/2022
HP	14 G4	5CD7062QZ2	466	3/11/2022
HP	14 G4	5CD705295F	555	3/11/2022
HP	14 G4	5CD7062Q8S	450	3/11/2022
HP	14 G4	5CD7062QRL	478	3/11/2022
HP	14 G4	5CD7034VQM	457	3/11/2022
HP	14 G4	5CD7062PNJ	486	3/11/2022
HP	14 G4	5CD705294D	417	3/11/2022
HP	14 G4	5CD7062QGL	480	3/11/2022
HP	14 G4	5CD7062QJ4	399	3/11/2022
HP	14 G4	5CD7062QZL	542	3/11/2022
HP	14 G4	5CD1079TFH	474	4/1/2022
HP	11 G8 EE	5CD1079TH7	1524	4/1/2022
Lenovo	100E	P208FCVG	1257	4/1/2022
HP	14 G4	5CD7062QJ5	419	4/8/2022
HP	14 G4	5CD7062PLV	418	4/8/2022
HP	14 G4	5CD7062QCS	439	4/8/2022

HP	14 G4	5CD7062QBN	373	4/8/2022
HP	14 G4	5CD7062QJS	408	4/8/2022
HP	14 G4	5CD7062QG4	401	4/8/2022
HP	14 G4	5CD7062QD0	501	4/8/2022
HP	11 G6 EE	5CD8258LCB	1050	4/8/2022
HP	11 G6 EE	5CD8366TV4	1156	4/8/2022
HP	11 G6 EE	5CD92000YC	1206	4/8/2022
HP	11 G6 EE	5CD8368W4M	1128	4/8/2022
HP	11 G6 EE	5CD9200129	1194	4/8/2022
HP	11 G6 EE	5CD8368VYZ	1147	4/8/2022
HP	11 G6 EE	5CD8368W6H	1122	4/8/2022
HP	11 G6 EE	5CD83357BD	1082	4/8/2022
HP	11 G6 EE	5CD92000Z9	1207	4/8/2022
HP	11 G6 EE	5CD8368W2C	1138	4/8/2022
HP	11 G6 EE	5CD8368W5L	1164	4/8/2022
HP	11 G6 EE	5CD8059ZKL	962	4/8/2022
HP	11 G6 EE	5CD805B1NR	973	4/8/2022
Hp	11 G6 EE	5CD8368W51	1177	4/8/2022
HP	11 G6 EE	5CD8258LFP	1069	5/19/2022
HP	11 G5 EE	5CD737009Y	841	5/19/2022
HP	11 G6 EE	5CD8368W56	1148	5/19/2022
HP	11 G8 EE	5CD1079TF0	1625	5/19/2022
HP	11 G6 EE	5CD805B132	959	5/19/2022
HP	11 G6 EE	5CD9127SXQ	1181	5/19/2022
HP	11 G8 EE	5CD1079TBS	1493	5/27/2022

Christina Raehsler, System Administrator I
Information Technology Services
Butte County Office of Education
1500 Lincoln St, Oroville, CA 95965

WHEREAS, the College and Career Access Pathways Partnership Agreement ("CCAP Agreement') is between **Butte-Glenn Community College District** ("College") and **Biggs Unified School District** ("School District"); and

WHEREAS, the College and the School District agree to record College and School District specific components of the CCAP Agreement using the CCAP Agreement Appendix to specify additional detail regarding, but not limited to: the total number of high school students to be served; the total number of full-time equivalent students projected to be claimed by the College for those students; the scope, nature, time, location and listing of community college courses to be offered; and the criteria to assess the ability of pupils to benefit from those courses. (Ed. Code, § 76004, subd. (c)(1))

NOW THEREFORE, the College and School District agree as follows:

1. **CCAP AGREEMENT**

    1.1. The College and School District entered into the CCAP Agreement on **July 1, 2021**, pursuant to action of the governing boards of the College and School District.

        1.1.1. COLLEGE BOARD MEETINGS

Public Comment and Approval Board Meeting Date:	Agreement: 8/11/21	Appendix: 8/10/22

        1.1.2. SCHOOL DISTRICT BOARD MEETINGS

Public Comment and Approval Board Meeting Date:	Agreement: 8/4/21	Appendix: 8/10/22

2. **POINTS OF CONTACT**

    2.1. College and School District points of contact for this CCAP Agreement: (Ed. Code, § 76004 (c)(2))

        COLLEGE

Name:	Tanna Neilsen	Title:	Dual Enrollment Program Administrator
Telephone:	(530)893-7586	Email:	neilsenta@butte.edu

        SCHOOL DISTRICT

Name:	Donna Cyr	Title:	Administrative Secretary
Telephone:	868-1281	Email:	dcyr@biggs.org

3. **STUDENT SELECTION**

    3.1. College and School District shall adhere to the terms outlined in Section 3, Student Eligibility, Admission, Registration and Enrollment of the CCAP Agreement to select eligible students.

Required: Describe the criteria used to assess the ability of pupils to benefit from the courses(s) offered: (Ed. Code, § 76004 (c)(1))

SCHOOL DISTRICT counselors and pathway instructors select students based on academic readiness and alignment of course content to students' education and career goals.

4. **CCAP AGREEMENT EDUCATION PROGRAM(S) AND COURSE(S).** The College has identified the following: program year; educational program(s) and course(s) to be offered at the said date, time and location; term; number of sections; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR:	2022/23	EDUCATIONAL PROGRAM:	CCAP Dual Enrollment
SCHOOL DISTRICT:	Biggs Unified School District	HIGH SCHOOL:	Biggs High School

TOTAL NUMBER OF STUDENTS TO BE SERVED: 70	TOTAL PROJECTED FTES: 7

COURSE NAME	COURSE NUMBER	TERM	# of Sections	TIME	DAYS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Natural Resources/Agri Construction	AET 22	FA22	1	8:20-3:20	M-F	S. Boyes	☒ HS	☒ HS
Career, Education, & Life Choices	CLP 101	FA22	1	8:20-3:20	M-F	A. Sharrock	☒ HS	☒ HS
Career, Education, & Life Choices	CLP 101	SP23	1	8:20-3:20	M-F	A. Sharrock	☒ HS	☒ HS
Beginning Auto CAD Drafting	DFT 12	FA22	2	8:20-3:20	M-F	A. Sharrock	☒ HS	☒ HS
Digital Video Production	RTVF 40	FA22	1	8:20-3:20	M-F	A. Sharrock	☒ HS	☒ HS
Intro to Interactive Web Design	MSP 5	FA22	1	8:20-3:20	M-F	A. Sharrock	☒ HS	☒ HS

Required: Attach the course description for each course listed above. Each course description should include information regarding the nature and scope of the course.

5. **BOOKS AND INSTRUCTIONAL MATERIALS.** The total cost of books and instructional materials for School District students participating as part of this CCAP agreement will be borne by School District.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Natural Resources/Agri Construction	Agriculture Mechanics	$0	None	$0
Career, Education, & Life Choices	Career Changes and Choices	$0	None	$0
Career, Education, & Life Choices	Career Changes and Choices	$0	None	$0
Beginning Auto CAD Drafting	Online Resources/CAD Program & Solidworks	$0	None	$0
Digital Video Production	Online Resources	$0	None	$0
Intro to Interactive Web Design	Online Resources	$0	None	$0

6. **REIMBURSEMENT.**

   6.1. Use of School District Instructor. For those courses in which a School District instructor is responsible for the instructional services for a course offered as part of this CCAP Agreement, the College will pay School District as follows: **400.00 per completed section.**

   6.2. The College will pay School District for each School District instructor attending the College's Dual Enrollment Orientation and Training as follows: **$100.00 per instructor.**

   6.3. Invoicing Procedures. Within 30 days after the end of each academic term, the School District shall provide an invoice to the College for reimbursement implied in this CCAP Agreement Appendix. The invoice must specify the course name, course number, term, instructor, and the number of students served.

7. **FACILITIES USE.**

   7.1. College and School District shall adhere to the terms outlined in Section 13, Facilities, of this CCAP Agreement.

7.2. School District as part of Section 13.1 of this CCAP Agreement, shall extend access and use of the following School District facilities:

BUILDING	CLASSROOM	DAYS	HOURS
BHS	10	M-F	8:20-3:20
BHS	3	M-F	8:20-3:20
BHS	9	M-F	8:20-3:20

8. **APPENDIX APPROVAL**

8.1. The College and School District shall ensure that the governing board of each district, at an open public meeting of that board, shall present this CCAP Appendix, take comments from the public, and approve or disapprove this CCAP Appendix. (Ed. Code, § 76004, subd. (b))

8.2. Upon approval of this Appendix by the governing boards of both the College and School District, the College will provide a copy of this Appendix to the Chancellor's Office of the California Community Colleges prior to the start of the course. (Ed. Code, § 76004, subd. (c)(3))

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties to the CCAP Agreement have executed this CCAP Agreement Appendix by their duly authorized representatives on the dates of their signatures.

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

By: _____
(Signature of person authorized to execute Appendix on behalf of College.)

Name: _Andrew B. Suleski_____

Title: _Vice President for Administration_____

Date: _____

BIGGS UNIFIED SCHOOL DISTRICT

By: _____
(Signature of person authorized to execute Appendix on behalf of School District.)

Name: _Doug Kaelin_____

Title: _Superintendent_____

Date: _____

List of Attachments
Course Descriptions

TO BE COMPLETED BY COLLEGE ONLY						
The person preparing this contract must complete this section and obtain appropriate initials before contract will be approved.						
Initiating Department:	SCHOOL RELATIONS	Preparer's Name & ID:	TANNA NEILSEN / 3180821		Phone:	7586
Vendor Name:	BIGGS UNIFIED SCHOOL DISTRICT			Vendor ID:		
PO Description *(Max. 25 characters)*:	CCAP APPENDIX – BIGGS HIGH 2022/23					
Budget Code:	12.418.700.1.640000.55890		PO Amount: $3,000	(7@400=$2,800 / 2@100=$200)		
Contract Monitor Name *(Person Who Approves Invoices)*:		TANNA NEILSEN			Phone:	7586
Dept. Dean/Director Initials:			Dept. Vice President Initials:			
Business Contracts Approval:			**Purchase Order Number:**			

The course description(s) for each course offered as part of this CCAP Agreement Appendix are attached and incorporated herein as Attachment 1.

Catalog Description

AET 22 - Natural Resources and Agri-Construction

Transfer Status: CSU

Unit(s): 3.00
Contact Hours: 34.00 Lecture/51.00 Lab
Out of Class Hours: 68.00
Total Course Hours: 153.00

Course Description:
This course introduces students to the selection and use of farm structural and mechanical equipment. It will cover farm wiring, carpentry, concrete, masonry, plumbing, painting and metal work with emphasis on the actual practices used in agricultural construction.

Objectives

Upon successful completion of this course, the student should be able to:
1. Explain terms and nomenclature pertaining to the tools, materials and hardware associated with agricultural construction.
2. Demonstrate the safe and proper usage of basic construction tools, both power and hand.
3. Perform fundamental and proper techniques of construction including concrete, foundations, carpentry, plumbing and electrical.
4. Prepare a simple three dimensional drawing and a cost estimate for a small building.
5. Demonstrate safe work habits.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Tools, safety and operation	3.00
Building plans and cost estimate	3.00
Concrete and masonry	6.00
Plumbing	6.00
Electrical	8.00
Carpentry and construction projects	8.00
Total Hours:	34.00

Lab

Topics	Lab Hrs
Safety and orientation to to work areas	3.00
Maintenance and proper use of tools and equipment	3.00
Concrete and masonry	6.00
Plumbing	6.00
Electrical	6.00
Three dimensional drawings and cost estimates	6.00
Carpentry and project construction	21.00
Total Hours:	51.00

Examples of Assignments

Reading Assignments

1. Read an article on shop safety and be prepared to discuss power tool safety with the class.

2. Read the chapter in your book on preparing concrete forms and be ready for a class discussion.

Writing Assignments

1. Write a 2-3 page paper on basic electrical wiring safety and basic rules when working with electricity.

2. Create a bill of materials for a small building and identify the costs associated with each item.

Out-of-Class Assignments

1. Visit a construction site and observe the workers' safety practices. Be prepared to share your observations with the class.

2. Go to a building supply store and get pricing for the list of electrical items that we will use during our electrical lab.

Recommended Materials of Instruction

Fleming, Eric. (2005). Construction Technology. *Blackwell Publishing, 1st.*

Other Learning Materials
Students will need to provide:
a.   Safety glasses
b.   16' steel tape (or longer)
c.   Nail apron
e.   Combination square
f.   Carpenter's hammer
g.   Bump hat

Methods of Instruction

A. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
B. Laboratory Experiments
C. Lecture
D. Problem-Solving Sessions
E. Demonstrations
F. Group Discussions

Methods of Evaluation

A. Projects
B. Exams/Tests
C. Class participation
D. Lab Projects
E. Mid-term and final examinations

Created/Revised by: Enyeart, Bruce

Date: 11/17/2014

Catalog Description

CLP 101 - Career, Education and Life Choices

Transfer Status: NT

Unit(s): 3.00
Contact Hours: 51.00 Lecture
Out of Class Hours: 102.00
Total Course Hours: 153.00

Course Description:
This is an introductory personal development course where students learn the skills for goal setting, budget projection, career and educational research, decision-making, and personal management. The course culminates in a 10-year action plan to fulfill educational and career goals.

Objectives

Upon successful completion of this course, the student should be able to:
1. Identify interests, lifestyle preferences and aptitudes that influence career, education and life choices.
2. Conduct preliminary career research using online and in-person resources such as the Occupational Outlook Handbook and informational interviews.
3. Use a basic problem-solving techniques to overcome obstacles and refine personal goals.
4. Create plans and use self-directed strategies for career changes and lifelong learning.
5. Develop and maintain a 10-year action plan that includes appropriate experiences, skills, training and education required to attain stated career goal.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Envisioning your future	2.00
Setting goals and creating plans	4.00
Career research	6.00
Budgeting for your envisioned lifestyle	5.00
Rubrics for making informed education, career, and life choices	4.00
Transitioning through post-secondary education into the workforce	4.00
Long-range plans for educational and training opportunities	8.00
Strategies for making career and life changes	3.00
Self-mastery skills and resiliency strategies	4.00
Connecting your education and career decisions with the planning process	4.00
Designing and maintaining your 10-year plan	7.00
Total Hours:	51.00

Examples of Assignments

Reading Assignments

1. Read the chapter in your text on the traits of those who succeed, and prepare to present in class the characteristics of people you would like to hire if you were the manager of a company.

2. Read the section in your text on the six E's of excellence, and prepare to share in class a person you know that embodies these traits.

Writing Assignments

1. Complete a one-page personal profile articulating your passions, work values, strengths, skills, aptitudes, and desired roles.

2. Write a budget for the envisioned lifestyle using the template provided by your instructor.

Out-of-Class Assignments

1. Complete an online inventory that details the skills you have and the skills you need to learn for your chosen career path. Submit a one-page summary of your findings.

2. Using your skills inventory chart, develop an education plan for your career path. Prepare to share your plan during a small-group discussion in class.

Recommended Materials of Instruction

Bingham, Mindy & Stryker, Sandy. (2013). Career Choices and Changes: Discover Who You Are, What You Want, and How to Get It. *Academic Innovations, 5th.*

Bingham, Mindy. (2013). Career Choices and Changes: Workbook and Portfolio. *Academic Innovations, 5th.*

Other Learning Materials
My10yearPlan.com® Interactive, Academic Innovations, 2012.

Online inventories that measure interests, personality, values, skills, learning styles, and lifestyle

Instructor may decide to assign additional self-measurement tools outside of the course text/materials, as needed.

Methods of Instruction

A. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
B. Lecture
C. Multimedia Presentations
D. Class Activities
E. Group Discussions
F. Guest Speakers

Methods of Evaluation

A. Portfolios
B. Projects
C. Homework
D. Class participation
E. Written Assignments

Created/Revised by: Donnelly, Brian

Date: 10/31/2016

Catalog Description

DFT 12 - Beginning AutoCAD Drafting

Transfer Status: CSU/UC

Unit(s): 3.00
Contact Hours: 34.00 Lecture/51.00 Lab
Out of Class Hours: 68.00
Total Course Hours: 153.00

Course Description:
This course introduces students to basic drafting concepts using both freehand sketching and AutoCAD, an industry-standard computer-aided drafting (CAD) application. It is intended for drafting majors, engineering majors, interior design majors and pre-architectural students. Topics include line and geometric shape development, freehand sketching, basic AutoCAD commands, text commands, file management, orthographic and pictorial projection, dimensioning, sectioning, auxiliaries, and architectural drawings using sketching and a two-dimensional (2D) drafting application. Document reproduction, printing and plotting will be introduced and practiced.

Objectives

Upon successful completion of this course, the student should be able to:

1. Create representative freehand sketches of objects using lines, curves and circles to create technical shapes using orthographic and pictorial techniques.
2. Properly setup AutoCAD with drafting settings to create, edit and save drawing files.
3. Draw, edit and dimension freehand sketches or technical details, using AutoCAD including the control of software options and creation of paper-based prints.
4. Produce, edit and dimension orthographic projection drawings, pictorial drawings in mechanical and architectural applications using AutoCAD.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Sketching	2.00
Starting AutoCAD	1.00
Drawing Setup and Saving Drawing Files	1.00
Basic Drawing Commands	1.00
Cartesian Coordinate Problems	2.00
Templates and Layers	2.00
Dimensioning	3.00
Mechanical Parts Problems	4.00
Geometric Construction Problems	2.00
Orthographic Construction Problems	4.00
Sectional Views	2.00
Auxiliary Drawings	2.00
Annotation and Pictorial Drawings Applications	4.00
Architectural Drawings, Layers and Scales	4.00
Total Hours:	34.00

Lab

Topics	Lab Hrs
Sketching	3.00
Drawing Setup and Saving Drawing Files	1.00
Basic Drawing Commands	1.00
Cartesian Coordinate Problems	3.00
Templates and Layers	3.00
Dimensioning	4.00
Mechanical Parts Problems	6.00
Geometric Construction Problems	3.00

Orthographic Construction Problems	8.00
Sectional Views	3.00
Auxiliary Drawings	4.00
Annotation and Pictorial Drawing applications	6.00
Architectural Drawings, Layers and Scales	6.00
Total Hours:	51.00

Examples of Assignments

Reading Assignments

1. Please read the section in your text about dimension applications and be prepared to answer questions from the reading at the next class.

2. Please read the chapter on Section Views. Consider the question "Why are section views important to drafting?" and be prepared to discuss at the start of next class.

Writing Assignments

1. Having read the chapter on Section Views, write complete answers to the worksheet questions and submit to the instructor when complete.

2. Complete the instructor-led exercise on drafting parameters in class, and write a brief summary of the parameters used to prepare your DWG file for submission.

Out-of-Class Assignments

1. Prepare a freehand sketch of the kitchen floorplan provided by the instructor and submit your sketch at the next class meeting.

2. For extra credit, please search the acronym NIST and the term ISO and prepare hand-written definitions for each and turn in at the start of the next class. No late submissions will be accepted.

Recommended Materials of Instruction

Shih, Randy H.. (2011). Principles and Practices: An Integrated Approach to Engineering Graphics. *Schroff Development Corporation, 2011.*

Methods of Instruction

A. Demonstrations
B. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
C. Lecture
D. Multimedia Presentations
E. Class Activities
F. Collaborative Group Work

Methods of Evaluation

A. Exams/Tests
B. Quizzes
C. Projects
D. Homework
E. Class participation

Created/Revised by: Sathrum, Luke

Date:04/16/2012

Catalog Description

RTVF 40 - Video Production

Transfer Status: CSU

Unit(s): 3.00
Contact Hours: 34.00 Lecture/51.00 Lab
Out of Class Hours: 68.00
Total Course Hours: 153.00

Course Description:
The course provides an introduction to the theory, terminology, and operation of single camera video production, including composition and editing techniques, camera operation, portable lighting, video recorder operation, audio control and basic editing. This course focuses on the aesthetics and fundamentals of scripting, producing, directing on location, post-production, and exhibition/distribution.

Objectives

Upon successful completion of this course, the student should be able to:
1. Demonstrate both the technical and aesthetic aspects of video field production and demonstrate knowledge of basic production techniques.
2. Operate video field recording equipment correctly to acquire quality video and audio products.
3. Conceive and execute appropriate approaches to editing field footage into cohesive projects.
4. Demonstrate the skills needed for successful teamwork in television, film or other media employment.
5. Demonstrate through projects that with the power of a communicator, comes moral and ethical responsibility.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
An overview of the process of pre-production, production and post-production camera operation including recording formats, lens operation, basic filters and tripod use	6.00
Picture composition	6.00
Basic lighting techniques and equipment	5.00
Basic audio including different microphones and mounting techniques, and appropriate sound theory (i.e. balance, presence and perspective)	6.00
General concepts of acting and directing	5.00
Post-production theory (i.e. continuity and dynamic editing) plus basic operation for nonlinear editing including ingest, editing operation and distribution	6.00
Total Hours:	34.00

Lab

Topics	Lab Hrs
Produce recordings using various lenses and filters	8.00
Produce projects using multiple picture compositions	7.00
Use basic lighting techniques and equipment	7.00
Record projects using different microphones and mounting techniques (i.e. balance, presence and perspective)	8.00
Create projects that incorporate acting and directing	8.00
Use post-production to create nonlinear editing projects	7.00
Assemble as a final individual project a live action (or dramatic creation) suitable for review and evaluation during a public showing	6.00
Total Hours:	51.00

Examples of Assignments

Reading Assignments

1. Read the chapter on basic videography; complete the reading assessment quiz and be prepared to apply the chapter information during the videography shooting assignment.

2. Read the chapter on non-linear video editing and write a 200 word minimum summary of the chapter information for a class discussion of video editing.

Writing Assignments

1. View a student video project and write 250 word minimum analysis of its content and presentation in terms of accepted principles of videography and editing.

2. Write a 200 word minimum analysis of how the "Rule of Thirds" is used in a video production to improve composition and direct viewer interest. Be prepared to present your findings during a class discussion of effective video composition.

Out-of-Class Assignments

1. Use an online job search database to identify opportunities for videographers/editors in California and the United States. Write a 200 word minimum report on your findings.

2. Plan and design a storyboard for a video production including details of camera placement, character dialog, camera moves, and composition.

Recommended Materials of Instruction

Zettl, H. (2014). TV Production Handbook. *Cengage Learning Publishing, 12th.*
Musberger, R. (2014). Single Camera Video Production. *Routledge, 6th.*
Compesi, R. (2019). Video Field Production and Editing. *Routledge, 8th.*

Methods of Instruction

A. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
B. Lecture
C. Multimedia Presentations
D. Reading Assignments
E. Demonstrations
F. Discussion

Methods of Evaluation

A. Exams/Tests
B. Projects
C. Homework
D. Final Examination
E. Written Assignments
F. Written Examinations

Created/Revised by: Donnelly, Daniel
Date: 11/09/2020

Catalog Description

MSP 5 - Introduction to Interactive Web Design and Authoring

Transfer Status: CSU

Unit(s): 3.00
Contact Hours: 34.00 Lecture/51.00 Lab
Out of Class Hours: 68.00
Total Course Hours: 153.00

Course Description:
This course is an introduction to developing interactive content for the World Wide Web. Students will survey online content to gain an understanding of effective Web design principles. Students will learn how to produce interactive content using a variety of programs to create and process text, sound, graphics and video. As a final project, students will design and produce an interactive Website.

Objectives

Upon successful completion of this course, the student should be able to:
1. Demonstrate online research techniques
2. Evaluate interactive Websites for user experience and interface design
3. Describe principals and technologies of Web authoring and implement in a Website design.
4. Identify and use computer applications to process, edit and produce graphics, text, audio and video files
5. Describe ethical codes including copyright, privacy and censorship laws governing the use of publishable materials

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Introduction to the Internet	1.00
Internet Research Technique, using Search Engines	1.00
Ethical issues on using the Internet	2.00
Evolving Technologies	4.00
Analysis and Critique of Online Content	4.00
Design for Online Publishing	2.00
Basic Page Creation	2.00
Multimedia Software	6.00
Adding Interactivity and Scripts	6.00
Site Management and Trouble Shooting	4.00
Advanced Authoring	2.00
Total Hours:	34.00

Lab

Topics	Lab Hrs
Introduction to the Internet	1.50
Internet Research Technique, using Search Engines	1.50
Ethical issues on using the Internet	3.00
Evolving Technologies	6.00
Analysis and Critique of Online Content	6.00
Design for Online Publishing	3.00
Basic Page Creation	3.00
Multimedia Software	9.00
Adding Interactivity and Scripts	9.00
Site Management and Trouble Shooting	6.00
Advanced Authoring	3.00
Total Hours:	51.00

Examples of Assignments

Reading Assignments

1. Read the handout on user interface design. Be prepared to discuss in class.

2. Research and read an article relating to new advances in web technologies. Share with the class.

Writing Assignments

1. Create a three-page Website on a subject of your choice, and write the content for all three pages. Each page should include a minimum of 250 words.

2. Research a web design agency and write a one page overview of the agency.

Out-of-Class Assignments

1. Visit a local design firm and interview the owner about their web design processes. Share with class.

2. Research and review four Websites, list the good and bad elements of each site and share your findings with the class.

Recommended Materials of Instruction

Other Learning Materials
Instructional Website

Handouts

Methods of Instruction

A. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
B. Lecture

Created/Revised by: Donnelly, Daniel

Date:02/04/2013

Guidesheet 06.2022: June 2022 Update Packet 🖉	**Status:** ADOPTED
Original Adopted Date: 06/15/2022 | **Last Reviewed Date:** 06/15/2022	

CSBA POLICY GUIDE SHEET
June 2022

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

Board Policy 0420.41 - Charter School Oversight
Policy updated to reflect that a charter school proposing to expand operations to one or more additional sites or grade levels is required to request a material revision to its charter and notify the Governing Board of the additional locations or grade levels whether a proposal to expand operations is concurrent with or unrelated to a renewal, add a new section heading "Fees/Charges for Supervisorial Oversight" and rearrange material within this section for clarity, provide that it is the County Superintendent of Schools who may request that the California Collaborative for Educational Excellence be assigned to provide assistance to a charter school that fails to improve outcomes in regard to state or school priorities identified in the charter, as specified, and add that complaints alleging noncompliance with Education Code 47606.5 (annual update of school goals, actions, and related expenditures or 47607.3 (technical assistance or intervention based on the school's failure to improve student outcomes) may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

Exhibit(1) 0420.41 - Charter School Oversight
Exhibit updated to reflect **NEW ATTORNEY GENERAL OPINION (20-102, 2021)** which found that a charter school's executive director or any of a charter school's employees may not serve as a member of the county board of education in the county where the charter school is located, **NEW LAW (AB 27, 2021) and (SB 400, 2021)** regarding identification of homeless children and unaccompanied youth, **(SB 224, 2021)** regarding the requirement to include instruction in mental health in health education course(s), **(AB 132, 2021)** regarding the completion and submission of the Free Application for Federal Student Aid and the California Dream Act Application, **(AB 643, 2021)** regarding notification to apprenticeship programs when a charter school is planning to hold a college or career fair, and **NEW LAW (AB 130, 2021)** regarding (1) phased in starting dates for which districts are required to offer a transitional kindergarten (TK) program; (2) the requirement to develop a plan for offering independent study if an affidavit is necessitated by an emergency condition that resulted in a school closure; (3) qualifications for TK teachers and adult to student ratios for TK classrooms; (4) verification of a valid criminal records summary for employees of entities that a charter school contracts with; and (5) the requirement to provide a breakfast and/or lunch free of charge during each school day to students requesting a meal regardless of the student's free or reduced-price meal eligibility. Exhibit also updated to reflect **NEW LAW (SB 722, 2021)** regarding the required presence of at least one adult with a valid certification of cardiopulmonary resuscitation training when hosting an on-campus event in or around a swimming pool that is not part of an interscholastic athletic program, and **(AB 367, 2021)** regarding the requirement to stock school restrooms with an adequate supply of free menstrual products, as specified. Additionally, exhibit updated to add or amend requirements related to high school graduation, the review of potential misassignments and vacant positions, the public employees retirement system, and the training of security officers.

Exhibit(1) 1113 - District and School Web Sites
Exhibit updated to reflect **NEW LAW (AB 27, 2021)** which includes posting requirements related to the identification of homeless students and **NEW LAW (AB 819, 2021)** which includes posting requirements related to specified environmental review documents as required by the California Environmental Quality Act. Exhibit also updated to add posting requirements related to posters published by the California Department of Fair Employment and Housing, and amend the item regarding the district's meal payment collection policy and procedures to reference a different memorandum regarding unpaid meal charges.

Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures
Regulation updated to reflect **NEW STATE REGULATIONS (Register 2020, No. 21)** which amends the definition of "beginning of the year or semester" and **NEW LAW (AB 367, 2021)** which requires any school serving any of grades 6-12 to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms beginning with the 2022-23 school year. Regulation also updated to clarify that the principal or Superintendent's designee is required to send a written resolution of the complaint to the mailing address of the complainant when the complainant has indicated on the complaint form a desire to receive a response to the

complaint.

Exhibit(2) 1312.4 - Williams Uniform Complaint Procedures
Exhibit updated to include that, for a school that serves any of grades 6-12, a complaint may be filed for failure to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms, as required by **NEW LAW (AB 367, 2021)**.

Board Policy 3110 - Transfer of Funds
Policy updated to delete an authorization for the temporary transfer of funds which only pertained to the 2020-21 and 2021-22 fiscal years.

Administrative Regulation 3517 - Facilities Inspection
Regulation updated to reflect **NEW LAW (AB 367, 2021)** which requires any school serving any of grades 6-12 to, at all times, stock and make available and accessible free of cost an adequate supply of menstrual products in specified restrooms beginning with the 2022-23 school year, and to post a notice, as specified, regarding this requirement in a prominent and conspicuous location.

NEW - Exhibit(1) 3517 - Facilities Inspection
New exhibit presents a sample of the required notification to be posted in a prominent and conspicuous location in each restroom where free menstrual products are required to be stocked, pursuant to **NEW LAW (AB 367, 2021)**.

NEW - Board Policy 3523 - Electronic Signatures
New policy reflects the authorization for districts to use electronic signatures in their communications and operations, including the benefits of electronic records and signatures, the requirement that electronic signatures conform with criteria described in law and that the level of security is sufficient for the transaction being conducted, and that electronic records are retained in accordance with law and regulations and as specified in board policy and administrative regulation.

NEW - Administrative Regulation 3523 - Electronic Signatures
New regulation establishes procedures for district use of electronic signatures, including that in any business transaction electronic signatures may be used only when each party has agreed to conduct the transaction in such a manner and that in other district operations electronic signatures may be required, criteria that must be met in order for an electronic signature to be used, and specific requirements for notarized signatures and statements that are required to be signed under penalty of perjury.

Board Policy 3550 - Food Service/Child Nutrition Program
Policy updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and **NEW LAW (AB 486, 2021)** which authorizes the coordination of food service programs with classroom instruction and other related district programs.

Administrative Regulation 3550 - Food Service/Child Nutrition Program
Regulation updated to reflect changes necessary to implement **NEW LAW (AB 130, 2021)** which requires the provision of a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and make other clarifying changes in the "Food Safety" section.

Board Policy 3551 - Food Service Operations/Cafeteria Fund
Policy updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, including revisions to the "Meal Sales" and "Program Monitoring and Evaluation" sections.

Administrative Regulation 3551 - Food Service Operations/Cafeteria Fund
Regulation updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility. Updated Regulation includes revision to "Payment for Meals," "Cafeteria Funds," and "Contracts with Outside Services" sections to make them generally applicable to all food service programs and the deletion of the "Unpaid and Delinquent Meal Charges" section which is no longer applicable.

Board Policy 3553 - Free and Reduced Price Meals
Policy updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal

eligibility. Updated policy includes general requirements applicable to federal National School Lunch and Breakfast Programs as well as the state Universal Meal Program. Updated Policy also includes revision to the "Confidentiality/Release of Records" section to permit the use of student information to facilitate the provision of targeted educational services to a student based on the local control and accountability plan, as clarified in the California Department of Education's Management Bulletin SNP-02-2018.

Administrative Regulation 3553 - Free and Reduced Price Meals

Regulation updated to reflect **NEW LAW (AB 130, 2021)** which requires districts to provide a nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced-price meal eligibility, and includes program implementation changes to "Verification of Eligibility" and "Nondiscrimination Plan" sections and the deletion of the "Prices" section which is no longer necessary.

Administrative Regulation 4112.2 - Certification

Regulation updated to expand the section on "Basic Skills Proficiency" to include a list of the ways a person may demonstrate basic skills proficiency, and reflect **NEW LAW (AB 130, 2021)** which exempts a person from the basic skills proficiency test requirement by earning at least a letter grade of B in qualifying coursework and, in conjunction with **NEW LAW (AB 167, 2021)**, exempts a person from the basic skills proficiency test requirement if it is determined that a person has demonstrated proficiency through a combination of coursework, passage of a component(s) of the basic skills proficiency test, and other specified exams. Section also updated to reflect **NEW LAW (AB 320, 2021)** which impacts what is "qualifying coursework" by defining a "regionally accredited institution" to include an institution of higher education that held preaccreditation status at the time the degree of an applicant for a credential was conferred if the institution achieved full accreditation status within five years of earning preaccreditation status, in addition to an institution of higher education that has already been designated as regionally accredited at the time the degree of an applicant for a credential was conferred. Additionally, regulation updated to provide more detail for when an out-of-state prepared teacher is not required to meet the basic skills requirement within one year of being issued a California preliminary credential by the California Commission on Teacher Credentialing.

Administrative Regulation 4161.8/4261.8/4361.8 - Family Care and Medical Leave

Regulation updated to reflect **NEW LAW (AB 1033, 2021)** which changed the definition of "parent" to include a parent-in-law for the purposes of the California Family Rights Act (CFRA), by adding "parent-in-law" to the definitions of "eligible family member" and "parent" within the "Definitions" section. Regulation also updated to delete the last sentence in the first body paragraph in the "Terms of Leave" section, as it is no longer legally accurate.

Administrative Regulation 6173.1 - Education for Foster Youth

Regulation updated to reflect **NEW LAW (AB 1055, 2021)** which modified the definition of "foster youth" to include a dependent child of a court of an Indian tribe, consortium of tribes, or tribal organization, and includes the definition of "foster youth" as specified in law. Regulation also updated to make clarifying changes to the responsibilities of the district liaison for foster youth.

Supporting Documents

06.2022 - June District Guidesheet