

**Richmond Board of Trustees**  
Regular Board Meeting  
**Thursday, September 9, 2021**  
Open Session 7:00 P.M.  
The meeting will be held in the **Richmond Gym**

The Board of Trustees of the Richmond School District welcomes you to this meeting. Members of the public may be heard on any item on the Board's agenda. Comments of the public on an item that appears on the agenda will be allowed during consideration of that item by the Board. While not required, the Board would appreciate it if you would identify yourself with your name and your address when addressing the Board.

1.     **Open Session**           **Call meeting to order at 7:00 P.M.**
  - 1.1 Flag Salute
2.     **Public Comments**

This is an opportunity for any member of the public to address the Governing Board on any matter not on the agenda but which is within the jurisdiction of the Board.
3.     **Approval of Agenda**
4.     **Closed Session**
  - 4.1   **Public Employee Appointment – Superintendent (Govt. Code 54957)**

The Board will discuss non-compensation terms of a proposed contract for a successor Superintendent.
5.     **Open Session**
  - 5.1   Announcement of action taken in closed session
6.     **Appointment of Successor Superintendent and Approval of Contract**
  - 6.1   The Board will consider whether to approve the proposed contract, including compensation terms, for a successor Superintendent
7.     **Reports from Richmond Organizations and Staff**
  - 7.1   **RCA**
    - 7.1.1   RCA Report
  - 7.2   **Superintendent/Principal Report**
    - 7.2.1   Student Body Account Report
    - 7.2.2   Book Fair
    - 7.2.3   Electives
    - 7.2.4   Board/Superintendent Function
  - 7.3   **Director of Buildings and Grounds**
    - 7.3.1   Director of Buildings and Grounds Report

- 7.4 **Certificated Staff and Classified Staff Report**
  - 7.4.1 Certificated Staff Report
  - 7.4.2 Classified Staff Report
- 8. **Curriculum/Student Performance**
  - 8.1 20/21 CAASPP Testing
  - 8.2 21/22 MAP Assessments
- 9. **Minutes**
  - 9.1 Approval of minutes of the special meeting on August 10, 2021 ACTION
  - 9.2 Approval of minutes of the regular meeting on August 12, 2021 ACTION
  - 9.3 Approval of minutes of the special meeting on August 14, 2021 ACTION
- 10. **Policy**
  - 10.1 Final Reading - **Revise Board Policy and AR 6158 - Independent Study** ACTION
- 11. **Warrants**
  - 11.1 Approval of warrant list(s) for September ACTION
- 12. **Business**
  - 12.1 Approval/Discussion of Overnight Field Trip for 5<sup>th</sup> Grade to the Lava Beds - Sept 30<sup>th</sup> to Oct 1<sup>st</sup> ACTION
  - 12.2 Approval/Discussion of 6<sup>th</sup> & 7<sup>th</sup> Grade Camp at Eagle Lake - Sept 22<sup>nd</sup> to Sept 24<sup>th</sup> ACTION
  - 12.3 Approval/Discussion of 21/22 Fundraising Calendar ACTION
  - 12.4 Approval/Discussion of Revised 21/22 School Calendar ACTION
  - 12.5 Consideration for open public hearing concerning the Sufficiency of Instructional Materials for the 2021/22 School Year ACTION
    - 12.5.1 Discussion and Review of Sufficiency of Instruction Materials
    - 12.5.2 Input of Community Members, Staff and Board
    - 12.5.3 Close Public Hearing ACTION

- |       |  |        |
|-------|--|--------|
| 12.6  | Approval/Discussion - <b>Board Resolution 21/22-2-Sufficiency of Instruction Materials</b>                         | ACTION |
| 12.7  | Approval/Discussion - Adoption of Social Science Curriculum with TCI for Grades 5 - 8                              | ACTION |
| 12.8  | Approval/Discussion of GAMUT Service Agreement with California School Boards Association (CSBA)                    | ACTION |
| 12.9  | Approval/Discussion of AB 130 - Independent Study Waiver   | ACTION |
| 12.10 | Approval/Discussion of Contract with Craig Harris to teach Band/Choir as electives during the 2021/22 school year. | ACTION |
| 12.11 | Approval/Discussion of the Local Control and Accountability Plan (LCAP), 2021-22                                   |        |
| 12.12 | Approval/Discussion of Unaudited Actuals   | ACTION |
| 12.13 | Approval/Discussion of AB 130 – Independent Study Waiver   | ACTION |
| 13.   | <b>Correspondence</b>  |        |
| 14.   | <b>Information: Comments from Board Members</b>  |        |
| 15.   | <b>Closed Session</b>  |        |
|       | <b>Liability Claim</b> (Govt Code 54956.95)  |        |
|       | The Board will meet in closed session and consider whether to accept or reject a California Code tort claim.       |        |
| 16.   | <b>Open Session</b>  |        |
| 16.1  | Announcement of Action Take in Closed Session  |        |
| 17.   | <b>Adjournment</b>   |        |

**Next Meetings:**

Thursday, October 14, 2021 - Regular Meeting

Thursday, November 18, 2021 - Regular Meeting

Tuesday, December 14, 2021 - Regular Meeting

**EMPLOYMENT CONTRACT  
BETWEEN  
MICHAEL COSGROVE  
AND THE BOARD OF TRUSTEES  
OF THE  
RICHMOND ELEMENTARY SCHOOL DISTRICT  
OF THE COUNTY OF LASSEN, CALIFORNIA**

**THIS EMPLOYMENT CONTRACT** ("Contract"), is made and entered into on September 9, 2021, by and between the Board of Trustees of the Richmond Elementary School District (hereafter referred to as "Governing Board," "Board" or "District"), and Michael Cosgrove (hereafter referred to as "Superintendent/Principal") (collectively referred to as the "Parties"). This Contract supersedes any and all other agreements, oral or written, between the Parties as of the date of the commencement of the term of this Contract.

**NOW, THEREFORE**, the District and Superintendent/Principal, for the consideration herein specified, agree as follows:

**I. TERM**

The District, in consideration of the promises by Superintendent/Principal herein contained, agrees to employ, and Superintendent/Principal hereby accepts employment as, District Superintendent/Principal of the Richmond Elementary School District for a term of Two Years commencing September 10, 2021, and ending June 30, 2023. If the Superintendent/Principal receives an evaluation for the 2022-2023 school year of "progressing acceptably" or better overall, this term shall be extended for a total of two (2) years ending June 30, 2025.

**II. COMPENSATION**

- A. Effective September 10, 2021 through June 30, 2023, Superintendent/Principal's annual salary shall be \$                     . Salary shall be payable on the last day of each month in installments of one-twelfth (1/12) of the annual salary rate.

This annual compensation is inclusive of, and no additional compensation shall be paid for, advanced degrees, mileage (within 100 miles radius of the District Office), employee portion of STRS, income protection, CSY, or CISI, or any other membership if not explicitly stated in this contract.

- B. Commencing with the 2022-2023 school year, the Governing Board shall revisit this compensation term on or by June 30th and, in its sole discretion, may provide further compensation improvement to Superintendent/Principal based upon Superintendent/Principal's past performance to the District which is determined by a majority of the Board to merit compensation improvement.

- C. Cost of Living Adjustment (COLA). Should the Districts Certificated employees receive a COLA during the term of this contract, the Superintendent/Principal will also receive the same COLA increase.

### **III. PROFESSIONAL DUTIES AND RESPONSIBILITIES OF SUPERINTENDENT**

Superintendent/Principal shall be the executive officer of the District and shall serve as secretary to the Governing Board. This Contract is subject to all applicable laws of the State of California and to the lawful rules and regulations of the California State Board of Education and the Governing Board of the District. Said laws, rules, and regulations are hereby made a part of the terms and conditions of this Contract as though fully set forth herein. Superintendent/Principal shall perform all duties prescribed by said laws, rules, and regulations, and shall carry out all directions of the Governing Board.

### **IV. HEALTH AND WELFARE BENEFITS**

The District shall provide Superintendent/Principal with the same health and welfare benefits as are provided to full time certificated employees of the District (health/dental/vision/life insurance).

### **V. DUTY - NONDUTY DAYS AND OTHER BENEFITS**

#### **A. Full-Time Service**

Superintendent/Principal shall be required to render twelve (12) months of full and regular service to the District during each annual period covered by this Contract. The year is normally exclusive of Saturdays, Sundays, holidays, and non-duty days.

#### **B. Holidays**

Superintendent/Principal shall receive those holidays where the District office is closed for business.

#### **C. Non-Duty Days**

1. Superintendent/Principal shall be entitled to twenty-nine (29) non-duty days each school year.
2. If Superintendent/Principal is unable to schedule all twenty-nine (29) days in any school year of this Contract, Superintendent/Principal may, with prior Board approval, carryover not more than ten (10) days into the next school year. At no time shall Superintendent/Principal be able to accumulate more than fifteen (15) days of non-duty time in addition to the twenty-nine (29) granted each school year.

3. Non-duty days, if not "used," have no compensable value.

**D. Illness Leave**

Superintendent/Principal shall accrue illness leave at the rate of one (1) day per work month. This leave may accumulate without limit.

**E. Other Leaves**

District shall provide Superintendent/Principal with such other leaves as are provided by law.

**VI. GOALS AND OBJECTIVES**

- A. Not later than sixty (60) days after ratification of this Contract by the Board, Superintendent/Principal and the Governing Board shall establish District goals and objectives for the initial (2021-2022) school year.
- B. For each successive year on this Contract, commencing not later than June 15 of each school year, Superintendent/Principal and the Governing Board shall establish District written goals and objectives for the following school year. These goals and objectives shall be among the criteria by which Superintendent/Principal is evaluated as hereafter provided.

**VII. EVALUATION**

- A. Each school year, Governing Board shall evaluate, in writing, the performance of Superintendent/Principal consistent with this Contract.
- B. The evaluation shall be related to the duties and responsibilities of Superintendent/Principal as set forth in Article III, the goals and objectives established by the Governing Board and Superintendent/Principal as set forth in Article VI, and applicable law and Governing Board policy.
- C. The final format, procedures, and goals of Superintendent/Principal's evaluation shall be established by the Governing Board and shall include Superintendent/Principal's self-evaluation. The Governing Board may revise the format and procedure in subsequent school years. The Governing Board shall provide Superintendent/Principal with a copy of the evaluation instrument and discuss with him/her the procedure to be used on or before September 1 of the school year in which Superintendent/Principal is to be evaluated. For the 2021 school year, the evaluation instrument and discussion shall be provided to the Superintendent Principal on or before October 15, 2021.
- D. The evaluation format shall be reasonably objective and may contain, but not

limited to, the following evaluation areas:

- relationship with the Governing Board
- relationship with the community
- curriculum and instructional leadership
  - business and operations services
  - leadership curriculum
- staff and personnel relationships
- personal qualities and development
- educational results
- overall educational leadership

The evaluation format shall provide for a rating system such that the Governing Board, individually and collectively, may indicate whether the performance of Superintendent/Principal is:

- outstanding
- successfully completed
- progressing acceptably
- making little progress
- unsatisfactory

- E. The Governing Board shall evaluate Superintendent/Principal in writing no later than May 31 of each full school year of the Contract. The evaluation shall assess both overall performance and the specific criteria set forth in the evaluation format. Superintendent/Principal shall remind the Governing Board of this requirement no later than the date of the last regular Governing Board meeting during the preceding March.

A copy of the written preliminary evaluation shall be delivered to Superintendent/Principal no later than June 10 of the school year in which the evaluation is made.

Before June 20 of the school year in which the evaluation is made, a meeting shall be held between Superintendent/Principal and the Governing Board to discuss the preliminary evaluation. Superintendent/Principal shall remind the Governing Board of this provision when the written preliminary evaluation is delivered to them pursuant to the preceding paragraph.

Based upon the Governing Board's meeting with Superintendent/Principal pursuant to the preceding paragraph, the Governing Board may modify the preliminary evaluation. In any event, a copy of the final written evaluation shall be delivered to Superintendent/Principal no later than June 30 of the school year in which the evaluation is made, and Superintendent/Principal shall have the right to make a written response to the final evaluation.

- F. If a majority of the Governing Board determines that performance of Superintendent/Principal is unsatisfactory in any respect, the written report shall describe such unsatisfactory performance in reasonable detail. The evaluation shall include recommendations for improvement of all instances where the Governing Board deems performance to be unsatisfactory.

## **VIII. PROFESSIONAL GROWTH OF SUPERINTENDENT**

- A. The District encourages the continuing professional growth of Superintendent/Principal through his/her participation in:
1. The operations, programs and other activities conducted or sponsored by local, state, national school board, and/or administrator associations,
  2. Seminars and courses offered by public or private educational institutions; and
  3. Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of Superintendent/Principal to perform their professional responsibilities for District.
- B. In its encouragement, the District shall permit a reasonable amount of release time for Superintendent/Principal to attend such matters and shall pay in accordance with Board policy, necessary travel and subsistence expenses. Superintendent/Principal shall file a travel reimbursement form with the Business Manager with applicable receipts attached.
- C. Superintendent/Principal shall, by September 1 of each year, prepare and present for approval by the Governing Board a plan for professional growth. Superintendent/Principal shall include a report of progress on this plan in the Superintendent/Principal's annual self-evaluation.

## **IX. EXPENSE REIMBURSEMENT**

A. General

Except for the items listed in Section II.A., the District shall reimburse Superintendent/Principal for all actual and necessary expenses incurred within the scope of employment. Reimbursement shall be in accordance with Board policy.

B. Transportation

Superintendent/Principal shall be reimbursed for mileage in accordance with Board policy for any travel outside of Lassen County.



- C. Professional Organizations, Committees, Civic and Community Organizations  
Subject to Board prior approval, the District shall pay membership fees for ACSA.
- D. Administrative Credential

It is the understanding of the Board that the Superintendent/Principal, at the time which this agreement takes effect, possesses a valid Ohio State Administrative Credential. The Superintendent/Principal shall complete the required process to convert/obtain a "cleared" State of California Commission on Teacher Credentialing (CTC) Administrative Credential on or by June 30, 2023. Failure to meet this requirement by this date shall be the deemed basis for immediate termination of this Agreement. The direct and required expenses associated with that process will be paid for by the District.

- E. Outside Professional Activities

Superintendent/Principal may undertake work, speaking engagements, writings, lectures, or other professional duties and obligations for a fee, provided that these activities do not interfere with Superintendent/Principal's performance of duties required under this Contract and all such activities are undertaken at no expense to the District. The District will reimburse Superintendent/Principal for expenses and travel associated with similar activities, if Superintendent/Principal does not receive a fee for those activities and the Board determines, in advance, that such activities are of benefit to the District. In either event, Superintendent/Principal shall provide advance notice to the Governing Board of all such activities undertaken by Superintendent/Principal pursuant to this provision.

## **X. TERMINATION OF EMPLOYMENT CONTRACT**

This Contract may be terminated by:

- A. Mutual agreement of the Parties.
- B. Retirement of Superintendent/Principal.
- C. Physical or mental inability of Superintendent/Principal to perform Superintendent/Principal's duties.
- D. Failure by Superintendent/Principal to maintain a valid California Administrative Credential, as described in paragraph IX.D.
- E. Termination for Cause

- 1. In the event of termination for cause, which shall be defined as conduct that is seriously prejudicial to the District, this Contract may be terminated. This shall include, by way of illustration and not limitation, failure of good

behavior either during or outside of duty hours which is of such a nature that it causes discredit to the District, unprofessional conduct, incompetency, neglect of duty, or breach of this Contract. Determination of whether cause exists shall be in the sole discretion of the Board. The Board will not make this determination in an arbitrary or capricious manner.

2. Prior to the Governing Board terminating the Contract for cause, if the identified cause is for incompetency, the Governing Board shall identify the specific areas of incompetency as part of the evaluation process identified in Paragraph VII - Evaluation and have given Superintendent/Principal a stated timeline to correct said areas.
3. Should the Board elect to terminate this Contract prior to its expiration pursuant to this section, the Governing Board shall notify Superintendent/Principal in writing. Upon request, the Governing Board shall serve on Superintendent/Principal a reasonably detailed statement of charges. Superintendent/Principal will be afforded an opportunity for a hearing which shall include the right to be represented by counsel and the right to call witnesses. If Superintendent/Principal chooses to be accompanied by legal counsel at such hearing, Superintendent/Principal shall bear any costs therein involved. Such hearing shall be conducted in closed session. Superintendent/Principal shall be provided a written decision describing the results of the hearing.

F. Governing Board Option

Notwithstanding any other provision of this Contract, the Governing Board shall have the sole right, upon giving of at least sixty (60) days' notice, to terminate this Contract during its term. This option will not be exercised for a minimum of six (6) months from the time two (2) or more members who are new to the Board are seated after an election.

1. If the Governing Board terminates this Contract before its normal expiration, except pursuant to paragraphs A. through E. above, it shall pay Superintendent/Principal, commencing from date of notification, not more than six (6) months of salary and benefits, or for the number of months remaining on her/his contract with the District, whichever is less. }

The actual amount to be paid shall be determined by the number of months remaining on the Contract, and the base annual salary paid in the last year of actual employment with the District.

2. If Superintendent/Principal is gainfully employed or commences drawing retirement benefits from a Retirement System during any portion of the time he/she is being compensated by the District pursuant to this Paragraph F, such earnings shall reduce, on a dollar-for-dollar basis, the District's obligation under this section.

For each affected month during the period of time Superintendent/Principal is to be compensated by the District pursuant to this Paragraph F, Superintendent/Principal shall provide the District with a statement of earnings, if any, which shall become a pro-rated offset against the District's monthly obligation under this section for the following month.

3. The compensation set forth in Paragraph F.1. above shall be the only compensation of any kind which shall be due to Superintendent/Principal upon termination of this Contract pursuant to this Paragraph F.

G. Superintendent/Principal Option

Superintendent/Principal shall have the sole right, upon the giving of at least sixty (60) days' notice, to terminate this Contract during its term. Should Superintendent/Principal become a candidate for a position elsewhere during the term of this Contract, Superintendent/Principal shall advise the Governing Board of Superintendent/Principal's intention when Superintendent/Principal becomes a finalist for any position.

In regard to paragraph IX.D., Expense Reimbursement - Administrative Credential. Should the Superintendent/Principal elect to terminate this Contract prior to June 30, 2022, the Superintendent/Principal shall repay all funds expended by the district toward the process of the Superintendent/Principal obtaining the required State of California Commission on Teacher Credentialing (CTC), Administrative Credential within 30 days of the termination notice.

## **XI. EXTENSION OF EMPLOYMENT CONTRACT**

- A. If Superintendent/Principal's evaluation in any school year of this Contract is deemed as "progressing acceptably" or better in all areas by a majority of the Board as set forth in Article VII, Paragraph B, this Contract may be extended by the Board for whatever legal time is deemed appropriate by the Board.
- B. If the Contract is extended, this extension shall be confirmed publicly by the Board at the next regular Board meeting subsequent to this extension.
- C. If this Contract is extended by operation of this Article, this provision continues to apply to the Contract as extended.

## **XII. RENEWAL OF EMPLOYMENT CONTRACT**

- A. The Board shall decide and notify Superintendent/Principal, in writing, by the last day of January of the closing year of this Contract, as to what extension, if any, will be offered to this Contract. Superintendent/Principal shall remind the Board of this requirement no later than the date of the last regular Board meeting the preceding December.

- B. In exercising this Paragraph, the Board, in its sole discretion, may opt to forgo the next annual evaluation set forth under Paragraph VII.

#### **XIV. GENERAL PROVISIONS**

- A. This Contract is the full and complete Contract between the Parties hereto, and it can be changed or modified only by writing, signed by the Parties or their successors in interest to this Contract.
- B. The unenforceability, invalidity, or illegality of any provision of this Contract shall not render the other provisions unenforceable, invalid, or illegal.
- C. This Agreement is binding on the heirs, administrators, successors, and assigns of the Parties hereto.
- D. Except as modified herein, this Contract 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 Governing Board. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this Contract as though fully set forth herein.

**IN WITNESS HERETO**, we affix our signatures to this Contract as the full and complete understanding of the relationships between the Parties hereto.

#### **BOARD OF TRUSTEES OF THE RICHMOND ELEMENTARY SCHOOL DISTRICT**

By: \_\_\_\_\_  
Mark Rotlisberger, President of the Governing Board

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Nicholas McBride, Clerk of the Governing Board

Date: \_\_\_\_\_

**I HEREBY ACCEPT** this offer of employment and agree to comply with the conditions thereof and to fulfill all the duties of employment as Superintendent/Principal of the Richmond Elementary School District.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Ratified in open session of the Governing Board on September 9, 2021.

## Banking Summary July 2021

7/13/2020 through 7/7/2021

7/7/2021

Page 1

Category	7/13/2020- 7/7/2021
<b>INCOME</b>	
General	
Calif Future Busines Leaders of America	995.44
Eighth Grade	923.42
Fifth Grade	0.00
Gate	759.33
General	6,269.99
Leadership	5,237.57
Seventh Grade	59.18
Sixth Grade	0.00
Sutter's Fort	3,398.23
Third Grade	113.00
Yearbook	3,009.89
TOTAL General	20,766.05
<b>TOTAL INCOME</b>	<b>20,766.05</b>
<b>OVERALL TOTAL</b>	<b>20,766.05</b>

RICHMOND SCHOOL BOARD OF TRUSTEES  
SPECIAL MEETING  
August 10, 2021  
MINUTES

CALL TO ORDER Board President called the meeting to order at 5:04 p.m.

FLAG SALUTE Board President led the flag salute.

MEMBERS PRESENT Nicholas McBride, Mark Rotlisberger, Adam Runyan, and Sadie Albonico

MEMBERS ABSENT N/A

OTHERS PRESENT Jeanette Goni, Tim Andersen, Michael Cosgrove

AGENDA  
APPROVAL MSCU (Runyan/McBride) approved the agenda

INTERVIEW  
PROCESS The Board discussed the process of conducting interviews and deliberations in closed session and reporting in open session any action taken in closed session.

CLOSED SESSION Convened to closed session at 5:07 p.m.

OPEN SESSION Reconvened to open session at 6:50 p.m.

**BOARD REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

BOARD ACTION The Board voted unanimously tentatively offer the position of Superintendent/Principal to Michael Cosgrove pending a mutually agreed upon contract.

Michael Cosgrove accepted tentative offer.

Motion: Sadie Albonico  
Second: Adam Runyan

Ayes: Nick McBride, Mark Rotlisberger, Adam Runyan, Sadie Albonico  
Noes: 0  
Absentions: 0

The Board explained the process of closed session at the next regular board meeting on August 12, 2021, regarding the negotiation of the Superintendent's contract.

PUBLIC COMMENT No Public Comment

**ADJOURNMENT** Having no further business the meeting adjourned at 6:55 p.m.

RICHMOND SCHOOL BOARD OF TRUSTEES  
REGULAR MEETING  
August 12, 2021  
MINUTES

CALL TO ORDER     Board President called the meeting to order at 7:00 p.m. Lead the flag salute.

MEMBERS PRESENT   Nick McBride, Mark Rotlisberger, Adam Runyan, Sadie Albonico

MEMBERS ABSENT   N/A

OTHERS PRESENT     Jeanette Goni, Tim Andersen, Nicole Hahn, Heather Cluck, Patty Gunderson, Melissa Davis, Keith Crosby, Elise Farris, Tracy Langslet, Christy Myers

PUBLIC COMMENT     Nicole Hahn, parent, referenced a letter sent to the Board and spoke of concerns regarding students wearing masks. Heather Cluck read a letter of thanks regarding the prior superintendent.

**Discussion Regarding Provisional Appointment to the Richmond Elementary School District Board of Trustees**

- 3.1     Review of Applications. The Board agreed they needed no extra time to review applications.
- 3.2     The Board conducted interviews with the following candidates:  
         Melissa Davis  
         Keith Crosby  
         Elise Farris  
         Tracy Langslet
- Elise Farris withdrew her application from consideration.
- 3.3     The Board took time to review interview notes.
- Mark Rotlisberger motioned to appoint Tracy Langslet as provisional appointment to the Richmond Elementary Board of Trustees. Sadie Albonico seconded the motion.
- Nick McBride - Aye  
         Sadie Albonico - Aye  
         Adam Runyan - Aye  
         Mark Rotlisberger – Aye
- 3.4     The oath of office was given by Mark Rotlisberger to Tracy Langslet.

AGENDA

APPROVAL

The Board announced that due to an error in the agenda, a formal contract offer to hire the new superintendent would not take place at this regular meeting. A special meeting would need to be scheduled to enter into a short term contract until the next regular meeting.

MSCU (Albonico/McBride) approved the agenda

- CLOSED SESSION      5.1      The Board convened to closed session regarding Conference with Labor Negotiator to be determined.
- OPEN SESSION      6.      The Board received an update by the negotiator and gave direction regarding non-compensation terms for the Superintendent candidate.

### **Superintendent Report**

#### 21/22 SCHOOL SCHEDULE

- 7.1.1      The Board announced the start date and the school hours. Staff provided clarification.

#### INTER-DISTRICT REVOCATIONS

- 7.1.2      There was discussion that there were three inter-district revocations and one reapplied.

### **Director of Buildings and Grounds**

#### SUMMER PROJECTS

- 7.2.1      Tim provided a report regarding completed summer projects.

#### GYM PAINT PROJECT

- 7.2.2      An update was provided by Tim regarding the gym paint project. He informed the Board that the bid submitted was not acceptable to the architect and legal counsel. An updated bid price was submitted at a cost of \$241,000. The increase is due to having to fence of the gym because school would be in session. There was further discussion regarding CUPCAA and not accepting the bid because the cost is over \$200,000.

#### DEDICATION PLAQUE LANGUAGE

- 7.2.3      Tim presented options of language for the plaque regarding the dedication of the office building in honor of John Wilczynski.

### **Discussion/Action Items**

#### EE APPROVAL ON PIP

- 8.1      MSCU (McBride/Albonico) approved employment of Samantha Rojas on a Provisional Internship Permit to teach 2<sup>nd</sup> grade.

#### COVID & SCHOOL REOPENING

- 8.2      The Board discussed the statement from the Lassen County of Office of Education (LCOE). There was further discussion regarding further work to be done under the new administrator. The new administrator provided a brief statement regarding COVID guidelines and school enforcement. Patty Gunderson, Lassen County Superintendent of Schools, discussed an idea of an enforcement rubric. Mrs. Gunderson clarified that a public health order carries the weight of law.



REOPENING PLAN  
UPDATE

- 8.3 There was discussion of school volunteers, field trips, sports, and traffic flow during drop off and pick up of students. It was confirmed that elementary sports were going to be allowed.

**Business**RESOLUTION  
21/22-1

- 9.1 MSCU (Runyan/McBride) approved Board Resolution 21/22-1 Approval of the Education Protection Account (EPA).

21/22 MASTER  
AGREEMENT

- 9.2 MSCU (Runyan/McBride) approved the 21/22 Master Agreement with LCOE.

DECLARATION OF  
NEED

- 9.3 MSCU (Albonico/Runyan) approved the Declaration of Need for Fully Qualified Educators.

**Minutes**

- 10.1 Sadie Albonico motioned to approve the revised minutes of the regular meeting on May 13, 2021. Adam Runyan seconded the motion.

Ayes – Mark Rotlisberger, Tracy Langslet, Sadie Albonico, Adam Runyan  
Noes – Nick McBride

- 10.2 MSCU (McBride/Albonico) approved the minutes of the special meeting on June 17, 2021.
- 10.3 MSCU (Albonico/McBride) approved the minutes of the regular meeting on June 24, 2021, with correction to Item 7.4.
- 10.4 MSCU (McBride/Albonico) approved the minutes of the special meeting on July 15, 2021.
- 10.5 MSCU (Albonico/McBride) approved the minutes of the special meeting on July 16, 2021.

**Policy**BP & AR  
6158

- 11.1 **1<sup>ST</sup> Reading** – Revise Board Policy and AR 6158 – Independent Study

There was discussion regarding the changes in the Board Policy due to Assembly Bill 130. Christy Myers, parent, discussed connectivity opportunities.

## **WARRANTS**

- 12.1 July warrants reviewed and signed by Board Member, Sadie Albonico, as agreed by the Board on June 24, 2021.

## **CORRESPONDENCE**

No Report

## **INFORMATION: COMMENTS FROM BOARD MEMBERS**

The Board announced there was no new curriculum adopted for the 21/22 school year. The Board encouraged the public to write letters to their state legislators. There was Board comments regarding a strategic plan with three to five year goals. It was discussed that the district's LCAP can be a strategic plan. The Board discussed that a special meeting will be held Saturday, August 14, 2021, at 8:00 am.

## **ADJOURNMENT**

Having no further business, the regular meeting adjourned at 9:48 p.m.

RICHMOND SCHOOL BOARD OF TRUSTEES  
SPECIAL MEETING  
August 14, 2021  
MINUTES

CALL TO ORDER     Board President called the meeting to order at 8:00 a.m. Lead the flag salute.

MEMBERS PRESENT   Mark Rotlisberger, Adam Runyan, Sadie Albonico, Tracy Langslet, Nick McBride

MEMBERS ABSENT   N/A

OTHERS PRESENT    Jeanette Goni, Tim Andersen, Michael Cosgrove

AGENDA

APPROVAL            MSCU (Runyan/Albonico) approved the agenda

CLOSED SESSION    Board convened to closed session. Nick McBride entered meeting at 8:05 a.m.

BOARD ACTION

REPORT              The Board unanimously voted to release Sabrina Greiten from the remaining time per the resignation agreement effective August 13, 2021, at 8:00 a.m.

SHORT TERM

CONTRACT            MSCU (Albonico/Langslet) approved the engagement of short-term administrator services pending the approval of a contract for successor Superintendent.

PUBLIC COMMENT    No Public Comment

**ADJOURNMENT**    Having no further business the meeting adjourned at 8:23 a.m.

**NEXT MEETINGS**

September 8, 2021 @ 7:15 p.m. - Special Meeting  
September 9, 2021 @ 7:00 p.m. - Regular Meeting

**INDEPENDENT STUDY**

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 6181 - Alternative Schools/Programs of Choice)*

A student's participation in independent study shall be voluntary. (Education Code 51747, 51749.5)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

The minimum period of time for any independent study option shall be three consecutive school days.

**General Independent Study Requirements**

For the 2021-22 school year, the district shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the district has obtained a waiver. (Education Code 51745)

For the 2022-23 school year and thereafter, the Superintendent or designee may continue to offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

*(cf. 5147 - Dropout Prevention)*

*(cf. 6011 - Academic Standards)*

*(cf. 6143 - Courses of Study)*

## **INDEPENDENT STUDY (continued)**

*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6146.11 - Alternative Credits Toward Graduation)*  
*(cf. 6172 - Gifted and Talented Student Program)*  
*(cf. 6200 - Adult Education)*

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction.  
(Education Code 51747)

The Superintendent or designee shall ensure that students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction

**INDEPENDENT STUDY (continued)**

2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of their written agreement. This requirement only applies to students participating in an independent study program for 15 school days or more. The procedures shall include, but are not necessarily limited to, all of the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the absence or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more. (Education Code 51747)

The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

The district shall provide written notice to the parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the district's web site, and shall include, at a minimum, information about the right to request a student-parent-educator conference before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study. (Education Code 51747)

## **INDEPENDENT STUDY (continued)**

Upon the request of the parent/guardian of a student, before making a decision about enrolling or disenrolling in independent study and entering into a written agreement to do so, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, or their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

### **Master Agreement**

For the 2021-22 school year only, the district shall obtain a signed written agreement for independent study no later than 30 days after the first day of instruction.

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but are not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The frequency, time, place and manner for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year

**INDEPENDENT STUDY (continued)**

6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
8. A statement that independent study is an optional educational alternative in which no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

10. Before the commencement of independent study, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.

However, for the 2021-22 school year, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/ guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil, no later than 30 days after the first day of instruction.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.



## **INDEPENDENT STUDY (continued)**

### **Student-Parent-Educator Conferences**

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by a parent/guardian prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

### **Records for Audit Purposes**

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

**INDEPENDENT STUDY** (continued)

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which independent study is provided. A student who does not participate in independent study on a school day shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee also shall maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

*(cf. 3580 - District Records)*

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

## **INDEPENDENT STUDY (continued)**

### **Program Evaluation**

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

*(cf. 0500 - Accountability)*

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6162.5 - Student Assessment)*

*Legal Reference: (see next page)*

## INDEPENDENT STUDY (continued)

### *Legal Reference:*

#### EDUCATION CODE

17289 Exemption for facilities  
41020 Audit guidelines  
41976.2 Independent study programs; adult education funding  
42238 Revenue limits  
42238.05 Local control funding formula; average daily attendance  
44865 Qualifications for home teachers and teachers in special classes and schools  
46200-46208 Instructional day and year  
46300-46307.1 Methods of computing average daily attendance  
46390-46393 Emergency average daily attendance  
46600 Interdistrict attendance computation  
47612-47612.1 Charter school operation  
47612.5 Independent study in charter schools  
48204 Residency  
48206.3 Home or hospital instruction; students with temporary disabilities  
48220 Classes of children exempted  
48340 Improvement of pupil attendance  
48915 Expulsion; particular circumstances  
48916.1 Educational program requirements for expelled students  
48917 Suspension of expulsion order  
49011 Student fees  
51225.3 Requirements for high school graduation  
51745-51749.6 Independent study programs  
52060 Local control and accountability plan  
52522 Adult education alternative instructional delivery  
52523 Adult education as supplement to high school curriculum; criteria  
56026 Individuals with exceptional needs  
58500-58512 Alternative schools and programs of choice

#### FAMILY CODE

6550-6552 Authorization affidavits

#### CODE OF REGULATIONS, TITLE 5

11700-11703 Independent study

#### UNITED STATES CODE, TITLE 20

6301 Highly qualified teachers

6311 State plans

#### COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

*Management Resources: (see next page)*

## INDEPENDENT STUDY (continued)

### *Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Elements of Exemplary Independent Study

California Digital Learning Integration and Standards Guidance, April 2021

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

**INDEPENDENT STUDY****Definitions**

*Live interaction* means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

*Student-parent-educator conference* means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

*Synchronous instruction* means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by the teacher of record for that student pursuant to Education Code 51747.5. (Education Code 51745.5)

**Educational Opportunities**

For the 2021-22 school year, the district shall offer independent study to meet the educational needs of students as specified in Education Code 51745 unless the district has obtained a waiver. (Education Code 51745)

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction

(cf. 6143 - Courses of Study)

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel

(cf. 5112.3 - Student Leave of Absence)

5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement

## **INDEPENDENT STUDY (continued)**

6. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 6142.4 - Service Learning/Community Service Classes)*

*(cf. 6181 - Alternative Schools/Programs of Choice)*

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

*(cf. 5113 - Absences and Excuses)*

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

*(cf. 6146.1 - High School Graduation Requirements)*

### **Equivalency**

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and local educational agency-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

### **Eligibility for Independent Study**

Students are eligible for independent study as authorized in law, and as specified in board policy and administrative regulation.

## **INDEPENDENT STUDY (continued)**

For the 2022-23 school year and thereafter, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

*(cf. 5111.1 - District Residency)*

A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless the student's individualized education program specifically provides for such participation. (Education Code 51745)

*(cf. 6159 - Individualized Education Program)*

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

*(cf. 6183 - Home and Hospital Instruction)*

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

*(cf. 6200 - Adult Education)*

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

*(cf. 5146 - Married/Pregnant/Parenting Students)*

*(cf. 6184 - Continuation Education)*



## **INDEPENDENT STUDY (continued)**

### **Monitoring Student Progress**

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

### **Responsibilities of Independent Study Administrator**

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study

**INDEPENDENT STUDY (continued)**

6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

**Assignment and Responsibilities of Independent Study Teachers**

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records for Audit Purpose" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement

**INDEPENDENT STUDY** (continued)

9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day for which independent study is provided

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

*(cf. 4131 - Staff Development)*

**RICHMOND SCHOOL BOARD MEETING**  
**September 9, 2021**

**BILL WARRANT TOTALS**

**AUGUST Bills – Batch #4 and #5**

FUND 01	GENERAL	\$ 35,916.29
FUND 13	CAFETERIA	\$ 0.00
FUND 14	DEFERRED MAINTENANCE	\$ 0.00
FUND 25	DEVELOPER FEES	\$ 0.00
FUND 40	CAPITAL OUTLAY	<u>\$ 0.00</u>
<b>TOTAL MONEY PAID</b>		<b>\$ 35,916.29</b>

<b>TOTAL MONEY PAID</b>	<b>\$35,916.29</b>
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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
					Pd-Resc-Y-Objt-Goal-Func-Sch-DD	T9MPS	Liq Amt	Net Amount	
101037/00	ACCELERATE LEARNING INC. P.O. BOX 732464 DALLAS, TX 75373								
220018	PO-220018	07/27/2021 INV 60008-STEMSCOPES PRINT	1	01-0000-0-4100-1110-1000-000-00	NN F	14,362.94	14,362.92	14,362.94	14,362.94
		TOTAL PAYMENT AMOUNT				14,362.94 *			
101064/00	BOB MCCLOSKEY INSURANCE 1100 CAMPUS DRIVE WEST MORGANVILLE, NJ 07751								
220022	PO-220022	08/01/2021 21/22 STUDENT ACCIDENT INS	1	01-0000-0-5440-1110-1000-000-00	NN F	400.00	400.00	400.00	400.00
		TOTAL PAYMENT AMOUNT				400.00 *			
100040/00	C&S WASTE SOLUTIONS OF LASSEN COUNTY P.O. BOX 270780 SUSANVILLE, CA 96127								
220002	PO-220002	08/01/2021 AUG SERVICES	1	01-0000-0-5520-0000-8200-000-00	NN F	286.06	286.06	286.06	286.06
		TOTAL PAYMENT AMOUNT				286.06 *			
100071/00	CALIFORNIA SCHOOL BOARDS ASSOC C/O WEST AMERICA BANK P.O. BOX 1450 SUISUN, CA 94585-4550								
220020	PO-220020	05/28/2021 55854-Y2T5K0 21/22 MEMBERSHIP	1	01-0000-0-5300-0000-7100-000-00	NN F	2,214.00	2,214.00	2,214.00	2,214.00
		TOTAL PAYMENT AMOUNT				2,214.00 *			
100976/00	CATAPULTK12 5098 Foothills Blvd. Suite 3, #396 Roseville, CA 95747								
220007	PO-220007	08/01/2021 INV 1045107-AUG WEB SERVICES	1	01-0000-0-5800-0000-7200-000-00	NN F	69.30	69.30	69.30	69.30
		TOTAL PAYMENT AMOUNT				69.30 *			

BATCH: 0004 AUG BILLS #4

&lt;&lt; Open &gt;&gt;

Fund : 01 GENERAL FUND

Vendor/Addr	Requit name	Date	Description	Tax ID num	Deposit type	Fd-Resc	Y-Objt	Goal	num	Account num	EE ES	E-Term	E-ExtRef
Req	Reference										Liq Amt		Net Amount

100244/00			DIAMOND SAW SHOP										
			100 NORTH FAIRFIELD										
			SUSANVILLE, CA 96130										

PV-220001 07/01/2021 INV 18536 - SUPPLIES

01-8150-0-4300-0000-8100-000-00 NN

TOTAL PAYMENT AMOUNT

85.64  
85.64

100827/00			FGL ENVIRONMENTAL										
			853 CORPORATION STREET										
			SANTA PAULA, CA 93060										

220023	PO-220023	07/08/2021	INV 174653A WATER TESTING										
220023	PO-220023	07/16/2021	INV 174651A WATER TESTING										
220023	PO-220023	07/16/2021	INV 174652A WATER TESTING										
220023	PO-220023	07/28/2021	INV 174650A WATER TESTING										

1	01-8150-0-5800-0000-8100-000-00	NN	P										
1	01-8150-0-5800-0000-8100-000-00	NN	P										
1	01-8150-0-5800-0000-8100-000-00	NN	P										
1	01-8150-0-5800-0000-8100-000-00	NN	P										

TOTAL PAYMENT AMOUNT

57.00  
87.00  
27.00  
235.00  
406.00

100088/00			FOREST OFFICE EQUIPMENT										
			720 MAIN STREET										
			SUSANVILLE, CA 96130										

220009	PO-220009	08/04/2021	INV SV002664-AUG COLOR COPIER										
220009	PO-220009	08/04/2021	INV SV002664-AUG COLOR COPIER										

1	01-0000-0-5800-0000-7200-000-00	NN	P										
2	01-0000-0-5800-0000-7200-000-00	NN	P										

TOTAL PAYMENT AMOUNT

167.20  
167.20  
334.40

100038/00			LASSEN COUNTY OFFICE OF EDUCAT										
			472-013 JOHNSTONVILLE ROAD N										
			SUSANVILLE, CA 96130										

220024	PO-220024	07/30/2021	INV 21/22-017 JUL PHONES										
PV-220002	08/04/2021	INV 21/22-023 LIVESCAN SVCS											

1	01-0000-0-5900-0000-7200-000-00	NN	P										
	01-0000-0-5800-0000-7200-000-00	NN											

TOTAL PAYMENT AMOUNT

250.00  
49.00  
299.00

100039/00			LASSEN MUNICIPAL UTILITY DIST										
			65 SOUTH ROOP										
			SUSANVILLE, CA 96130										

220004	PO-220004	07/25/2021	35778 PRIM MODL										
220004	PO-220004	07/25/2021	45197 COMPUTER LAB										
220004	PO-220004	07/25/2021	45198 STORAGE/PUMP										

1	01-0000-0-5510-0000-8200-000-00	NN	P										
1	01-0000-0-5510-0000-8200-000-00	NN	P										
1	01-0000-0-5510-0000-8200-000-00	NN	P										

TOTAL PAYMENT AMOUNT

262.92  
268.94  
149.90  
681.76

BATCH: 0004 AUG BILLS #4  
Fund : 01 GENERAL FUND

&lt;&lt; Open &gt;&gt;

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd-Resc-Y-Objt-Goal-Func-Sch-DD T9MPS	ABA num	Account num	EE	ES	E-Term	E-ExtRef
										Liq	ES	ES	Net Amount
100041/00	MARTIN SECURITY SYSTEMS INC												
	P.O. BOX 47												
	SUSANVILLE, CA 96130												
220008	PO-220008	07/31/2021	INV	40187 AUG COMPUTER LAB			1 01-1100-0-5800-1110-2420-000-00 NN P			51.00			51.00
220008	PO-220008	07/31/2021	INV	40187 AUG FIRE ALARM			2 01-8150-0-5800-0000-8100-000-00 NN P			120.00			120.00
							TOTAL PAYMENT AMOUNT		171.00 *				171.00
100675/00	MORGAN COMPANY, RAY												
	3131 ESPLANADE												
	CHICO, CA 95973												
220001	PO-220001	07/06/2021	INV	3373324-JUL COPIER MAINT.			1 01-0000-0-5800-1110-1000-000-00 NN P			122.96			122.96
220001	PO-220001	07/06/2021	INV	3373324-JUL COPIER MAINT.			2 01-0000-0-5800-0000-7200-000-00 NN P			122.96			122.96
							TOTAL PAYMENT AMOUNT		245.92 *				245.92
101075/00	NANCY NOAH												
	235 S. PINE STREET												
	SUSANVILLE, CA 96130												
220025	PO-220025	08/10/2021	RMB	SPORTS EQUIPMENT			1 01-6300-0-4300-1110-1000-000-00 NN F			921.19			921.19
							TOTAL PAYMENT AMOUNT		921.96 *				921.96
100119/00	OFFICE DEPOT												
	PO BOX 29248												
	PHOENIX, AZ 85038												
220014	PO-220014	07/21/2021	OFFICE/CLASSROOM	SUPPLIES			1 01-0000-0-4300-1110-1000-000-00 NN F			313.97			313.97
220014	PO-220014	07/21/2021	OFFICE/CLASSROOM	SUPPLIES			2 01-0000-0-4300-0000-8200-000-00 NN F			104.66			104.66
							TOTAL PAYMENT AMOUNT		418.63 *				418.63
101020/00	PLUMAS-SIERRA TELECOM												
	P.O. BOX 1057												
	PORTOLA, CA 96122-1057												
220003	PO-220003	07/30/2021	AUG	BROADBAND SVC			1 01-0000-0-5900-0000-7200-000-00 NN P			96.05			96.05
							TOTAL PAYMENT AMOUNT		96.05 *				96.05

BATCH: 0004 AUG BILLS #4

Fund : 01 GENERAL FUND

Vendor/Addr	Requit name	Req Reference	Date	Description	Tax ID num	Deposit type	Fd-Resc-Y-Objt-Goal-Func-Sch-DD T9MPS	ABA num	Account num	EE ES	E-Term	E-ExtRef
										Liq Amt		Net Amount

100747/00	U.S. BANK CORPORATE PAYMENT											
	P.O. BOX 790428											
	ST. LOUIS, MO 63179-0428											

220015	PO-220015	07/22/2021	SUP. JOB POSTING W/ACSA				1	01-0000-0-5800-0000-7200-000-00	NN F	200.00		200.00
220017	PO-220017	07/22/2021	CLASSROOM SUPPLIES				1	01-0000-0-4300-1110-1000-000-00	NN F	2,312.68		2,312.68
220017	PO-220017	07/22/2021	OFFICE SUPPLIES				2	01-0000-0-4300-0000-8200-000-00	NN F	289.20		289.20
	PV-220003	07/22/2021	PROFESSIONAL SVC					01-0000-0-5800-0000-7200-000-00	NN	7.80		7.80
	PV-220004	07/22/2021	SUPPLIES					01-8150-0-4300-0000-8100-000-00	NN	99.72		99.72
										2,909.40 *		2,909.40

100736/00	US BANK EQUIPMENT FINANCE											
	P.O. BOX 790448											
	ST LOUIS, MO 63179-0448											

220013	PO-220013	07/16/2021	INV 448284802 AUG COPIER				1	01-0000-0-5800-0000-7200-000-00	NN P	276.09		276.09
220013	PO-220013	07/16/2021	INV 448284802				2	01-0000-0-5800-1110-1000-000-00	NN P	276.09		276.09
										552.18 *		552.18

TOTAL Fund	PAYMENT							24,454.24	**			24,454.24
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TOTAL BATCH PAYMENT								24,454.24	***	0.00		24,454.24
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TOTAL DISTRICT PAYMENT								24,454.24	****	0.00		24,454.24
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TOTAL FOR ALL DISTRICTS:								24,454.24	****	0.00		24,454.24
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Number of checks to be printed: 17, not counting voids due to stub overflows.



Vendor/Addr	Remit name	Reg Reference	Date	Description	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
									Liq Amt		Net Amount
100925/00	ADVANCED COMFORT CONTROL										
	P.O. BOX 270668										
	SUSANVILLE, CA 96127										
220033	PO-220033	07/27/2021	INV 107261102503-A/C SVC				1	01-8150-0-5800-0000-8100-000-00	NN F	219.00	219.00
			TOTAL PAYMENT AMOUNT					219.00 *			219.00
100005/00	ALPINE FIRE SERVICES, INC.										
	249 OTTER WAY										
	PORTOLA, CA 96122										
220034	PO-220034	08/11/2021	INV 08-11121 FIRE EXT. SERVICE				1	01-8150-0-5800-0000-8100-000-00	NN F	674.35	674.35
			TOTAL PAYMENT AMOUNT					674.35 *			674.35
100976/00	CATAPULTK12										
	5098 FOOTHILLS BLVD.										
	SUITE 3, #396										
	ROSEVILLE, CA 95747										
220007	PO-220007	09/01/2021	INV 1045168-SEP WEB SERVICE				1	01-0000-0-5800-0000-7200-000-00	NN P	69.30	69.30
			TOTAL PAYMENT AMOUNT					69.30 *			69.30
100387/00	CLUCK, HEATHER										
	470-140 TWEDDELL ROAD										
	SUSANVILLE, CA 96130										
PV-220007	08/13/2021	RMB - CLASSROOM SUPPLIES						01-0000-0-4300-1110-1000-000-00	NN	46.11	46.11
			TOTAL PAYMENT AMOUNT					46.11 *			46.11
100827/00	FGL ENVIRONMENTAL										
	853 CORPORATION STREET										
	SANTA PAULA, CA 93060										
220023	PO-220023	08/11/2021	INV 175837A WATER TESTING				1	01-8150-0-5800-0000-8100-000-00	NN P	57.00	57.00
			TOTAL PAYMENT AMOUNT					57.00 *			57.00

Vendor/Addr Reg Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	ABA num	Account num	EE ES	E-Term	E-ExtRef
								Liq Amt		Net Amount
100879/00	JACKSON'S SERVICE CENTER 2000 MAIN STREET SUSANVILLE, CA 96130									
	PV-220008 07/01/2021	TRANS# 6975 - FUEL			01-8150-0-4300-0000-8100-000-00	NN	36.31 *			36.31 36.31
				TOTAL PAYMENT AMOUNT						
101077/00	LORI BARRY 700-515 SIERRA ROAD SUSANVILLE, CA 96130									
	PV-220006 08/11/2021	RMB - CLASSROOM SUPPLIES			01-0000-0-4300-1110-1000-000-00	NN	21.45 *			21.45 21.45
				TOTAL PAYMENT AMOUNT						
100675/00	MORGAN COMPANY, RAY 3131 ESPLANADE CHICO, CA 95973									
220001	PO-220001 08/04/2021	INV 3406524-AUG COPIER MAINT			1 01-0000-0-5800-1110-1000-000-00	NN P		122.96		122.96
220001	PO-220001 08/04/2021	INV 3406524-AUG COPIER MAINT			2 01-0000-0-5800-0000-7200-000-00	NN P		122.96		122.96
				TOTAL PAYMENT AMOUNT			245.92 *			245.92
100972/00	NETSUPPORT INCORPORATED 6815 SHILOH ROAD EAST SUITE A-7 ALPHARETTA, GA 30005									
220021	PO-220021 08/11/2021	INV 547087-NET SUPPORT RENEWAL			1 01-1100-0-5800-1110-2420-000-00	NN F		169.60		169.60
				TOTAL PAYMENT AMOUNT			169.60 *			169.60
100046/00	PAYLESS BUILDING SUPPLY PO BOX 1744 SUSANVILLE, CA 96130									
PV-220009	07/30/2021	INV 2522767 - SUPPLIES			01-8150-0-4300-0000-8100-000-00	NN				154.98
PV-220010	08/02/2021	INV 2522821 - SUPPLIES			01-8150-0-4300-0000-8100-000-00	NN				40.00
				TOTAL PAYMENT AMOUNT			194.98 *			194.98

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	ABA num	Account num	EE ES	E-ExtRef
								Liq Amt	Net Amount
100632/00	QUILL CORPORATION P.O. BOX 37600 PHILADELPHIA, PA 19101-0600								
220016	PO-220016	07/30/2021 CLASSROOM SUPPLIES			1 01-0000-0-4300-1110-1000-000-00	NN F		1,341.10	1,044.41
220016	PO-220016	07/30/2021 OFFICE SUPPLIES			2 01-0000-0-4300-0000-8200-000-00	NN F		115.37	412.04
220019	PO-220019	08/02/2021 INV 18470752 OFFICE SUPPLIES			1 01-0000-0-4300-0000-8200-000-00	NN F		231.85	231.85
		TOTAL PAYMENT AMOUNT					1,688.30 *		1,688.30
100994/00	STEPHEN ROATCH ACCOUNTANCY COR P.O. BOX 2196 FOLSOM, CA 95763								
220036	PO-220036	07/01/2021 INV 1 - 20/21 AUDIT SVCS			1 01-0000-0-5800-0000-7191-000-00	NN P		1,210.00	1,210.00
220036	PO-220036	07/01/2021 INV 2 - 20/21 AUDIT SVCS			1 01-0000-0-5800-0000-7191-000-00	NN P		4,900.00	4,900.00
		TOTAL PAYMENT AMOUNT					6,110.00 *		6,110.00
100993/00	STUDIES WEEKLY 1140 N 1430 W OREM, UT 84057								
220026	PO-220026	08/12/2021 INV 403553 STUDIES WEEKLY CURR			1 01-0000-0-4100-1110-1000-000-00	NN F		1,321.59	1,321.59
		TOTAL PAYMENT AMOUNT					1,321.59 *		1,321.59
100013/00	SUSANVILLE ACE HARDWARE 9045 ADAMS AVENUE HUNTINGTON BEACH, CA 92646								
220037	PO-220037	08/03/2021 INV 492621 SUPPLIES			1 01-8150-0-4300-0000-8100-000-00	NN P		7.71	7.71
		TOTAL PAYMENT AMOUNT					7.71 *		7.71
100991/00	TIM ANDERSEN 473-550 RICHMOND ROAD SUSANVILLE, CA 96130								
PV-220005	07/23/2021 RMB - TOOLS				01-8150-0-4300-0000-8100-000-00	NN			48.25
		TOTAL PAYMENT AMOUNT					48.25 *		48.25

Vendor/Addr	Remit name	Reg Reference	Date	Description	Tax ID num	Deposit type	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	T9MPS	AEA num	Account num	EE ES	E-ExtRef
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100736/00	US BANK EQUIPMENT FINANCE											
	P.O. BOX 790448											
	ST LOUIS, MO 63179-0448											

220013	PO-220013	08/17/2021	INV	450877154	SEP	COPIER	1	01-0000-0-5800-0000-7200-000-00	NN	P	276.09	276.09
220013	PO-220013	08/17/2021	INV	450877154	SEP	COPIER	2	01-0000-0-5800-1110-1000-000-00	NN	P	276.09	276.09
								552.18 *				552.18

TOTAL PAYMENT AMOUNT

TOTAL Fund PAYMENT 11,462.05 \*\* 11,462.05

TOTAL BATCH PAYMENT 0.00 11,462.05

TOTAL DISTRICT PAYMENT 0.00 11,462.05

TOTAL FOR ALL DISTRICTS: 0.00 11,462.05

Number of checks to be printed: 16, not counting voids due to stub overflows. 11,462.05

**Richmond School District   Exhibit 6153.1**  
**Request for Board Approved School Sponsored Trip**

Per policy 6153 those field trips that require to travel overnight must be approved in advance by the Board of Trustees.

**Destination** Lava Beds National Monument **Dates of trip** September 30-October 1, 2021  
**Teacher** Amy Matchniff **Grade** 5

Attach the proposed itinerary. How does it relate to curricular objectives and standards for your grade level?

5th Grade Social Studies standards include study of American Indians, how geography and climate influenced the way they lived, and their customs and folklore traditions. Lava Beds National Monument was the site of the Modoc War in 1872-1873 and can give us insight into our local history and Native American Indians. The area is still considered an important area to the Modoc tribe.

Number of students going 29

Number of adults 10-15

Are there any students that cannot go or will need special arrangements? Describe

**Transportation:** (circle)      Parent Drivers    Lassen High Bus    Bus line      Cost \$0

**Overnight Lodging:** Describe accommodations      Cost \$80  
Campsites at Lava Beds National Monument. Sites are \$10/night, we need approximately 8 campsites

**Food/meals:** Describe arrangements being made for all meals and snacks.      Cost \$645  
Lunch on Thursday is brought from home. Dinner Thursday night is hamburgers and/or hot dogs with chips and fruit. Breakfast Friday is build your own breakfast burritos (eggs, potatoes, bacon, sausage, and cheese). Lunch Friday is sandwiches and snacks made at camp before packing up.

**Fees:** List all expected entry fees, registration costs, and ticket prices.      Cost \$0

Entry fees are waived by Lava Beds National Monument for school field trips.

**Funding:** Describe any fundraising that is planned or any student contribution that is needed.

Student contribution - \$25 per student

**Total Cost:** \$725

General Fund	<u>                    </u>
Fundraising	<u>                    </u>
Family	<u>                    </u> ✓
(Check One)	

**Tentative Itinerary**  
**September 30-October 1, 2021**

**Thursday, September 30**

7:00am Meet at Richmond School parking lot  
7:15am Depart for Burney Falls (1 hour 30 minute drive)  
8:45am Arrive at Burney Falls, Hike to waterfall  
10:00am Drive to Medicine Lake (1 hour 20 minute drive)  
11:20am Arrive at Medicine Lake (bathroom break, eat snack)  
11:30am Drive to Glass Mountain (30 minute drive)  
12:00pm Arrive at Glass Mountain, explore, eat picnic lunch  
1:00pm Depart Glass Mountain for Lava Beds National Monument (almost 1 hour drive)  
2:00pm Arrive at Lava Beds National Monument Visitor Center (bathroom break, check in)  
2:30pm Explore Mushpot Cave and Indian Well (short walk from Visitor Center)  
3:00-5:30pm Explore Cave Loop  
5:30pm Set up Camp and Eat Dinner  
7:00-9:00pm Campfire, smores, and camp songs  
9:00pm Bedtime!

**Friday, October 1**

7:00am Wake up! Cook breakfast, clean up camp, make lunches, and pack up  
9:00am Drive to Skull Cave, explore Skull Cave  
10:00am Drive to Gillem's Camp, hike trail (1/2 mile hike)  
11:00 Captain Jack's Stronghold, self-guided tour  
12:00 Picnic lunch at Captain Jack's Stronghold  
12:30-1:00pm Leave for Richmond Elementary (3 hour drive)  
\*There's a gas station in Bieber where you can stop for gas or snacks or a bathroom break.  
3:30-4:00pm Arrive home at Richmond Elementary

**Richmond School District   Exhibit 6153.1**  
**Request for Board Approved School Sponsored Trip**

Per policy 6153 those field trips that require to travel overnight must be approved in advance by the Board of Trustees.

<b>Destination</b>	<u>Eagle Lake Camp Facility</u>	<b>Dates of trip</b>	<u>9/22-9-24/2021</u>
<b>Teacher</b>	<u>Solomon/Clark</u>	<b>Grade</b>	<u>6th/7th</u>

Attach the proposed itinerary. How does it relate to curricular objectives and standards for your grade level?  
6th Grade Outdoor Education Camp- enhanced personal and social communication skills.  
The various benefits include: ... Outdoor learning allows students to put their focus back on nature.

Number of students going 40

Number of adults 24-30

Are there any students that cannot go or will need special arrangements? Describe  
None

**Transportation:** (circle)      Parent Drivers    Lassen High Bus    Bus line      Cost 0

**Overnight Lodging:** Describe accommodations      Cost 0

Will stay at the cabins provided by Camp facility

**Food/meals:** Describe arrangements being made for all meals and snacks.      Cost 0

Mr. Boyer will be our cook. We will ask for parent volunteers to help with shopping

**Fees:** List all expected entry fees, registration costs, and ticket prices.      Cost 0

**Funding:** Describe any fundraising that is planned or any student contribution that is needed.

**Total Cost:** 0

General Fund	<u>                    </u>
Fundraising	<u>                    </u>
Family	<u>                    </u>
(Check One)	

# Fundraising Calendar

**21/22** (09/09/2021)

The purpose of this calendar is to provide our families with an idea of what and when they may be solicited for donations or items for sale. Events may be added if the need arises.

<b>August/September</b> 8 <sup>th</sup> Grade Fundraiser (TBD) RCA Spirit Wear Sales** Book Fair Back to School BBQ - 8 <sup>th</sup> Gr. Back to School Cupcake Sales - 6 <sup>th</sup> Box Tops - RCA Leadership Fundraiser	<b>October</b> RCA Halloween Carnival 4 <sup>th</sup> Grade - Mandarin Sales Box Tops - RCA	<b>November</b> Basketball Tourney Concessions - 8 <sup>th</sup> Gr. Initial yearbook sales Book Fair Box Tops - RCA
<b>December</b> Yearbook Sales Box Tops-RCA	<b>January</b> RCA Energy Raffle Yearbook Sales Box Tops - RCA Leadership Fundraiser	<b>February</b> RCA Energy Raffle - (Closing Date TBD) Yearbook Sales Box Tops - RCA
<b>March</b> 7 <sup>th</sup> Grade Dinner - Date TBD Cupcake Sales – Date TBD – 6 <sup>th</sup> Grade Book Fair - Week of March Yearbook Sales Box Tops - RCA	<b>April</b> Yearbook Sales Spring Picture Day Citizenship Activity Box Tops - RCA	<b>May</b> Year Book Sales Box Tops - RCA

\*\*Richmond T-shirts and Sweatshirts are available in the office and after school for sale throughout the year. Proceeds go to the RCA.

Adopted 09/09/2021



RICHMOND ELEMENTARY SCHOOL DISTRICT  
2021-2022 SCHOOL CALENDAR

180 Days

July						
S	M	T	W	T	F	S
				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

Independence Day 7/4

January						
S	M	T	W	T	F	S
						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					

New Year's Day Observed 1/3

Return to School 1/4

MLK Jr 1/17

19

August						
S	M	T	W	T	F	S
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				

Teacher Workday 8/16 - 8/18

Staff In-Service Day 8/20

1st Day of School 8/23

7

February						
S	M	T	W	T	F	S
		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					

100th Day of School 2/3

Lincoln's Birthday 2/14

President's Day 2/21

18

September						
S	M	T	W	T	F	S
			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		

Labor Day 9/6

21

March						
S	M	T	W	T	F	S
		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		

2nd Trimester Ends 3/4

Prof. Dev-Min. Day 3/21 & 3/22

23

October						
S	M	T	W	T	F	S
					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						

Columbus Day 10/11

Prof. Develop 10/20-Min. Day

20

April						
S	M	T	W	T	F	S
					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

Easter Break 4/18 - 4/22

16

November						
S	M	T	W	T	F	S
	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				

1st Trimester Ends 11/12

Veteran's Day 11/11

Conferences Min Day 11/15-19

Thanksgiving Break 11/22 - 26

16

May						
S	M	T	W	T	F	S
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				

Memorial Day 5/30

20

December						
S	M	T	W	T	F	S
			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	

Minimum Day

Winter Break 12/20 - 12/31

13

June						
S	M	T	W	T	F	S
			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		

3rd Trimester Ends 6/9

Graduation 6/8

Last Day of School Min Day 6/9

Teacher/Staff Workday 6/10

7

Early Release at 2:15 - PLE

May 27th - School day (snow day used August 23; August 24 - 27 submit J-13 waiver)

**RICHMOND ELEMENTARY SCHOOL DISTRICT**  
**RESOLUTION 21/22-2**  
**Certification and Provision of Standards Aligned Instructional Materials**

**WHEREAS**, the governing board of the Richmond Elementary School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on **September 9, 2021, at 7:00 PM** which is on or before the eighth week of school (between the first day that students attend school and the eighth week from that day) and which did not take place during or immediately following school hours, and;

**WHEREAS**, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

**WHEREAS**, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders (if the district or county office has a bargaining unit) in the public hearing, and;

**WHEREAS**, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

**WHEREAS**, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

**WHEREAS**, sufficient textbooks and instructional materials were provided to each student, including English Learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

Subject	Adopted Texts
History-Social Science	Studies Weekly – K thru 5 <sup>th</sup> Holt – 6 <sup>th</sup> thru 8 <sup>th</sup>
Science	Twig – K thru 5 <sup>th</sup> Accelerate Learning – Stemscopes 6 <sup>th</sup> – 8 <sup>th</sup>
Mathematics	Houghton Mifflin Expressions – K thru 5 <sup>th</sup> Big Ideas – 6 <sup>th</sup> thru 8 <sup>th</sup>
Reading/Language Arts	McGraw Hill – Wonders K thru 5 <sup>th</sup> McGraw Hill – StudySync 6 <sup>th</sup> thru 8 <sup>th</sup>

**THEREFORE**, it is resolved that for the 21/22 school year, the Richmond Elementary School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

**PASSED AND ADOPTED** this 9th day of September, 2021, by the Richmond Elementary School District Board of Trustees at Susanville, California, by the following vote:

**AYES:**

**NAYS:**

**ABSTENTIONS:**

**ABSENT:**

I, Michael Cosgrove, Secretary to the Richmond Elementary School District Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by said Board at a regular meeting thereof held on said date.

---

Michael Cosgrove, Superintendent  
Richmond Elementary School District

## CALIFORNIA SCHOOL BOARDS ASSOCIATION GAMUT SERVICE AGREEMENT

This Agreement is entered by and between the California School Boards Association ("CSBA") and Rim of the World USD of Lake Arrowhead, California ("Subscriber") for the use of CSBA's GAMUT services in accordance with the terms and conditions contained herein. This Agreement shall become effective (the Effective Date") upon the execution and delivery hereof by the parties hereto.

**1. Term and Renewal.** CSBA shall provide the services described in this Agreement on an annual basis from July 1<sup>st</sup> to June 30<sup>th</sup>. This Agreement shall commence as of the Effective Date and shall continue in effect until June 30<sup>th</sup> of the same year (such initial term referred to in this Agreement as the "Initial Term"). THEREAFTER, THE TERM OF THE AGREEMENT SHALL BE AUTOMATICALLY RENEWED ANNUALLY FOR AN ADDITIONAL ONE (1) YEAR TERM FROM JULY 1<sup>st</sup> to JUNE 30<sup>th</sup> (referred to in this Agreement as a "Renewal Term") UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF NON-RENEWAL TO THE OTHER PARTY AT LEAST NINETY (90) DAYS PRIOR TO THE END OF THE INITIAL TERM OR ANY RENEWAL TERM HEREOF.

**2. Grant of License.** Subject to the TERMS OF SERVICE and PRIVACY NOTICE located at <https://simbli.eboardsolutions.com/termservice.pdf> and <https://eboardsolutions.com/privacy-statement/>, Subscriber is hereby granted a non-exclusive, non-transferable, non-assignable, non-sub-licensable license to access GAMUT (the "Service") through the website provided by CSBA (the "Site"). All rights not specifically granted to Subscriber by this Agreement are reserved to CSBA.

**3. Fees.** For the license, Service, and training and support received pursuant to this Agreement, Subscriber agrees to pay CSBA the annual fees and set-up conversion fees described in Attachment A. Fees are calculated on annual fiscal year periods, pro-rated for a July 1 renewal, that begin on the subscription start date and each fiscal year anniversary thereof; therefore, Fees for subscriptions added in the middle of a monthly period will be charged for that full monthly period and the monthly periods remaining in the subscription term. To renew this Agreement after the Initial Term, Subscriber shall pay the applicable annual fee, in full. Fees for Renewal Terms may be subject to change. CSBA reserves the right to withhold or cancel access to GAMUT if said fees are not paid within 60 days of Subscriber's receipt of an invoice from CSBA.

**4. User Accounts.** Subscriber is authorized to create an unlimited number of user accounts for its employees and officers. Third party user access is prohibited. Subscriber is responsible for creating user accounts, determining access levels for each user, and informing all users of their obligations and responsibilities pursuant to this Agreement and the Terms of Service. Subscriber shall take reasonable measures to prevent unauthorized access to the Service, including protecting usernames, passwords and other log-in information.

**5. Training and Technical Support.** All logged in users of the Service will have 24/7/365 access to the online user guide, including the Knowledge Base and Training Webinars and Videos. Additional training materials, webcasts and videos may be available through CSBA. Upon receipt of this signed Agreement, when applicable, CSBA will contact Subscriber to set up Subscriber's Site and to schedule any applicable training. Upon request, CSBA may provide onsite training at the Subscriber's facility, subject to any training fees described in Paragraph 3 and Attachment A of this Agreement. Subscriber shall pay reasonable travel costs and expenses incurred by CSBA for any on-site training. CSBA will provide timely support to Subscriber for the Service. CSBA shall not be responsible for supporting network, infrastructure, computing devices, or any third-party software applications installed on Subscriber's devices.

**6. Proprietary Rights.** Subscriber acknowledges that the Service, the Site, and all software and intellectual property used to create or maintain the Service or the Site are confidential and constitute trade

## CALIFORNIA SCHOOL BOARDS ASSOCIATION GAMUT SERVICE AGREEMENT

secrets and proprietary information. Subscriber has a right to access Subscriber's information hosted or stored on the Service but acknowledges and agrees that it holds no proprietary rights related to the Service or the Site. Any documents or files created by Subscriber on or uploaded by Subscriber to the Site belong to Subscriber, and Subscriber may use them as it sees fit, subject to applicable state and federal law and local policy. Subscriber agrees not to:

- (a) Modify, translate, reverse engineer, decompile, disassemble, or create derivative works based on the Services except to the extent that enforcement of the foregoing restriction is prohibited by applicable law;
- (b) Circumvent any user limits or other timing, use or functionality restrictions built into the Services;
- (c) Remove any proprietary notices, labels, or marks from the Services (except to the extent Reseller is so permitted to for the purposes of re-branding the Services);
- (d) Frame or mirror any content forming part of the Services; or
- (e) Access the Services in order to build a competitive product or service, or copy any ideas, features, functions or graphics of the Services that are established as intellectual property or proprietary information; or to authorize or attempt to do any of the foregoing. Subscriber agrees not to sell, rent, license, distribute, transfer, directly or indirectly permit the sale, rental, licensing, distribution, use or transfer of the license or any right granted thereby, including permitting the use or dissemination of documentation related to the Service, to any other party, either during the term of this Agreement or at any time thereafter.

**7. Data and Records.** CSBA has no responsibility or liability for the accuracy of documents, files, data, or information uploaded to the Service or provided by Subscriber or Subscriber's users. For the duration of this Agreement, CSBA agrees to take reasonable steps to preserve and protect Subscriber information uploaded to the Service. For as long as Subscriber continues to subscribe to the Service, CSBA agrees to store Subscriber's data. CSBA may delete all of Subscriber's stored information ninety (90) days after the termination of this Agreement. Upon request by Subscriber made within ninety (90) days after the effective date of termination or expiration of the Service, CSBA will make available to Subscriber an export of Subscriber's data in a format determined by CSBA at no fee, or in a format requested by the Subscriber for a mutually agreed-upon fee not to exceed the additional cost of exporting to the requested format. After such ninety (90) day period, CSBA shall have no obligation to maintain or provide any of such Subscriber data and thereafter, unless legally prohibited, may delete all of such data on the Site systems or otherwise in CSBA's possession or under CSBA's control.

Subscriber acknowledges that documents, data, and information uploaded to the Service are not an official record and acknowledges its responsibility to create an archive of such materials when Subscriber desires them to serve as official Subscriber records. Subscriber agrees not to hold CSBA liable for any damage to, any deletion of, or any failure to store Subscriber information. CSBA is not the custodian of Subscriber's records for any purpose and will direct any third-party request for Subscriber's information or records to Subscriber. In the event Subscriber records are requested pursuant to a lawfully issued subpoena or court order, to the extent possible, CSBA agrees to inform Subscriber prior to responding.

Notwithstanding the provisions of this Agreement, CSBA may access, compile, record and/or distribute statistical analyses and reports utilizing aggregated data derived from information and data related to Subscriber's use of the Service.

**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
GAMUT SERVICE AGREEMENT**

**8. Warranty.** CSBA warrants that the Service will work in substantial accordance with purposes expressed in the Grant of License clause above. CSBA provides no other warranty of any kind, either express or implied, including, but not limited to, the implied warranties of merchantability, satisfactory quality, accuracy, and fitness for a particular purpose. Subscriber assumes all responsibility to provide and upgrade any hardware, computer operating system and/or software required to access GAMUT. CSBA does not warrant that functions contained in GAMUT will meet Subscriber's business requirements or that the operation of the service will be uninterrupted or error free.

**9. Limit of Liability.** IN THE EVENT OF A BREACH OF THIS AGREEMENT OR THE WARRANTY STATED ABOVE, SUBSCRIBER'S DAMAGES SHALL BE LIMITED TO THE AMOUNT OF THE ANNUAL FEE PAID BY LICENSEE FOR THE CURRENT YEAR. IN NO EVENT SHALL CSBA BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES (INCLUDING DAMAGES FOR LOSS OF PROFITS AND/OR SAVINGS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION OR OTHER PECUNIARY LOSSES) ARISING FROM THE USE OR INABILITY TO USE GAMUT OR THE SERVICE. SUBSCRIBER AGREES THAT DAMAGES DESCRIBED IN THIS PARAGRAPH ARE A REASONABLE ESTIMATION OF ANY LOSS SUBSCRIBER MAY SUFFER AND DO NOT CONSTITUTE A PENALTY.

**10. Termination.** This Agreement may be terminated by either party by giving the other party 60 days written notice. CSBA may also terminate this Agreement if Subscriber breaches any provision of this Agreement. If termination results from Subscriber's breach the annual fee, or any portion thereof, will not be refunded by CSBA. If termination results from Subscriber's written request, CSBA shall refund the pro rata portion of the annual fee for the balance of the fiscal year (July 1 - June 30) outstanding at the date of such termination. Termination for Subscriber's breach shall not alter or affect CSBA's right to exercise any other remedies available in law or equity for the breach.

**11. Compliance with Laws.** Subscriber is solely responsible for complying with state and federal laws, including the Americans with Disabilities Act of 1990 and those laws pertaining to open meetings and public information, including, but not limited to, the Ralph M. Brown Act and the California Public Records Act.

**12. Indemnification and Duty to Defend.** Except as otherwise provided in this Agreement, each party shall indemnify, defend, and hold harmless the other party, and its directors, officers, employees, agents and representatives, from and against any and all liabilities, obligations, losses, damages, penalties, fines, claims, actions, suits, costs and expenses, (including legal fees and expenses) of any kind whatsoever imposed on, asserted against, incurred or suffered by the other party, or its directors, officers, employees, agents or representatives by reason of damage, loss or injury (including death) to persons or property resulting in any way from (a) any negligent or intentional act by it or any of its directors, officers, employees, agents or representatives in its or their performance of Services hereunder; or (b) any neglect, omission or failure to act when under a duty to act on its part or the part of any of its directors, officers, employees, agents or representatives in its or their performance of Services hereunder.

It is expressly understood and agreed that in any third-party action to obtain Subscriber's records from CSBA which is opposed by Subscriber, any cost to CSBA in opposing the request, including, but not limited to, attorney's fees and costs, shall be paid by Subscriber. It is also expressly understood and agreed that no personal liability whatsoever shall attach to any member of CSBA's Board of Directors, or to any of the officers, employees, agents or representatives thereof, by virtue of this Agreement.

**13. Third Party Rights.** Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than CSBA and Subscriber.

**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
GAMUT SERVICE AGREEMENT**

**14. Modification.** The scope of work and any other terms of this Agreement may be modified only by a written agreement signed by both parties.

**15. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same instrument.

**16. Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties. There are no oral understandings or other terms or conditions as regards to the subject matter hereof and neither party has relied upon any representation, express or implied, that are not otherwise contained in this Agreement. This Agreement supersedes all prior understandings, whether written or oral, and any such terms or conditions are deemed merged into this Agreement.

IN WITNESS WHEREOF, the parties do hereby certify that they are duly authorized to execute this Agreement.

**California School Boards Association**

**Rim of the World USD**



\_\_\_\_\_  
Elaine Yama-Garcia, Esq.  
Assistant Executive Director  
Policy & Governance Technology Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
6/2/2021  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
GAMUT SERVICE AGREEMENT**

**ATTACHMENT A**

Subscriber is contracting for the Services and GAMUT Modules described in this Attachment. This Attachment may be updated to add or remove the specific GAMUT Modules that Subscriber is contracting for. By signing this Attachment Subscriber agrees to pay the fees described herein pursuant to the terms this Agreement. Any pro-rated reduction in fees or discounts will be indicated on the invoice. Annual subscriptions may be subject to change and services shall automatically renew unless either party gives written notice of non-renewal to the other party in accordance with the terms of this Agreement.

1. Annual Subscriptions. Subscriber agrees to pay the following annual fees for modules provided through GAMUT:

Module	Annual Fee
GAMUT Policy	\$2,810 (Existing Service)
GAMUT Policy Plus	\$2,925 (Existing Service)
GAMUT Meetings	Currently not subscribed

**GAMUT Policy** provides Subscriber with online access to CSBA's Sample Policy Manual, including sample policies, regulations, bylaws, and exhibits and links to related policy resources.<sup>1</sup> The sample policies, regulations, bylaws, and exhibits to which Subscriber is given access are CSBA's proprietary materials, they are provided for the Subscriber's sole use, and may not be transmitted, reproduced, or distributed to others, in whole or in parts, without CSBA's prior written consent. By signing this Attachment Subscriber agrees not to share or reproduce CSBA's Sample Policy Manual or to use any part thereof in any training or presentation without CSBA's prior written consent. Subscriptions to GAMUT Policy without GAMUT Policy Plus or GAMUT Meetings do not include an individual Subscriber Site. Subscribers to GAMUT Policy may access CSBA's Sample Policy Manual through CSBA's GAMUT site. A link to the site and user accounts will be provided upon execution of this Agreement.

**GAMUT Policy Plus** provides subscribers access to CSBA Policy Manual Consultants during regular CSBA business hours for assistance with policy issues relating to the CSBA Sample Policy Manual and any updates to the CSBA Sample Policy Manual. Such consultation may include: (a) suggestions regarding editing, use and placement of policies within Subscriber's local policy manual, and/or (b) review of and suggestions regarding proposed policies, regulations and bylaws that are unique to the Subscriber. Such review is not intended to be and is not a substitute for advice from legal counsel. Consultation does not include drafting original policy language for the Subscriber. CSBA controls the "codification" of policies related to CSBA's Sample Policy Manual and reserves the right change the policy number and/or title of any policy related to CSBA's Sample Policy Manual in GAMUT.

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<sup>1</sup> CSBA policy services provide sample policies, administrative regulations, bylaws and exhibits as a resource for school districts and county offices of education in developing their own policy manual and are not intended for exact replication or as a substitute for legal advice. CSBA's samples are a reflection of current law and do not necessarily express the personal or political opinions or viewpoints of CSBA, its Board of Directors, or its employees. Although CSBA's sample policies, regulations, bylaws and exhibits have been carefully crafted and thoroughly reviewed, they contain no warranty as to their sufficiency for addressing District's specific legal situations. Subscriber is cautioned to seek the advice of its legal counsel when confronted with legal questions or situations requiring legal advice.



**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
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2. Training and Set Up Fees. Subscriber agrees to pay the following fees for the set up their GAMUT site and individual onsite training:

Site Set Up Fee <sup>2</sup>	N/A
On Site Training Fee <sup>3</sup>	N/A

**California School Boards Association**



\_\_\_\_\_  
Elaine Yama-Garcia, Esq.  
Assistant Executive Director  
Policy & Governance Technology Services

6/2/2021  
\_\_\_\_\_  
Date

**Rim of the World USD**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

<sup>2</sup> Site setup fees do not include any data conversion. Separate charges for data conversion may apply. CSBA will consult with Subscriber before any such charges are incurred.

<sup>3</sup> On Site Training fees do not include the cost of the CSBA trainer's travel expenses. Subscriber shall pay reasonable travel costs and expenses incurred by CSBA for any on-site training.



California School Boards Association  
(916) 371-4691

Please refer to your invoice number and customer number in all communications regarding this invoice.

**Invoice Number**      **Invoice Date**      **PO #**  
INV-56871-F8D4J1      5/28/2021

**Bill To:**

Rim of the World USD  
PO Box 430  
Lake Arrowhead, CA 92352-0430  
United States

**Ship To:**

Rim of the World USD  
PO Box 430  
Lake Arrowhead, CA 92352-0430  
United States

Product Code	Description	Unit Price	Quantity	Extended Price	Terms
GAMUT/POLICY/P LUS	Gamut Policy Plus ( 07/01/2021 - 06/30/2022 )	\$2,925.00	1.00	\$2,925.00	Net 30
GAMUT/POLICY	Gamut Policy ( 07/01/2021 - 06/30/2022 )	\$2,810.00	1.00	\$2,810.00	Net 30

WAIT! Have you renewed your CSBA Membership for 2021/2022? Only CSBA members enjoy exclusive access to GAMUT and our valuable trainings and services. Don't forget to renew your CSBA membership by September 15 to maintain uninterrupted access.

You should have also received a GAMUT service agreement with your renewal packet. Please email signed agreements to [gamut@csba.org](mailto:gamut@csba.org).

**Total Invoice:** \$5,735.00

**Total Paid:** \$0.00

**Balance Due:** \$5,735.00



PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT



California School Boards Association

Customer Number	Invoice Number	Invoice Date	Terms	Balance Due
100716	INV-56871-F8D4J1	05/28/2021	Net 30	\$5,735.00

**Make checks payable to:**

California School Boards Association - CSB (6744)  
c/o West America Bank  
P.O. Box 1450  
Suisun City, CA 94585-4450

**Bill To:**

Rim of the World USD  
PO Box 430  
Lake Arrowhead, CA 92352-0430  
United States