

**Nevada City School of the Arts  
Charter Governance Council  
Meeting Agenda**

Thursday, March 21, 2023

13032 Bitney Springs Rd, Building 8 (Lower Campus Staff Room), Nevada City, California

**Call Order: 5:00 p.m.**

**Roll Call:**

**Public Forum:** *Members of the public who wish to comment during the Board meeting will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Board of Directors may limit the total time for public comment to a reasonable time.*

**Plaudits:**

**Action Items**

1. Approve Agenda

**Consent Agenda**

2. Approve February 15, 2024 Minutes - *See attached*

**Reports**

3. Director's FYI Report – Holly Pettitt – *See attached*
4. Board and Committee Reports
  - a. Nomination & Recruitment
  - b. Finance - *see attached*

**Discussion Items**

5. Review County Supplied Annual Notices for 2024-25 School Year - *see attached*
6. Discuss 2024-25 Budget Outlook
7. Discuss Building 3 Modernization Project and Financing

**Action Items**

8. Approve B-5 Staff Treatment and Compensation Monitoring Report - *See attached*
9. Approve Application for Certified Wellness Coach Grant Program - *See attached*
10. Approve 2024-25 Salary Schedules - *See attached*
  - a. Certificated Salary Schedule
  - b. Certificated Administrative Salary Schedule
  - c. Classified Hourly Salary Schedule
  - d. Classified Administrative Salary Schedule
  - e. Psychologist & MH Salary Schedule

**Adjournment 6:30 p.m.**

**Access to Board Materials:** A copy of the written materials which will be submitted to the School Board may be reviewed by any interested persons on NCSA's website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

**Disability Access:** Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (530) 273-7736. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

Thursday, February 15, 2024  
13032 Bitney Springs Rd, Building 8 (Lower Campus Staff Room), Nevada City, California

**Closed Session**

11. Public Employee: Discipline/Dismissal/Release

**Adjournment 7:02 p.m.**

Submitted by: Abby Oas, Board Secretary

2/15/24

Approved by the NCSA Charter Council

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LeeAnne Haglund, Board Chair

Date

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Abby Oas, Board Secretary

Date



## **Director FYI Report**

### **March 21, 2024**

This report details highlights of the month, operational achievements and items that the Board may like to know and helps to satisfy compliance with our B-6 Communication to the Board policy as well as indicates progress toward our Ends. It is organized by the following:

1. Relevant financial information.
2. School level issues that help the board see the big picture.
3. Public events (activities and gatherings both on and off premises) of a nature that may affect the perception of the School in the community.
4. Internal and external changes like significant modifications to the normal pattern of school business.
5. Progress towards Ends Policies and LCAP

### **Plaudits**

- To Erin Alonso 6th Grade ELA/SS - such a fabulous teacher! She is exemplary at differentiating for students and creates super engaging lessons.
- Scott Mertz for writing the Comprehensive Student Wellness Grant.
- Lauren Cooper for doing such a stellar job this year as our school psychologist.
- Thanks to the Death Valley Team for another great trip!
- To Megan Williamson and Lisa Poggenessee for keeping up with all the vaccination issues.

### **Financial Information**

- [Budget Ideas/Questions from Teachers](#)

### **Facilities Update**

B2

- One of the HVAC units froze up completely over Presidents Day weekend. GVAC was called out and found that a control board had gone bad, causing the trouble. It was replaced and tested.



- A replacement amplified speaker must be purchased for the theater

### B3

- Audra's classroom window leak has been patched until a roofer can come out and do a proper repair.
- Clogged sinks were reported in 309. Ian attempted to snake. Mr Rooter was called out and was able to clear the clog.

### B4

- The bell came in for the water flow alarm. Everguard came out to replace it on 3-8-24. Everguard found that there was a ground fault error, and the alarm zones were ringing on the first floor only. Kevin will look into the trouble and report back. For now, he has a patch in place to protect the building.

### B8

- A crack has developed in one of the dance room mirrors. An investigation into the safety of the glass has led to concerns about how the glass was mounted, as they are all bowed out. Moule has been contacted, and they will be out on 2/27/22 to look at the cracked mirror and the mounting of all the mirrors. After receiving a bid of nearly three thousand dollars to remove and replace this mirror, Ian and Al removed it.
- On the morning of 2/29/24, the boiler in B8 went out four times. Ryan from GVAC looked at everything and couldn't be sure, but he suspected a bad board. He will get a price and may require Kendric to program that board. Subsequent testing leads us to believe the main control and timer board is bad. The part has been ordered and replaced. Several heat cycles have been run without an error. The thermostats have been reprogrammed back to their normal presets. Keep your fingers crossed.

### B9

- There is a planned power outage on 3/25/24 from 09:00 to 13:00, Affecting only building nine. We will not be able to provide internet to renters in building 9 or 5.

- 3/4/24 A brief internet and phone outage occurred in the early afternoon. CJ suspects the battery backup in the communication closet is failing.

## **Overall**

- Water filters at both campuses needed to be replaced before the scheduled interval as they clogged up. Ian reports that no significant work has been done on the water system to cause this.
- Water is still being used at a rate higher than seasonal norms.

## **School Wide Issues**

- We met on March 1st with the DA folks from PLacer. They were fabulous and had lots of great information and suggestions. They will be back on April 5th to follow up.
- Gladiz teacher 1st - has resigned. We are coming up with a plan to replace her.

## **Events**

- Lottery is coming up on April 10th. Still low on applications.
- 1st Grade Show is on the April 18th.

## **Arts Based Choice for Education**

- We have 174 applications.

## **Academic, Arts & Social Emotional Achievement**

- Middle School Teachers are practicing the state tests while 3rd & 4th are starting now.
- Applying for a Comprehensive Wellness program grant. This is super exciting and will pay for more mental health support at school. This is on the agenda for approval.

## **Safe, Respectful and Equitable Conditions for Learning and Working**

- B5 report - Staff Treatment is on the agenda. Scores are pretty much the same as in past years.
- IS coordinator to increase the amount of IS to relieve absences
- Math Specialist/Attendance Recovery Coordinator.

## **Contributor and Collaborator to the Greater Community**

- Continuing conversations with the Forge and Nisenan about more collaboration and space at NCSA. Nisenan will also be working on a grant for \$200,000 to pay for training of members of their tribe to perform cultural burns. They will be using our site as an education site. More details at the board meeting.

# Nevada City School of the Arts

## Budget vs. Actuals: 2023-24 - 1st Interim Budget - FY24 P&L Classes

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
8000 Revenue - State	2,391,733.00	5,069,054.72	-2,677,321.72	47.18 %
8100 Federal Revenue	1,137,419.03	1,317,540.54	-180,121.51	86.33 %
8300 Other State Revenues	1,329,424.42	2,137,003.11	-807,578.69	62.21 %
8600 Other Local Revenue	482,966.91	611,181.08	-128,214.17	79.02 %
Unapplied Cash Payment Revenue	1,029.75		1,029.75	
Uncategorized Revenue		200,000.00	-200,000.00	
<b>Total Income</b>	<b>\$5,342,573.11</b>	<b>\$9,334,779.45</b>	<b>\$ -3,992,206.34</b>	<b>57.23 %</b>
GROSS PROFIT	<b>\$5,342,573.11</b>	<b>\$9,334,779.45</b>	<b>\$ -3,992,206.34</b>	<b>57.23 %</b>
Expenses				
1000 Certificated Salaries	1,493,781.86	2,255,605.30	-761,823.44	66.23 %
2000 Classified Salaries	1,364,719.47	2,057,105.95	-692,386.48	66.34 %
3000 Employee Benefits	731,420.51	1,198,705.01	-467,284.50	61.02 %
4000 Books & Supplies	506,057.11	644,734.35	-138,677.24	78.49 %
5000 Services & Other Operating Expenses	1,997,710.83	2,676,750.00	-679,039.17	74.63 %
7000 Other Outflows	333.76		333.76	
Unapplied Cash Bill Payment Expenditure	0.00		0.00	
<b>Total Expenses</b>	<b>\$6,094,023.54</b>	<b>\$8,832,900.61</b>	<b>\$ -2,738,877.07</b>	<b>68.99 %</b>
NET OPERATING INCOME	<b>\$ -751,450.43</b>	<b>\$501,878.84</b>	<b>\$ -1,253,329.27</b>	<b>-149.73 %</b>
NET INCOME	<b>\$ -751,450.43</b>	<b>\$501,878.84</b>	<b>\$ -1,253,329.27</b>	<b>-149.73 %</b>



Placer County Office of Education  
360 Nevada Street, Auburn, CA 95603  
(530) 889-8020 • Fax (866) 840-2941 • [www.placercoe.org](http://www.placercoe.org)

Gayle Garbolino-Mojica, County Superintendent of Schools

## Memorandum

Date: **February 2024**

To: **Placer County School District Superintendents  
Nevada County Superintendent of Schools  
Yuba County Superintendent of Schools**

From: **Phillip J. Williams, Deputy Superintendent**

RE: **Annual Parent Rights Notification (2024-2025 School Year)**

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Enclosed please find the Annual Parent Rights Notice ("Annual Notice") prepared by my office for the 2024-2025 school year. As in years past, the Annual Notice has been updated to reflect any new notice requirements to parents/guardians. Please note that when 15% or more of the students enrolled in a school speak a primary language other than English, the Annual Notice must be provided in that primary language in addition to being provided in English. Thus, we have enclosed English, Spanish and Russian versions.

Along with the Parent/Guardian Receipt and Acknowledgement form, which is included with the Annual Notice as "Form A", you should include the following documents as the Annual Notice indicates that these documents will be attached when applicable:

1. A copy of the sexual harassment prevention policy as it pertains to pupils.
2. A copy of the calendar for the 2024-2025 school year, including the schedule for any minimum days or pupil-free staff development days.
3. Written notification of any pesticide products expected to be used at school sites during the upcoming school year. The notification is required to include:
  - a) Names of all pesticide products expected to be applied.
  - b) Identification of active ingredient(s) in each product.
  - c) Internet address used to access information regarding pesticides and pesticide use reduction which is: <http://apps.cdpr.ca.gov/schoolipm/>
  - d) Internet address where the school site integrated pest management plan may be found if posted.
  - e) Information that a copy of the school site integrated pest management plan may be viewed in the school site office.
4. A copy of the school district's policy regarding Parent Involvement.
5. A copy of the school district's Uniform Complaint Procedures.



As a reminder, if your school district elects to allow a career technical education course count toward high school graduation requirements, Education Code Section 48980(l) states that you are required to include both of the following in the Annual Notice:

- a) Information about the high school graduation requirements of the school district and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California; and
- b) A complete list of career technical education courses offered by the school district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy.

Additionally, please note that if your school district elects to offer an athletic program other than during the regular school day as part of the physical education course, you must have the parents of student athletes sign and return a concussion and head injury information sheet before the athlete initiates practice or competition. (Ed. Code section 49475).

Some other items that may need to be included in or with the Annual Notice depending on your circumstances:

*Language Acquisition Program* – If your school district implements a language acquisition program pursuant to Education Code section 310, you must provide, as part of the annual parent rights notice or upon enrollment, the parents/guardians of minor students with information on the types of language programs available to students enrolled in your district, including, but not limited to, a description of each program.

*Employee Code of Conduct* – Any local educational agency (LEA) that maintains a section regarding employee interactions with students in its employee code of conduct, must provide a written copy of the section to the parent/guardian of each student at the beginning of the school year. Per Education Code section 44050, an LEA may satisfy this requirement by including the section from its employee code of conduct in the Annual Notice.

*Involuntary Transfer Students Convicted of Violent Felony or Misdemeanor* – If your school district Governing Board has adopted a policy on students convicted of certain violent crimes per Education Code section 48929, you must provide notice of the policy to parents/guardians as part of the Annual Notice.

*Access to Mental Health Services* - A school district or county office must notify parents/guardians on how to initiate access to available pupil mental health services on campus, in the community, or both, consistent with Education Code section 49428. One method of providing the required notice is to include the information in the Annual Notice.

Nevada County Superintendent of Schools and Nevada County School Districts *PLUS* Yuba County Superintendent of Schools and Yuba County School Districts should amend the section **Pupils with Exceptional Needs**, found on page 9, as this section specifically refers to the Placer County Special Education Local Plan Area (SELPA).

*Child Access Prevention/Safe Storage of Firearms.* Any LEA serving pupils in kindergarten, or any of grades 1 to 12, is required to annually inform parents/guardians of California's child access prevention laws and laws relating to the safe storage of firearms at the beginning of the first semester or quarter of the regular school term. The parent/guardian annual notification ("Sample Firearms Safety Memorandum") that satisfies the model content requirement of Assembly Bill 452 and Senate Bill 906 is available in English and Spanish on the California Department of Education's Violence Prevention web page at: <https://www.cde.ca.gov/ls/ss/vp/>. This should be included with the Annual Notice.

*Cancer Prevention Act.* For the parents/guardians of students admitted to or advancing to the 6th grade, the Annual Notice shall include a notification containing a statement advising that the student adhere to current human papillomavirus (HPV) immunization guidelines before admission or advancement to the 8th grade level. (See Education Code section 48980.4.)

*Synthetic Drug Use Dangers.* While the notice required by Education Code section 48985.5 has been added to the 2024-25 annual parent notice, please note that a LEA that maintains an internet website it must post the information on the website and shall ensure that each individual school within the LEA that maintains an individual internet website also posts the information on that school's internet website.

As a reminder, the Placer County Office of Education does not provide printing services. Your district will be responsible for printing its own Annual Notice documents. The "Receipt of Notification" should be printed on a single, additional page to facilitate ease of return to the school site, or you may choose to create your own.

**School districts should review their policies and procedures with their legal counsel to confirm compliance with the annual parent notice requirements and any other new legal requirements.**

If you have any questions about these documents, please contact Stephanie Schau, Administrative Assistant to the Deputy Superintendent, at (530) 745-1310 or email to: [sschau@placercoe.org](mailto:sschau@placercoe.org).

**ANNUAL PARENT NOTICE  
2024-2025**

Dear Parent/Guardian:

State law requires school districts and the county office of education ("county office") to provide annual notice to parents/guardians of certain rights and responsibilities. Parents/guardians are required to acknowledge receipt of this notice by signing and returning the receipt and acknowledgment (Part I of Form A) to your school district or county office program.

**CURRICULUM AND INSTRUCTION**

**Instructional Materials:**

All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, audio and video recordings, and software, will be compiled and stored by the classroom instructor and made available promptly for inspection by a parent/guardian in a reasonable time frame or in accordance with school district or county office policies or procedures.

Education Code §§ 49091.10(a); 51101(a)(8).

**Observation:**

Upon written request, a parent/guardian has the right to observe instruction and other school activities that involve their child or for the purpose of selecting a school in accordance with board policies on interdistrict and intradistrict transfers. Any observation will be done in accordance with policies established to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Education Code §§ 49091.10(b); 51101(a)(1).

**Beliefs:**

A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This does not relieve pupils of any obligation to complete regular classroom assignments. Education Code § 49091.12(a).

**Curriculum:**

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge. Education Code §§ 49091.14; 49063(k).

**Animal Dissection:**

A pupil, who has a moral objection to dissecting or otherwise harming or destroying animals as part of an instructional program, has a right to request an alternative educational project. Education Code §§ 32255-32255.6, 48980(a).

**Sexual Health and HIV Prevention Education:**

The Healthy Youth Act ("Act") authorizes a school district or county office to provide comprehensive sexual health education and HIV prevention education to all pupils in grades 7 to 12. Education Code §§ 51933 et seq., 48980(a).

- Written and audio-visual educational materials used in comprehensive sexual health education and HIV prevention education will be made available for your inspection. Education Code § 51938.
- You will be notified whether the comprehensive sexual health education or HIV prevention education will be taught by school district/county office personnel or by outside consultants. Education Code § 51938.
- You may request a copy of the Act from the school district or county office. Education Code § 51938.
- You may request in writing that your child be excused from comprehensive sexual health education and HIV prevention education. (Fill out Part II of Form A to make a request.) Education Code § 51938.

**Tests, Questionnaires, Surveys, Examinations on Personal Beliefs or Practices:**

No pupil will be given any test, questionnaire, survey, or examination containing questions about a pupil's, or their parents'/guardians' beliefs or practices relating to sex, family life, morality, or religion, unless their parent/guardian provides prior written permission. Parents/guardians of all pupils in grades 7 to 12, will be given the opportunity to review any test, questionnaire, or survey about a pupil's attitude concerning or practices relating to sex before it is administered and will be given the opportunity to request in writing that their pupil not participate. Education Code §§ 51513, 51938, 51939.

**Minimum Days and Staff Development:**

Attached to this notice is the calendar for the school year which includes the current schedule of any minimum days or pupil-free staff development days. Parents/guardians will be notified during the school year of any additional minimum days and pupil-free staff development days not later than one month before the scheduled minimum or pupil-free day. Education Code § 48980(c).

**PUPIL BEHAVIOR AND DISCIPLINE****Sexual Harassment:**

The school district and county office prohibit sexual harassment of or by any pupil or by anyone employed by or otherwise working or volunteering for the school district or county office. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. Any person who feels that they are being discriminated against or harassed should immediately contact their principal or designee so that they can address the situation. A written complaint may be filed in accordance with the district or county office's Uniform Complaint Procedures. Written complaint procedures are available at all school sites. A copy of the school district or county office's written policy on sexual harassment, as it pertains to pupils, is attached to this notice. Education Code §§ 48980(f), 212.5, 231.5; 5 C.C.R. § 4917.

**Evaluations:**

A pupil may not be tested for behavioral, mental, or emotional evaluation without the informed written consent of their parent/guardian. Education Code § 49091.12(c).

**Unexcused Absence:**

Parents/guardians will be notified in a timely manner if their child is absent from school without permission. Education Code § 51101(a)(4).

**Truancy:**

Upon your child's initial classification as a truant, you will be notified of the following:

- a. That your child is truant.
- b. That you are obligated to compel the attendance of your child at school.
- c. That you may be guilty of a criminal infraction and subject to prosecution if you fail to meet this obligation.
- d. That alternative educational programs are available in the district.
- e. That you have the right to meet with appropriate school personnel to discuss solutions to your child's truancy.
- f. That your child may be subject to arrest or temporary custody under Education Code section 48264.
- .
- g. That it is recommended that you accompany your child to school and attend classes with them for one day.

Education Code § 48260.5.

**Chronic Truancy:**

The parent/guardian of any pupil in grades 1 through 8 who is found to be a "chronic truant" may be found guilty of a misdemeanor. Education Code § 48263.6; Penal Code § 270.1.

**Pupil Discipline Rules:**

A copy of the school's pupil discipline rules may be obtained by contacting the principal or designee. The parent/guardian of a pupil who has been suspended by a teacher may be required to attend a portion of a school day in the class of their child or ward. Education Code §§ 35291, 48980(a), 48900.1.

**PUPIL HEALTH, SAFETY AND MEDICAL TREATMENT****Fingerprint Policy:**

Information concerning the school district or the county office's pupil fingerprint policy, if any, is provided at the time of enrollment. Education Code §§ 32390, 48980(e).

**Confidential Medical Services:**

School authorities may excuse any pupil enrolled in grades 7 through 12, inclusive, from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. Education Code § 46010.1.

**Pupil Immunization:**

No student shall be admitted to school until the student is immunized as required by law. The district may permit a licensed physician and surgeon, or other health care practitioner who is acting under the direction of a supervision physician or surgeon, to administer an immunizing agent to a student whose parent or guardian has consented in writing to the administration of such immunization agent. When there is good cause to believe that a student has been exposed to a communicable disease and their documentary proof of immunization status does not show proof of immunization against that disease, the student may be temporally excluded from school until the local health officer is satisfied the student is no longer at risk of developing or transmitting the disease.

If a parent or guardian files with the governing authority a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization, that child shall be exempt from the immunization requirements. Any child with a medical exemption authorized prior to January 1, 2020, shall be allowed continued enrollment until they enroll in the next grade span. "Grade span" means (1) from birth through preschool; (2) transitional kindergarten through 6th grade; and (3) grades 7 through 12. After July 1, 2021, a student may not be unconditionally admitted or readmitted, or admitted/advance to the seventh grade, unless they have been immunized or files a medical exemption that is compliant with a required statewide form.

Effective January 1, 2016, the California Legislature eliminated the exemption from specified immunization requirements based upon personal beliefs. A student who, prior to January 1, 2016, submitted a letter or affidavit on file with their school stating beliefs opposed to immunization shall be allowed enrollment until the student enrolls in the next grade span. "Grade span" means (1) from birth through preschool; (2) transitional kindergarten through 6th grade; and (3) grades 7 through 12.

Health and Safety Code §§ 120335, 120370; Education Code §§ 48216, 48980(a), 49403.

**Physical Examinations:**

A child may be excluded from physical examination whenever a parent/guardian files a written statement with the school that they will not consent to a physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance. (School children are examined for vision, hearing, and curvature of the spine at selected grade levels.) Education Code §§ 48980(a), 49450 – 49455.

**Psychological Testing:**

A parent/guardian has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. Education Code § 51101(a)(13).

**Pupil Medication:**

Any pupil who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from the physician or surgeon or physician assistant, as specified by law, detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and a written statement from the pupil's parent, foster parent, or guardian indicating their desire to have the school assist in administering the physician and surgeon, or physician assistant's instructions. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit both a written statement of instruction from their physician or surgeon or physician assistant, as specified by law, that includes a confirmation that the student is able to self-administer such medication, and a written statement from the pupil's parent, foster parent, or guardian consenting to the self-administration, as well as applicable releases. Any pupil who uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed is subject to discipline. Education Code §§ 48980(a), 49423, 49423.1.

**Continuing Medication:**

A parent/guardian of a pupil on a continuing medication regimen for a non-episodic condition shall inform the school of the medication being taken, the current dosage, and the name of the supervising physician. With a parent/guardian consent, the school nurse or other designated employee may communicate with the physician with regard to the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or over dosage. Education Code § 49480.

**Pupil Insurance:**

The school district or county office may provide or make available medical or hospital services, or both, for injuries to pupils arising from school programs or activities. No pupil will be compelled to accept such services. You may obtain further information regarding availability of pupil accident insurance by contacting your school's principal. Education Code §§ 48980(a), 49472.

**Emergency Medical Care:**

Parents/guardians must provide current updated emergency contact information to your child's school of attendance, including your home address and telephone number, business address and telephone, and the name, address and telephone number of a relative or friend who is authorized to care for your child in any emergency situation if you cannot be reached,. If your child is ill or injured during regular school hours and requires reasonable medical treatment, and if you cannot be reached, the school district, county office or the principal cannot be held liable for reasonable treatment of your ill or injured child without your prior consent, unless you have previously filed a written objection to any medical treatment other than first aid. Education Code §§ 49407; 49408.

**Pupil Safety:**

A parent/guardian has the right to have a safe and supportive learning environment for their child. Education Code § 51101(a)(7).

**Unsafe School Choice Option:**

Students who attend a persistently dangerous school and students who are victims of a violent criminal offense, while in or on the grounds of a public school must be allowed to attend a safe public school. 5 C.C.R. §§ 11992, 11993; 20 U.S.C. § 7912.

**Tobacco-Free Campus:**

Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in county office or district-owned or leased buildings, on county office, school, or district property, and in county office, school, or district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off county office or district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions. Health and Safety Code § 104420.

**Sun Protective Clothing/Sunscreen:**

Any pupil may use articles of sun protective clothing, including hats, for outdoor use during the school day, subject to school district or county office dress code policies. Any pupil may use sunscreen during the school day without a physician's note or prescription but school personnel are not required to assist pupils in applying sunscreen. Education Code § 35183.5.

**Oral Health Assessment:**

Any pupil, while enrolled in kindergarten in a public school or while enrolled in first grade if the pupil was not previously enrolled in kindergarten, unless excused, must present proof no later than May 31 of the school year of having received an oral assessment by a licensed dentist or other licensed or registered dental health professional. The assessment must be performed no earlier than 12 months prior to initial enrollment of the pupil. Education Code § 49452.8.

**Type 1 Diabetes Information:**

Information regarding Type 1 Diabetes is available on the California Department of Education's website at: <https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp> Education Code § 49452.6.

**Synthetic Drug Use Dangers:**

Parents/guardians should be aware of the possibility that dangerous synthetic drugs can be found in counterfeit pills. Information about the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, is available on the District's website. Education Code § 48985.5

**PUPIL PERFORMANCE AND EVALUATION****School Accountability Report Card:**

A copy of the school district and county office's accountability report card may be obtained from your child's school upon request. Education Code § 35256.

**Parent Meeting with Teacher and Principal:**

Upon reasonable notice, a parent/guardian has the right to meet with their child's teacher(s) and principal. Education Code § 51101(a)(2).

**Parent Notification:**

A parent/guardian has the right to be notified concerning their child's classroom and standardized test performances, when their child has been identified as at risk of retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. Education Code §§ 48070.5, 51101(a)(5), (9), (12), (16).

**Academic Expectations:**

A parent/guardian has the right to be informed of the academic expectations of their child. Education Code § 51101(a)(11).

**College Admission Requirements and Career Technical Information:**

School districts offering any of grades 9-12 shall provide the following brief explanation of college admission requirements, a brief description of career technical education, and information about how pupils may meet with school counselors to help them select courses to meet college admission requirements and/or enroll in career technical education courses.

1. College Admission Requirements (A-G Requirements) for California State University (CSU) and University of California (UC)

Additional information about admission requirements for the CSU system can be found at: <https://www.calstate.edu/apply>

Additional information about admission requirements for the UC system can be found at:

<https://admission.universityofcalifornia.edu/>

Additional information about course offerings can be found in the high school student handbook.

- a. History or Social Science – 2 years
- b. English – 4 years
- c. Math – 3 years (UC recommends 4 years)
- d. Laboratory Science – 2 years (UC recommends 3 years)
- e. Language Other Than English – 2 years (UC recommends 3 years)
- f. Visual and Performing Arts – 1 year
- g. College Preparatory Elective – 1 year

2. Career Technical Education (CTE):

Career technical education is a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Additional information regarding career technical education can be found at: <http://www.cde.ca.gov/ci/ct/>

3. Counseling Services

High school counselors are available to meet with parents and students to assist in selecting courses that meet college admission requirements, enroll in CTE, or both. If you would like to schedule an appointment with a counselor, contact the counseling department.

Education Code §§ 48980(k), 51229.

**Advanced Placement Examination:**

Pupils enrolled in at least one Advanced Placement class and who qualify as economically disadvantaged, may apply for assistance to cover the cost of advanced placement examination fees. Pupils should contact a counselor or other administrator at their school for eligibility information. Education Code §§ 48980(j), 52240 et seq.

**Participation in State Assessments and Option to Request Exemption:**

Pupils in applicable grade levels will participate in the California Assessment of Student Performance and Progress (CAASPP) except as exempted by law. Each year, a parent may submit a written request to excuse their child from any or all parts of the CAASPP assessments for that school year. Education Code §§ 60640, 60615, 5 C.C.R. § 852.

**PUPIL RECORDS****Pupil Records Access:**

Parents/guardians have the right to access school records of their child, and to question, and receive a response from the school regarding items on their child's record that a parent/guardian feels is inaccurate, misleading, or is an invasion of their child's privacy. Education Code §§ 51101(a)(10), (15), 49063(f); 49069.7.

**Notification of Privacy Rights of Pupils:**

Federal and state laws grant certain privacy rights and pupil records access rights to students and to their parents/guardians. Full access to all personally identifiable written records, maintained by the school district or county office must be granted to: (1)

Parents/guardians of a student age 17 or younger; and (2) Students age 18 or older, or students who are attending an institution of postsecondary instruction ("adult student"). In addition, parents/guardians of a student age 18 or older who is dependent for tax purposes, students age 16 or older or who have completed the 10<sup>th</sup> grade, and students age 14 or older who are both a "homeless child or youth" and an "unaccompanied youth" as defined in the McKinney-Vento Homeless Assistance Act ("eligible student"), must be permitted access to those particular pupil records relevant to the legitimate educational interest of the requester.

Parents/guardians, or an adult or eligible student, may review individual records by making a request to the principal. The principal will provide explanations and interpretations if requested.

In addition, a parent/guardian, adult or eligible student may receive a copy of any information in the pupil's records at a reasonable cost per page. School district and county office policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, directory information, access by other persons, review, and to the challenge to content of records are available through the principal of their child's school or their designee. Parents/guardians may contact their child's school to review the log listing those who have requested or received information from their child's pupil records. Access to a pupil's records will only be granted to those with a legitimate educational interest.

When a student moves to a new school district, records will be forwarded upon request of the new district. At the time of transfer, the parent/guardian or an eligible student may challenge, review or receive a copy at reasonable fee of the requested records. Parents/guardians may contact the school district or county office for any policy regarding the review and expungement of pupil records.

If you believe the school district or county office is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-5920.

The school district also makes certain student directory information available in accordance with state and federal laws. This means that each student's name, birth date, address, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards achieved, and the most recent previous public or private school attended by the student, may be released to certain specified agencies. Appropriate directory information may not be provided to any private, profit making entity other than employers, prospective employers or to representatives of the news media. Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and the district will not release such information without parental consent or a court order.

Upon written request from the parent/guardian of a student age 17 or younger, the school district will withhold directory information about the student. (Fill out Part III of Form A to make a request.) If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests should be submitted within 30 calendar days of receipt of this notification.

Directory information will not be released regarding a student identified as a "homeless child or youth" as defined in the McKinney-Vento Homeless Assistance Act, unless a parent or student accorded parental rights has provided prior written consent that the directory information may be released.

Education Code §§ 49060-49078, 51101; FERPA 20 U.S.C. § 1232g; 34 C.F.R. § 99.37.

**Disclosure of Student Information Pursuant to Court Order or Subpoena:**

Information concerning a student must be furnished in compliance with a court order or lawfully issued subpoena. Reasonable effort shall be made to notify the parent/guardian in advance of disclosing student information pursuant to a lawfully issued subpoena, and in the case of compliance with a court order, if lawfully possible within the requirements of the order.

Education Code § 49077.

**Access by Military Recruiters:**

Military recruiters will have access to all secondary pupils' names, addresses and phone listings unless a parent/guardian requests that such information not be released without the prior written consent of the parent/guardian. 10 U.S.C. § 503; 20 U.S.C. § 7908.



## ATTENDANCE, TEMPORARY INSTRUCTION AND ENROLLMENT

### Excused Absences:

No pupil will have their grade reduced or suffer a loss of academic credit on account of an excused absence when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. An excused absence is defined in Education Code section 48205 as an absence:

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic service rendered.
4. For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family as defined in the Education Code, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five (5) days per incident.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat which shall not exceed one (1) schoolday per semester, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
8. For the purpose of serving as a member of a precinct board for an election pursuant to § 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. For the purpose of participating in a cultural ceremony or event, as defined in the Education Code.
  12. For the purpose of a middle school or high school pupil engaging in a civic or political event, including but not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls, provided that the pupil notifies the school ahead of the absence.
    - (i) A pupil who is absent for this reason is required to be excused for only one schoolday-long absence per school year.
    - (ii) A pupil who is absent for this reason may be permitted additional excused absences in the discretion of a school administrator.
13. For any of the purposes described in clauses (i) to (iii) below, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three (3) days per incident.
  - (i) To access services from a victim services organization or agency.
  - (ii) To access grief support services.
  - (iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.Any absences beyond three (3) days for the reasons described above shall be subject to the discretion of the school administrator, or their designee, pursuant to Education Code section 48260.
14. Authorized at the discretion of a school administrator, as described in subdivision (c) of Education Code section 48260.

A pupil with an excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Education Code §§ 48980(a), (i), 48205; Elections Code § 12302.

**Absence for Religious Exercises/Instruction:**

With parent/guardian written consent, a student may be excused from school in order to participate in religious exercises or instruction consistent with the limitations specified in Education Code section 46014 provided the district's Board has adopted a resolution permitting such absence and has adopted regulations governing such absences and the reporting thereof. Education Code §§ 46014, 48980(a).

**Attendance Options:**

California law gives parents/guardians the right to receive notification of all existing statutory attendance options and local attendance options available in the school district, including options for meeting residency requirements for school attendance, programmatic options offered within local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis.

Parents/guardians may contact their student's school or district of residence for more information about the available statutory and local attendance options, including information regarding application procedures for alternative attendance areas or programs and district application form(s) for requesting a change of attendance, and for information regarding the appeals process, if any, when a change of attendance is denied.

Education Code § 48980(g).

**Individual Instruction:**

Except for pupils receiving individual instruction provided pursuant to a school district or county office-sponsored program, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive either individual instruction at home provided by the school district in which the pupil is deemed to reside, or individual instruction in a hospital or other residential health facility, excluding state hospitals, provided by the school district in which the hospital or other residential health facility is located. Education Code §§ 48206.3; 48980(b).

**Residence When Hospitalized:**

Notwithstanding compulsory education requirements, a pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent/guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent/guardian of a pupil with temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. Education Code §§ 48207, 48208, 48980(a).

**Residence Based on Parent/Guardian Employment:**

A pupil complies with the residency requirements for school attendance in a school district, if the pupil's parent or guardian resides outside the boundaries of that school district but is employed and lives with the pupil at the place of their employment within the boundaries of the school district for a minimum of 3 days during the school week. Education Code § 48204(a)(7).

A pupil may also be deemed a pupil having complied with the residency requirements for school attendance in a school district if at least one parent/guardian is physically employed within the boundaries of that district for a minimum of 10 hours during the school week. Education Code § 48204(b).

**Students of Active Military Parent/Guardian:**

A child shall be deemed to meet residency requirements for school attendance in a school district, if the child is a student whose parent/guardian is transferred, or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order, and the student's parent/guardian has provided proof of residence in the school district within 10 days after the published arrival date provided on official documentation. Education Code § 48204.3

**Pupil of California Resident Parents Departed State Against their Will:**

A pupil complies with the residency requirements for school attendance in a school district if their parent(s)/guardian(s) were residents of the state but departed against their will, and the pupil seeks admission to a school of a school district, if certain requirements are met. Education Code § 48204.4.

**Attendance Where Caregiver Resides:**

If your child lives in the home of a caregiving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit, under penalty of perjury, by the caregiving adult is required to determine that your child lives in the caregiver's home. Education Code § 48204(a); Family Code §§ 6550, 6552.

**Intradistrict Enrollment:**

Residents of a school district may apply to enroll their child in other schools within the district to attend on a space available basis. Intradistrict enrollment is not applicable to districts with only one school or with schools that do not serve any of the same grade levels. Education Code § 35160.5(b).

**Interdistrict Attendance:**

A pupil may attend a school in a district other than the pupil's district of residence pursuant to an interdistrict agreement. Each school district has adopted policies regarding interdistrict attendance. You may contact your student's school for an application and further information. Education Code §§ 46600 et seq.

**Specific School Request:**

Parents/guardians have the right to request a specific school and to receive a response. Such a request does not obligate the school to grant the request. Education Code § 51101(a)(6).

**Notice of Alternative Schools:**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines an alternative school as a school or separate class group within a school which is operated in a manner designed to:

- a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
- b. Recognize that the best learning takes place when the student learns because of their desire to learn.
- c. Maintain a learning situation maximizing student self-motivation and encouraging the student in their own time to follow their own interests. These interests may result wholly or in part from a presentation by their teachers of choices of learning projects.
- d. Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent/guardian, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. Contact the school for more information. Education Code §§ 58500; 58501.

**MISCELLANEOUS****Parent Involvement:**

A parent/guardian has the right to participate as a member of a school site council, a parental advisory committee, or a site-based management leadership team in accordance with the rules governing parent membership of those organizations. A copy of the school district's policy regarding Parent Involvement is attached to this notice. Education Code § 51101(a)(14).

**Volunteering Time and Resources:**

Parents/guardians may volunteer their time and resources for the improvement of school facilities and programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher. Education Code § 51101(a)(3).

**Open Campus:**

A school district that has decided to permit pupils enrolled in a high school to leave the school grounds during the lunch period is not liable for the conduct or safety of any pupil during such times as the pupil has left the school grounds during the lunch period. Education Code § 44808.5.

**Nondiscrimination:**

The school district and county office have a policy of nondiscrimination on the basis of a person's race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, in any of

its policies, practices or procedures programs or activities. The school district's and county office's nondiscrimination policy comply with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 the Rehabilitation Act of 1973 ("Section 504"), the Individuals With Disabilities Education Improvement Act of 2004 and other related state and federal laws. Pupils or parents or any other individual having questions or concerns regarding these nondiscrimination and harassment policies or who may wish to file a complaint, should contact the school district or the county office. Education Code § 220; 5 C.C.R. §§ 4900 et seq.

**Pupils with Exceptional Needs/Section 504:**

Nevada County school districts are included in the Nevada County Special Education Local Plan Area ("SELPA"). Pupils with exceptional needs, as defined by Education Code § 56026, have a right to a free and appropriate public education. If you suspect that your child has exceptional needs due to a disability, you may request an assessment for eligibility for special education services by contacting your school principal or the Nevada County Office of Education at (530) 478-6400. Education Code § 56300 et seq.

Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if they have a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. The school district and county office have policies and procedures to identify and evaluate any student who may need assistance in their educational program or to provide access into district programs. Pupils or parents or others who have questions or concerns regarding the Section 504 policy may contact their school, school district, or the county office.

**Minimum Age for Admission to Kindergarten:**

Districts shall admit a pupil into kindergarten at the beginning of the school year, or at a later time in the same school year, if the pupil will be 5 years of age on or before September 1 of the school year. Education Code § 48000(a).

**Nutrition Program, Free or Reduced-Price Meals:**

Free or reduced price meals are available for needy pupils. Contact your student's school for eligibility information. Education Code §§ 48980(b); 49510 et seq.

**Pregnant and Parenting Pupils:**

Pregnant and parenting pupils as defined in Education Code section 46015, have rights and options available to them, including, but not limited to, the provision of parental leave and reasonable lactation accommodations on campus. Education Code §§ 222, 222.5, 46015, 48980(a).

**Personal Property:**

School districts and the county office are not responsible for personal property. Pupils are discouraged from bringing non-instructional items to school. Education Code § 35213.

**Parent Responsibility:**

Parents/guardians are liable for all damages caused by the willful misconduct of their minor children which results in the death or injury to other students, school personnel, school volunteer or school property. Education Code § 48904; Civil Code § 1714.1.

**Asbestos Management Plan:**

The school district has a current asbestos management plan for each school site available for inspection at the district offices during normal business hours. 40 C.F.R. § 763.93; Education Code § 49410 et seq.

**Use of Pesticide Products:**

Please find attached to this notice a list of pesticide products expected to be applied at school sites this year. Recipients of this notice may register with their school site if they wish to receive notification of individual pesticide applications at the school site. Education Code §§ 17612, 48980.3.

**Uniform Complaint Procedures:**

The school district and county office have adopted Uniform Complaint Procedures (UCP) for the filing, investigation and resolution of complaints subject to the UCP process, including those alleging unlawful discrimination, harassment, intimidation, and bullying, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on their association with a person or group with one or more of these actual or perceived characteristics; failure to comply with specified state and/or federal laws governing educational programs,

including, adult education programs, consolidated categorical aide programs, migrant education, vocational education, physical education instructional minutes (grades 1-6), child care and development programs, child nutrition programs, special education programs, course periods without educational content (grades 9-12), education of pupils in foster care and pupils who are homeless, compensatory education, and accommodations for lactating students, and pregnant and parenting students; school safety plans; failure to comply with Local Control and Accountability Plan requirements; and for unlawfully charging pupil fees. A copy of the district or county office's Uniform Complaint Procedures is enclosed with this Notice. 5 C.C.R. § 4600 et seq.; Education Code § 49013, 48853.5

**Williams Uniform Complaint Procedure:**

The school district and county office have adopted policies and procedures regarding complaints for deficiencies related to textbooks and instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy and misassignment. For more information regarding Williams Uniform Complaint Procedures and/or to obtain a complaint form or assistance with the process, please contact the school district or the county office. 5 C.C.R. § 4680 et seq.; Education Code § 35186.

**Local Control Accountability Plan Compliance:**

School districts and county offices of education are required to adopt and annually update their Local Control and Accountability Plan (LCAP). The public has the opportunity to submit written comments regarding specific actions and expenditures in the proposed LCAP or annual update. Education Code § 52062.

**Pupil Protections Relating to Immigration and Citizenship Status:**

All students have a right to a free public education, regardless of immigration status or religious beliefs. The California Attorney General's website provides resources for immigrant students and family members online at: <https://oag.ca.gov/immigrant> Education Code § 234.7.

**Professional Qualifications of Teachers:**

At the beginning of each school year, parents/guardians may request information regarding the professional qualifications of their child's classroom teachers including, at a minimum:

- Whether the teacher has met state qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.
- Whether their child is provided services by paraprofessionals, and if so, their qualifications.

20 U.S.C. § 6312; 34 C.F.R. § 200.61.

**Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA):**

PPRA affords parents/guardians of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use:
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Board policies regarding these rights may be obtained from the school district or county office.

Parents/guardians who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5920

20 U.S.C. § 1232h.

**FORM A**  
**2024-2025 PARENT/GUARDIAN RECEIPT AND ACKNOWLEDGEMENT**

***PLEASE COMPLETE AND RETURN THIS FORM TO  
YOUR SCHOOL OR COUNTY OFFICE PROGRAM IMMEDIATELY***

**Pupil Name:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**PART I - Acknowledgement of Receipt of Annual Parent Notice – COMPLETION MANDATORY**

***I hereby acknowledge receipt of the Annual Parent Notice as required by Education Code § 48980.***

\_\_\_\_\_  
**Signature of parent/guardian or of pupil if age 18 or older**

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

**PART II - Request to Be Excused from Comprehensive Sexual Health Education and HIV Prevention Education (grades 7-12) – COMPLETION OPTIONAL**

If you wish for this pupil to be excused from comprehensive sexual health education and HIV prevention education, please sign below.

\_\_\_\_\_  
**Signature of parent/guardian or of pupil if age 18 or older**

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

**PART III - Request to Deny Access to Directory Information - COMPLETION OPTIONAL**

If you do not wish directory information to be released regarding this pupil, please sign below. Note that this will prohibit the district from providing the pupil's name and other "directory" information to the news media, interested schools, parent-teacher association, interested employers, and similar parties.

\_\_\_\_\_  
**Signature of parent/guardian or of pupil if age 18 or older  
(or enrolled in an institution of post-secondary instruction)**

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



SCOTT W. LAY, SUPERINTENDENT

380 Crown Point Circle  
Grass Valley, CA 95945  
530-478-6400 · fax 530-478-6410

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## Nevada County Indian Education Program

Dear Parent or Guardian,

At the beginning of a new school year, each participating school district conducts an annual survey to identify American Indian students attending public schools in Nevada County. The form 506, attached to this letter, is an official federal form provided by the U.S. Department of Education to identify Native students. The total number of Native students identified determines the amount of federal funding our Indian Education Program will receive that year. Identified Native students are not required to participate in program activities but are eligible for services when needed.

If your child is of American Indian descent, please take a few moments to complete this form. Complete a separate form for each child attending public school. You may make as many copies of this form as you need if it is on white paper and has the paperwork burden statement on the back. If you need additional forms, you may also contact your child's school. You do not have to be a registered member of your tribe to participate in our program but must show some form of documentation. If you are verified through Chapa-De Indian Health Program, Inc., you may use their name and address as organization maintaining membership data if you don't know that information for you tribe and we can assist you from there. If you do not have verification that your child is Native American, please fill out the form to the best of your knowledge and we may be able to help you get such verification.

When you complete and return this form to your child's school, it will be forwarded to the Indian Education Program. Once we verify that the form has all the required information, your child will be enrolled in our program.

You may have completed a form for your child in the past few years. We are asking you to fill out a new form for each child if any information has changed. These forms will help us update our student database with the most current information on school, grade level, address, and telephone number. To count your students for our funding, we must be able to document the school and grade they are attending.

If you have any questions about our program or need assistance completing this form, please call Melissa Balderston at (530) 478-6400 ext. 2020. Your cooperation is greatly appreciated. If your child is not of American Indian descent, please disregard this notice.

Thank you for your assistance.

Sincerely,

Scott W. Lay  
Nevada County Superintendent of Schools



**ED 506 Form**  
**Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program**

**Parent/Guardian:** This form serves as the official record of the eligibility determination for each individual child included in the student count for the Title VI Indian Education Formula Grant Program. If you choose to submit a form, your child could be counted for funding under the program. The grantee receives the grant funds based on the number of eligible forms counted during the established count period. You are not required to complete or submit this form unless you wish for your child(ren) to be included in the Indian student count. This form should be kept on file with the grant applicant and will not need to be completed every year. Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

**Student Information**

Name of the Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade level \_\_\_\_\_

Name of School \_\_\_\_\_ School District \_\_\_\_\_

**Tribal Membership**

The individual with Tribal membership is the (select only one): \_\_\_\_child \_\_\_\_child's parent \_\_\_\_child's grandparent

If the individual with Tribal membership is **not** the child listed above, name the individual (parent/grandparent) with tribal membership: \_\_\_\_\_

Name and address of Tribe or Band that maintains updated and accurate membership data for the individual listed above:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

The Tribe or Band is (select only one):

- ☐ Federally Recognized Tribe
- ☐ State Recognized Tribe
- ☐ Terminated Tribe
- ☐ Alaska Native
- ☐ Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

Proof of membership in Tribe or Band listed above, as defined by Tribe or Band is:

- ☐ Membership or enrollment number establishing membership (if readily available) or
- ☐ Other evidence establishing membership in the Tribe listed above (describe and attach)

Membership or enrollment number establishing membership (if readily available) or other evidence establishing membership in the Tribe listed above (describe and attach). \_\_\_\_\_

**Attestation Statement**

I verify that the information provided above is true and correct to the best of my knowledge and belief.

Printed Name of Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

**For Parent/Guardians:**

**Definitions:**

Indian means an individual who is (1) A member of an Indian Tribe or Band, as membership is defined by the Indian Tribe or Band, including any Tribe or Band terminated since 1940, and any Tribe or Band recognized by the State in which the Tribe or Band resides; (2) A descendant of a parent or grandparent who meets the requirements described in paragraph (1) of this definition; (3) Considered by the Secretary of the Interior to be an Indian for any purpose; (4) An Eskimo, Aleut, or other Alaska Native; or (5) A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

**Student Information:** Write the name of the child, date of birth, grade level, name of school and school district. Only name one child per form.

**Tribal Membership:** Write the name of the individual with the tribal membership, if it is not the child listed. Only one name is needed for this section, even though multiple persons may have tribal membership. Select only one identifier: the child, child's parent or grandparent, for whom you can provide membership information.

Write the name and address of the organization that maintains updated and accurate membership data for such Tribe or Band of Indians. The name does not need to be the official name as it appears exactly on the Department of Interior's list of federally recognized Tribes, but the name must be recognizable and be of sufficient detail to permit verification of the eligibility of the Tribe. Check only one box indicated whether it is a Federally Recognized, State Recognized, Terminated Tribe or Organized Indian Group. Write the enrollment number establishing the membership for the child, parent or grandparent, if readily available, or other evidence of membership.

**Attestation Statement:** Provide the printed name of parent/guardian and signature, address, phone number and email of the parent or guardian of the child. The signature of the parent or guardian of the child verifies the accuracy of the information supplied.

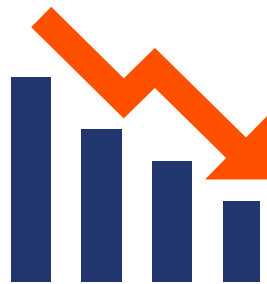
**Paperwork Burden Statement:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3W238, Washington, D.C. 20202-6335

PROTECT  
OUR

*Progress* 2024

*Step One:*

# SHRINK THE SHORTFALL



**Senator Mike McGuire**  
President pro Tempore

**Senator Scott D. Wiener**  
Chair, Committee on Budget and Fiscal Review

March 14, 2024

**CALIFORNIA** faces a serious budget shortfall that will require tough decisions throughout the budget process to bring the budget into balance and to improve the out-year fiscal condition.

Starting with the Governor's January forecast, the state faces a \$38 billion budget problem. Since that forecast was released, revenues have underperformed projections, and the Legislative Analyst Office (LAO) has reported the problem could grow by an additional \$15 billion, which would take the shortfall to \$53 billion. The May Forecasts will provide a more precise number, which could range from lower than \$38 billion to higher than \$53 billion.<sup>1</sup> This is why the state must move quickly to reduce the deficit.

With this year's budget challenges in mind, as the California State Senate works to craft a 2024-25 state budget, once again the primary goal will be to protect the progress made to core programs in recent years, and make the tough decisions to tackle the deficit.

Step one of this effort is to enact the Shrink the Shortfall early action plan, to immediately decrease the shortfall to a more manageable level for the critical time period leading up to the June 15 budget deadline date.

This early action plan uses the current point-in-time shortfall estimate range of \$38 billion to \$53 billion.

There are no easy options for closing this shortfall.

However, the Legislature, right now, can make the shortfall more manageable by immediately adopting several billion dollars of proposed solutions. Taking this action now will allow lawmakers to thoughtfully focus and prioritize on more difficult decisions later in the budget process.

Therefore, the Shrink the Shortfall early action budget plan includes the relatively less challenging solution options to bring down the shortfall to a more manageable level.

With decisive, early action to implement \$17.1 billion in solutions and in agreement with the Governor's proposed partial use of the Rainy Day Fund, Step 1 of the Senate's Protect Our Progress 2024 budget plan accomplishes the following:

- "Shrinks the Shortfall" from a projected \$38-\$53 billion to a more manageable \$9-24 billion.
- Positions the Legislature and the Governor to best protect our progress by maximizing the time and energy spent focusing on the most challenging solutions to close the remaining budget shortfall during the critical time period leading up to June 15.

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<sup>1</sup> It is important to note, that these forecast numbers are based off the premise that the Proposition 98 funding levels are at the constitutional minimum in both the 2022-23 and 2023-24 fiscal years. Otherwise the shortfall figures grow by around \$15 billion.

Step 2 of the Senate's Protect Our Progress 2024 budget plan will be released later in the Spring and provide a comprehensive proposal for a balanced, responsible budget that protects core programs and services.

The rest of this document provides more detail on the Senate's Shrink the Shortfall early action budget plan.

## SUMMARY

### **General Fund Solutions:**

All told, the Shrink the Shortfall budget plan contains \$17.1 billion in General Fund Solutions through the 2024-25 fiscal year.

The vast majority of the solutions in this plan were first proposed by the Governor, and include the varying types of solutions proposed by the Governor:

- Program Reductions
- Revenues/Borrowing
- Fund Shifts
- Delays
- Deferrals

In addition, the Shrink the Shortfall budget plan reflects the Governor's proposed partial use of \$12.2 billion from the Rainy Day Fund. This is a reasonable proposal, as it leaves roughly \$13 billion remaining in the fund to assist the budget in 2025-26 or later. This proposal ensures that the Rainy Day Fund will last through at least three years of this downturn – from 2023-24 through at least 2025-26 – which is a much more responsible approach than depleting the fund in one budget cycle.

The solutions included in the Shrink the Shortfall budget plan have been reviewed over the past two months and it has been determined that, regardless of any changes to the shortfall forecasts in May, these actions will need to be adopted as part of any plan to balance the budget. Therefore, these are included in the early action plan to allow the Legislature to focus on the more challenging solutions through the remainder of the budget process.

## Summary Chart:

Current Projected Shortfall Range: \$37.9 to \$52.9 billion

Shrink the Shortfall Solutions: -\$17.1 billion

Assume Proposed Use of Rainy Day Fund: -\$12.2 billion

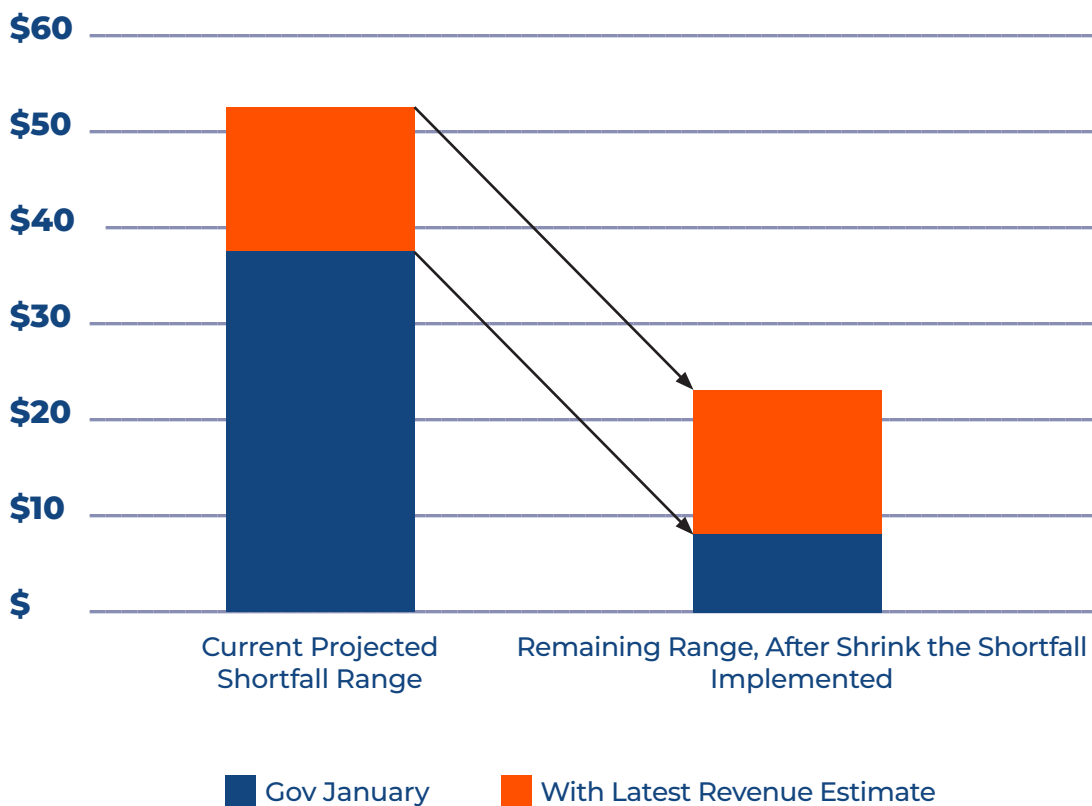
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**Remaining Shortfall Range: \$8.6 to \$23.6 billion**

## SHRINK THE SHORTFALL

### Dramatically Improves Budget Condition

(in billions)



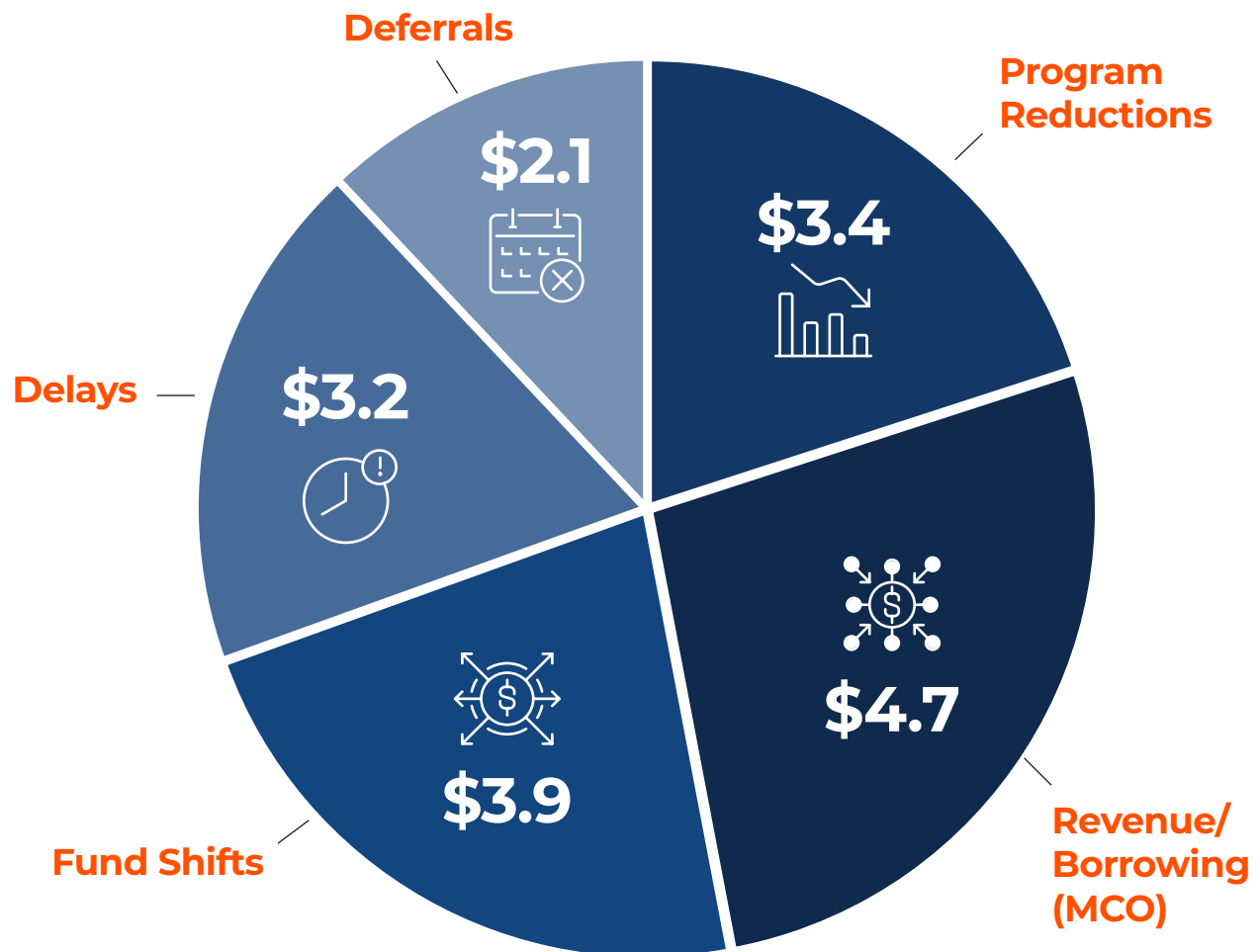
## Solutions Summary by Type and Fiscal Year

(in billions)

	2023-24	2024-25	Total
Program Reductions	\$1.2	\$2.1	\$3.3
Revenue/Borrowing	\$1.0	\$3.6	\$4.7
Fund Shifts	\$0.7	\$3.2	\$3.9
Delays	\$0.7	\$2.5	\$3.2
Deferrals	\$0.0	\$2.1	\$2.1
<b>TOTAL</b>	<b>\$3.7</b>	<b>\$13.4</b>	<b>\$17.1</b>

## Distribution of Solutions

(in billions)



## General Fund Solutions by Subcommittee

(in millions)

	2023-24	2024-25	Total
Sub 1 (Education)	\$29	\$1,849	\$1,878
Sub 2 (Resources/Energy)	\$1,105	\$2,641	\$3,747
Sub 3 (Health and Human Services)	\$1,566	\$3,317	\$4,884
Sub 4 (General Government)	\$387	\$332	\$720
Sub 5 (Public Safety/Transportation/Labor)	\$601	\$5,293	\$5,894
<b>TOTAL</b>	<b>\$3,688</b>	<b>\$13,482</b>	<b>\$17,123</b>

## Subcommittee 1: General Fund Solutions by Type

(in millions)

	2023-24	2024-25	Total
Program Reductions	\$29	\$800	\$829
Revenue/Borrowing	\$0	\$0	\$0
Fund Shifts	\$0	\$0	\$0
Delays	\$0	\$550	\$550
Deferrals	\$0	\$499	\$499
<b>TOTAL</b>	<b>\$29</b>	<b>\$1,849</b>	<b>\$1,878</b>

## Subcommittee 2 General Fund Solutions by Type

(in millions)

	2023-24	2024-25	Total
Program Reductions	\$448	\$400	\$848
Revenue/Borrowing	\$0	\$201	\$201
Fund Shifts	\$557	\$1,721	\$2,278
Delays	\$100	\$320	\$420
Deferrals	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,105</b>	<b>\$2,642</b>	<b>\$3,747</b>



## Subcommittee 3 General Fund Solutions by Type

(in millions)

	2023-24	2024-25	Total
Program Reductions	\$360	\$1	\$360
Revenue/Borrowing	\$1,020	\$2,867	\$3,888
Fund Shifts	\$145	\$32	\$176
Delays	\$42	\$417	\$459
Deferrals	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,566</b>	<b>\$3,317</b>	<b>\$4,884</b>

## Subcommittee 4 General Fund Solutions by Type

(in millions)

	2023-24	2024-25	Total
Program Reductions	\$127	\$32	\$159
Revenue/Borrowing	\$0	\$150	\$150
Fund Shifts	\$0	\$0	\$0
Delays	\$260	\$150	\$410
Deferrals	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$387</b>	<b>\$332</b>	<b>\$720</b>

## Subcommittee 5 General Fund Solutions by Type

(in millions)

	2023-24	2024-25	Total
Program Reductions	\$241	\$822	\$1,063
Revenue/Borrowing	\$0	\$414	\$414
Fund Shifts	\$34	\$1,400	\$1,433
Delays	\$327	\$1,080	\$1,407
Deferrals	\$0	\$1,577	\$1,577
<b>TOTAL</b>	<b>\$601</b>	<b>\$5,293</b>	<b>\$5,894</b>

## Other Early Action Items:

In addition to General Fund solutions and providing school funding certainty, there are additional items in the Early Action package. These include:

- Extending the Financial Aid form FAFSA deadline to address delays from the federal government.
- Approving the Governor's proposals for various emergency and disaster related costs and to address Fruit Fly containment.
- Various technical fixes and follow-up items.

# SOLUTION DETAILS

(in millions)

#	Department	Subcommittee #1 – Education	CY	BY
1	University of California	<p>Approves Governor's proposed one-time deferrals of \$227.8 million, representing a five-percent resource adjustment that is consistent with the Governor's multi-year compact with UC and \$31 million General Fund to offset revenue reductions associated with the replacement of 902 nonresident undergraduate students enrolled at three UC campuses with an equivalent number of California resident undergraduate students.</p> <p>Deferrals would maintain ongoing UC at 2023-24 levels and enable UC to pursue various interim financing to support the planned 2024-25 base support.</p>	\$0	\$258.8
2	University of California	Approves Governor's proposal to forego a \$300 million General Fund investment for a new construction project at UCLA because the project scope shifted to the acquisition and maintenance of an existing facility.	\$0	\$300
3	California State University	Approves Governor's proposal to defer \$240.2 million General Fund one-time. The deferral would maintain ongoing CSU at 2023-24 levels and enable CSU to pursue various interim financing to support the planned 2024-25 base support.	\$0	\$240.2

4	California State Library	Approves Governor's proposal to pull back \$29 million of the \$35 million General Fund provided in the 2021 Budget Act to expand broadband access to isolated and under-served communities.	\$29.0	\$0
5	Office of Public School Construction	Approves Governor's proposal to reduce the School Facility Program by \$500 million, bringing the total General Fund appropriation since 2022-23 from \$4.1 billion to \$3.6 billion. The General Fund allocation is expected to support the program until funds from a November 2024 bond can be administered.	\$0	\$500
6	Office of Public School Construction	Approves Governor's proposal to delay \$550 million for the Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facility Program. School bond discussions for the November 2024 election include early education facilities.	\$0	\$550

#	Department	Subcommittee #2 – Resources and Energy	CY	BY
7	Department of Water Resources	Approves Governor's proposal to delay the Investments in Strategic Reliability Assets (Energy Package).  (Maintains \$2.37 billion. This will have minimal programmatic impact.)	\$0	\$55
8	Department of Water Resources	Approves Governor's proposal to delay Oroville Pump Storage (Energy Package). This will have minimal programmatic impact.  (Maintains \$240 million. This will have minimal programmatic impact.)	\$0	\$90
9	Various	Approves Governor's level of fund shifts from General Fund to the Greenhouse Gas Reduction Fund. The specific programs to backfill will be determined through continued discussions with the Governor and Assembly.	\$557	\$1,721
10	Energy Resource Conservation, and Development Commission	Approves Governor's proposal to reduce the Climate Innovation Program.	\$0	\$100
11	Energy Resource Conservation, and Development Commission	Approves Governor's proposal to reduce the Food Production Investment Program (Energy Package).  (Maintains \$46 million.)	\$18.8	\$0
12	Energy Resource Conservation, and Development Commission	Approves Governor's proposal to reduce the Industrial Carbonization Program (Energy Package).  (Maintains \$68 million. Program will leverage \$90 million in federal Department of Energy funds.)	\$22	\$0

13	Energy Resource Conservation, and Development Commission	Approves Governor's proposal to reduce the Hydrogen Grants.  (Maintains \$65 million. California recently received more than \$1 billion for hydrogen development through federal ARCHES.)	\$35	\$0
14	Public Utilities Commission	Approves Governor's proposal to delay Residential Solar and Storage (Energy Package).  (Maintains \$630 million. This will have minimal programmatic impact.)	\$0	\$75
15	Public Utilities Commission	Approves Governor's proposal to delay Broadband – Last Mile.  (Maintains \$2 billion. This will have minimal programmatic impact.)	\$0	\$100
16	Public Utilities Commission	Approves Governor's proposal to reduce the Capacity Building Grant Program (Energy Package).  (Maintains \$10 million.)	\$20	\$0
17	Public Utilities Commission	Approves Governor's proposal to reduce Broadband – Loan Loss Reserve.  (Maintains \$500 million.)	\$0	\$150
18	State Water Resources Control Board	Approves Governor's proposal to delay \$100 million for water recycling/ groundwater cleanup.  (IIJA provides more fed funding than normal for SRF programs between 2022-26 [\$1.16 billion for Drinking Water SRF and \$790 million for Clean Water SRF].)	\$100	\$0

19	State Water Resources Control Board	Approves Governor's proposal to reduce \$174.4 million for water recycling/groundwater cleanup.  (IIJA provides more fed funding than normal for SRF programs between 2022-26 [\$1.16 billion for Drinking Water SRF and \$790 million for Clean Water SRF].)	\$174.4	\$0
20	Department of Water Resources	Approves Governor's proposal to reduce \$6.8 million for forecasted informed reservoir operations/improving runoff forecasting/snow.	\$0	\$6.8
21	Office of Planning and Research	Approves Governor's proposal to reduce \$9.8 million for regional climate collaboratives.  (\$10 million remains.)	\$9.8	\$0
22	Office of Planning and Research	Approves Governor's proposal to reduce \$5 million for climate adaptation and resilience planning grants.  (\$10 million of the original \$25 million has been committed to date; this proposal would allow an additional \$10 million to remain uncommitted.)	\$5	\$0
23	Department of Water Resources/ Wildlife Conservation Board	Partially approves half of the Governor's proposal to reduce \$413.3 million for watershed climate resilience, for a total \$206.7 million.  (Possible upcoming bond. Other funding available includes \$43 million (Prop 68 and annual support of \$21 million from Habitat Conservation Fund.)	\$88.3	\$118.4
24	Department of Pesticide Regulation	Approves Governor's proposal to reduce \$2.6 million for pest notification.  (This issue could/will get bundled into overhaul of mill assessment.)	\$2.6	\$0

25	Wildlife Conservation Board	Approves Governor's proposal to reduce \$5 million for resource conservation investment strategies.  (Minimal impact to WCB; still has Prop. 68 funding remaining for same purpose.)	\$5	\$0
26	CalRecycle	Approves Governor's proposal to reduce \$6.7 million for the Compost Permitting Pilot Program.  (Won't be able to provide grants; but remaining \$1 million will support research contract.)	\$6.7	\$0
27	Various Conservancies	Approves Governor's proposal to reduce \$27.7 million for conservancy project implementation in high-risk wildfire regions.  (\$350 million remained for conservancy-led wildfire prevention efforts.)	\$27.7	\$0
28	CalFire	Approves Governor's proposal to reduce \$5.3 million for prescribed fire & hand crews.  (Program retains \$129 million and has \$31 million uncommitted GGRF from prior appropriations.)	\$5.3	\$0
29	CalFire	Approves Governor's proposal to reduce \$3.6 million for the Forest Legacy Program.  (Retains \$45 million.)	\$3.6	\$0
30	CalFire	Approves Governor's proposal to reduce \$2.9 million for the Interagency Forest Data Hub.  (Retains \$7 million.)	\$2.9	\$0



31	Department of Parks & Recreation	Approves Governor's proposal to reduce \$12.3 million for urban waterfront funding.	\$12.3	\$0
32	Department of Parks & Recreation	Approves Governor's proposal to reduce \$25 million for the Outdoor Equity Grants Program.	\$0	\$25
33	State Water Resources Control Board	Approves Governor's proposal to borrow \$200.6 million from the Underground Storage Tank fund as a loan to the General Fund.	\$0	\$200.6

#	Department	Subcommittee #3 – Health and Human Services	CY	BY
34	Health and Human Services Agency	<u>Health and Human Services (HHS) Innovation Accelerator</u> – Approves Governor’s proposal to delay \$74 million for HHS Innovation Accelerator approved in 2023 Budget Act, until 2025-26.	\$42	\$32
35	Health Care Services	<u>Behavioral Health Infrastructure</u> – Approves Governor’s proposal to delay \$475.4 million for the final rounds of the Behavioral Health Continuum Infrastructure Program and Behavioral Health Bridge Housing until 2025-26. If the voters approve Proposition 1, the Legislature may consider swapping these General Fund investments in the out-years with the new bond funding approved for this purpose.	\$0	\$375.4
36	Health Care Services	<u>Medi-Cal Drug Rebate Special Fund Reserve</u> – Approves Governor’s proposal to sweep the \$162.7 million reserve balance in the Medi-Cal Drug Rebate Special Fund to the General Fund. This special fund is meant to smooth fluctuations in Medi-Cal drug rebate receipts, which are lower this year than expected, so this use of the fund is reasonable.	\$135.1	\$27.6
37	Public Health	<u>Skilled Nursing Facility Staffing Audits Fund Shift</u> – Approves Governor’s proposal to shift \$4 million to support staffing audits in skilled nursing facilities from the General Fund to the Licensing and Certification Fund. The Legislature had advocated for this funding shift in last year’s budget, but it was ultimately not included.	\$0	\$4

38	Public Health	<u>Clinical Dental Rotations Fund Shift</u> – Approves Governor’s proposal to shift \$9.7 million to support clinical dental rotations in underserved areas from the General Fund to the Proposition 56 State Dental Account Fund reserves. According to CDPH, these reserves have built up over time due to prior implementation delays and should not affect the current program funding or operations.	\$9.7	\$0
39	HCAI/DSH	<u>Psychiatry Loan Repayment Program</u> – Approves Governor’s proposal to eliminate \$7 million General Fund and \$7 million Mental Health Services Fund to support loan repayment for psychiatrists who work in a state hospital.	\$7	\$0
40	Public Health	<u>Climate and Health Surveillance Program</u> – Approves Governor’s proposal to reduce \$3.1 million General Fund expenditures for climate and health surveillance, due to program savings.	\$3.1	\$0
41	Public Health	<u>COVID-19 Website Transition and Information Technology Resources</u> – Approves Governor’s proposal to eliminate \$900,000 General Fund authorized in the 2023 Budget Act for the COVID-19 website, and transition the website to CDPH.	\$0.9	\$0.9
42	Health Care Access and Information	<u>HCAI Special Fund Loans</u> – Approves Governor’s proposal to loan the General Fund a total of \$66 million from the following HCAI special funds: 1) Hospital Building Fund (\$50 million), 2) Registered Nurse Education Fund (\$3 million), 3) Vocational Nurse Education Fund (\$1 million), 4) Mental Health Practitioner Fund (\$1 million), and 5) CA Health and Data Planning Fund (\$11 million).	\$0	\$66

43	Managed Health Care	<u>Managed Care Fund Loan</u> – Approves Governor’s proposal to loan the General Fund \$22.9 million from the Managed Care Fund.	\$0	\$22.9
44	Health Care Services	<u>Managed Care Organization (MCO) Tax</u> – Approves Governor’s proposal to seek federal approval to increase the state’s tax on managed care organizations. The enhanced tax will provide additional federal funding for the Medi-Cal program, offsetting existing General Fund expenditures to address the budget shortfall.	\$1,020	\$2,779
45	Health Care Services	<u>Two-Week Fee-for-Service Checkwrite Hold</u> – Approves Governor’s proposal to withdraw elimination of the two-week fee-for-service checkwrite hold for Medi-Cal providers. The 2023 Budget Act authorized \$532.5 million to support the elimination of the checkwrite hold in 2024-25. Due to the General Fund shortfall, the Governor proposes to keep the checkwrite hold in place.	\$0	\$532.5
46	Developmental Services	Approves Governor’s proposal to delay the Preschool Inclusion Grant program by one additional year.	\$0	\$10
47	Aging	Approves Governor’s proposal to cancel the Healthier at Home Pilot Program.	\$11.9	\$0
48	Social Services	Approves Governor’s proposal to revert \$336 million from the 2022-23 CalWORKs Single Allocation. This is funding that is projected to be unexpended and should have no programmatic impact.	\$336	\$0

#	Department	Subcommittee #4 – General Government	CY	BY
49	BCSH	Approves Governor’s proposal to delay Supplemental HHAP Round 5 funding. Given grant distribution timelines, this delay should only have a limited practical impact.	\$260	\$0
50	GOBiz	Approves Governor’s proposal to delay funding for economic development and conservation investments associated with decommissioning of Diablo Canyon.	\$0	\$150
51	BCSH	Approves Governor’s proposal to revert HHAP administrative savings.	\$100.6	\$0
52	CRD	Approves Governor’s proposal to cut the final year of funding from the Community Conciliation Unit and a discrimination case enforcement and conciliation initiative.	\$0	\$2.3
53	Office of Planning and Research	Approves Governor’s proposal to revert unspent amounts from Experience Corps. There was limited interest in the program.	\$8.8	\$0
54	Office of Planning and Research	Approves Governor’s proposal to make a reversion and reductions to the Office of Community Partnerships and Strategic Communication Budget.	\$5	\$8
55	Dept. of Food and Agriculture	Approves Governor’s proposal to revert \$8.5 million General Fund in 2023-24 from the Healthy Refrigeration Grant program at CDFA. This program provides grant funding to support purchase of energy efficient refrigeration units in low-income or underserved areas. The program retains \$12 million, which has already been awarded.	\$8.5	\$0

56	Government Operations Agency	Approves Governor's proposal to revert \$500,000 General Fund from the 2023-24 Budget that was intended to support various leadership initiatives. One of the initiatives is no longer in need of support so this amount is available for reversion.	\$0.5	\$0
57	Government Operations Agency	Approves Governor's proposal to revert \$2.2 million General Fund in the 2023-24 budget from Census operations funding. Because the previous census work has concluded, this funding is available for reversion.	\$2.2	\$0
58	Government Operations Agency	Approves Governor's proposal to revert \$4.6 million General Fund in the 2023-24 budget that was intended to establish a Language Access Pilot program within GovOps to establish a framework to implement interpretive and language access services in public hearings. The pilot program was not implemented and the funding is available for reversion.	\$4.6	\$0
59	Board of State and Community Corrections.	Approves Governor's proposal to shift \$100 million from the BSCC Cannabis Tax Fund Allocation 3 Subaccount to the General Fund via budgetary loan. The budgetary loan would be paid back from the General Fund in 2026-27 and 2027-28 or earlier if the budgetary loan impacts programmatic functions of the subaccount.	\$100	\$0
60	Financial Information System for California (FI\$Cal)	Approves Governor's proposal to revert \$5.5 million General Fund in the 2023-24 budget from the CA State Payroll System Project. Due to delays in the project, this funding that was intended for contracting services in next phases of implementation is not currently needed therefore this funding is available for reversion.	\$5.5	\$0

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61	Joint Expenses	Approves Governor's proposal to shift \$50 million from the Annex Project – State Project Infrastructure fund to the General Fund via budgetary loan. This loan would be paid back in 2025-26.	\$50	\$0
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#	Department	Subcommittee #5 – Public Safety, Transportation, and Labor	CY	BY
62	Various	Approves Governor’s proposal to return to payroll accounting that was in place beginning in 2009-10 through 2018-19 budget years.	\$0	\$1,577
63	Various	Approves Governor’s proposal to make appropriate reductions associated with vacant positions in 2024-25. Appropriations reduced through this process will revert to full funding levels in future budget years.	\$0	\$762
64	CalPERS	Approves Governor’s proposal to apply state plans retirement contribution reductions using Proposition 2 debt repayment funding.	\$0	\$1,296
65	Labor and Workforce Development Agency	Approves Governor’s proposal for a one-time loan of \$125 million from the Labor and Workforce Development Fund to the General Fund.	\$0	\$125
66	Labor and Workforce Development Agency	Approves Governor’s proposal to extend a repayment date to fiscal year 2027-28 for a one-time loan of \$107 million from the Labor and Workforce Development Fund to the General Fund that was previously included in the 2020 Budget Act.	\$0	\$107
67	Employment Development Department	Approves Governor’s proposal to delay \$300 million General Fund for the California Jobs First program (formerly Community Economic Resilience Fund) and instead includes \$100 million for each year between 2024-25 and 2026-27.	\$300	-\$100
68	Employment Development Department	Approves Governor’s proposal to support the state’s Unemployment Insurance loan interest payment with \$100 million Employment Training Fund	\$0	\$100



69	Employment Development Department	Approves Governor's proposal to reduce the investment for the Emergency Medical Technician Training program by \$10 million and instead maintain the program at \$30 million over two years.	\$0	\$10
70	Employment Development Department	Approves Governor's proposal to revert \$10 million General Fund and maintain \$30 million for the Displaced Oil and Gas Worker Fund program.	\$10	\$0
71	Employment Development Department	Approves Governor's proposed fund shift for \$3 million each year in 2023-24 and 2024-25 from the General Fund to the Unemployment Compensation Disability Fund. This funding assists with fraud mitigation and improvement of cybersecurity efforts at the Employment Development Department.	\$3.0	\$3.0
72	Department of Industrial Relations	Approves Governor's proposed fund shift for \$650,000 in 2022-23 and ongoing from the General Fund to the Labor Enforcement and Compliance Fund. This funding was for the "Reaching Every Californian" campaign that focuses on educating employees and employers on California labor laws.	\$0.7	\$0.7
73	Department of Industrial Relations	Approves Governor's proposal to delay \$40 million General Fund in 2024-25 for the Apprenticeship Innovation Fund and spread this funding over the 2025-26 and 2026-27 fiscal years.	\$0	\$40
74	California Workforce Development Board	Approves Governor's proposal to delay \$40 million General Fund in 2024-25 for the Goods Movement Workforce Training Campus and spread this funding over the 2025-26 and 2026-27 fiscal years.	\$0	\$40

75	California Workforce Development Board	Approves Governor's proposal of a \$15 million General Fund reduction for the Low Carbon Economy Program.	\$0	\$15
76	Department of Corrections & Rehabilitation	Approves Governor's proposal to delay the installation of five fixed camera projects costing \$27.2 million General Fund from 2023-24 to 2025-26 and 2026-27. The proposed budget maintains \$50.4 million General Fund in 2023-24 and associated ongoing resources to implement five other projects.	\$27.2	\$0
77	Department of Corrections & Rehabilitation	Approves Governor's proposal to reduce excess appropriation authority related to the closed Deuel Vocation Institution.	\$11.9	\$0
78	Office of Emergency Services	Approves Governor's proposal to revert \$45 million unspent funds from the Community Hardening to Build Disaster Resilient Communities Program, which was originally approved in the 2021 budget at \$100 million.	\$45	\$0
79	Office of Emergency Services	Approves Governor's proposal to revert \$21 million for local gun buyback programs. This was originally included in the 2022 budget, then moved from the Board of State and Community Corrections to Cal OES in 2023. None of the funding has been spent yet.	\$21	\$0
80	Judicial Branch	Approves Governor's proposal to transfer \$5 million from the Trial Court Emergency Fund. The proposal leaves \$5 million in the emergency fund, which is rarely used. Judicial Council had no concerns with this reversions.	\$0	\$5

81	Department of Corrections & Rehabilitation	Approves Governor's proposal to reduce a contract for parolee urinalysis testing by \$100,000 ongoing General Fund. The Administration noted that contract utilization has declined due to the declining parolee population, and is returning the savings to the General Fund.	\$0.1	\$0.1
82	Department of Corrections & Rehabilitation	Approves Governor's proposal to revert \$38.8 million General Fund in 2023-24 intended for COVID-19 prevention, mitigation, and response activities at CDCR but was unspent. The proposal would maintain \$53.8 million for this purpose.	\$38.8	\$0
83	Department of Corrections & Rehabilitation	Approves Governor's proposal to reduce the funding provided to maintain closed Division of Juvenile Justice facilities by \$909,000 General Fund. The 2023-24 budget included \$1.7 million for facility maintenance at recently-closed DJJ facilities, but the Administration noted that the actual maintenance costs were lower than expected.	\$0	\$0.9
84	Department of Corrections & Rehabilitation	Approves Governor's proposal to revert \$1.9 million General Fund in 2023-24 and ongoing due to reduced workload related to the implementation of SB 990 (Hueso), Chapter 826, Statutes of 2022. The Administration noted that less funding than anticipated was needed to fulfill the obligations of the bill.	\$1.9	\$1.9
85	Department of Corrections & Rehabilitation	Approves Governor's proposal to revert \$5 million in 2023-24 and \$9 million in 2024-25 for COVID-19 related workers compensation funding for CDCR.	\$5	\$9
86	Department of Corrections & Rehabilitation	Approves Governor's proposal to reduce CDCR's baseline administrative budget by \$15 million ongoing.	\$0	\$15

87	Commission on Peace Officer Standards and Training	Approves Governor's proposal to revert unspent local assistance funding.	\$2.9	\$2.9
88	Commission on Peace Officer Standards and Training	Approves Governor's proposal to revert unspent funding approved for the implementation of SB 2 (Bradford and Atkins), Chapter 409, Statutes of 2021.	\$8	\$0
89	Judicial Branch	Approves Governor's proposal to transfer \$75 million from the unrestricted balance of the Trial Court Trust. The Judicial Council had no concerns with this reversion.	\$0	\$75
90	Department of Corrections & Rehabilitation	Approves Governor's proposal to transfer \$7.3 million of unobligated funds from the now unused Recidivism Reduction Fund to the General Fund.	\$0	\$7.3
91	Department of Justice	Approves Governor's proposal to borrow an additional \$100 million from the Litigation Deposit Fund.	\$0	\$100
92	Transportation Agency	Approves Governor's proposal to delay the Formula Transit and Intercity Rail Program.  (Maintains \$4 billion. This will have minimal programmatic impact.)	\$0	\$1,000
93	Transportation Agency	Approves Governor's proposal to delay the Ports and Freight Infrastructure Program.  (Maintains \$2 billion, This will have minimal programmatic impact.)	\$0	\$100

94	Motor Vehicles	Approves Governor's proposal to shift the Oxnard DMV Field Office Reconfiguration construction costs from General Fund to lease revenue bonds.  (Continues the capital outlay project, as proposed.)	\$14.3	\$0
95	Motor Vehicles	Approves Governor's proposal to shift the El Centro DMV Field Office performance criteria costs from General Fund to lease revenue bonds.  (Continues the capital outlay project, as proposed.)	\$2.5	\$0
96	Highway Patrol	Approves Governor's proposal to shift the performance criteria funding for six area offices from General Fund to lease revenue bonds.  (Continues the capital outlay project, as proposed.)	\$13.1	\$0
97	Transportation Agency	Approves Governor's proposal to reduce Port of Oakland funding.  (Maintains \$184 million.)	\$96	\$0



## **Executive Limitations Policy: B-5 Staff Treatment and Compensation**

**Board of Directors Meeting: March, 21 2024**

Unless indicated otherwise all information is accurate as of **March 21, 2024**.

I certify that the information contained in this report and attachments is true.

Signed , School Director

**Executive Limitation B-5** - The school director must not treat staff in any way that is unfair, unsafe, or unclear.

### **Interpretation:**

NCSA should be an exceptional workplace, with these limitation policies setting only the minimal expectations. The true goal should be to exceed these limitations and continually refine them as needed to reflect what is most important to overall staff morale and well-being.

Compliance with the policy stipulations concerning fairness and clarity will be achieved when employee surveys are at an overall 3.75 satisfaction rate and no formal complaints have been filed against the Director or the school.

Safe working conditions are determined both by staff perceptions of safety, the school's required annual Facilities Inspection Tool (FIT) Review, and objective assessments by insurance providers and/or other objective 3<sup>rd</sup> party inspectors conducted every three years.

**B-5 Operational Definitions:**

- a) A score of 3.50 or higher regarding overall satisfaction and fairness with NCSA reflects compliance.
- b) A score of 3.50 or higher regarding safety at NCSA reflects compliance.
- c) A score of 3.50 or higher on the Safety section of the Staff Survey
- d) The school monitors all accident reports filed each year with the goal being to keep the number of injuries below 3 per year.
- e) We will have our HR systems and practices reviewed by our attorney's any time we update policies. In addition, we utilize the services of our insurance organization Charter Safe, to help keep us updated on any new laws or workplace requirements
- f) 100% of our staff will complete all mandated training.

**B-5 Data:****a) Overall Satisfaction**Survey Results:

	Compliance benchmark	<b>2024 Scores</b>	Does data indicate compliance? Y/N	2022 Scores	2020 Scores
64. I would recommend NCSA as a good place to work.	Score of 3.50 or above	<b>4.26</b>	Y	4.42	4.21
66. In general I am proud to be part of the NCSA community.	Score of 3.50 or above	<b>4.45</b>	Y	4.58	4.49
38. I believe administration are sincerely interested in the needs and welfare of the staff.	Score of 3.50 or above	<b>4.18</b>	Y	4.30	4.19
26. I receive recognition for my contributions to NCSA.	Score of 3.50 or above	<b>4.00</b>	Y	3.98	3.79

## b) Overall Fairness

### Survey Results:

	Compliance benchmark	<b>2024 Scores</b>	Does data indicate compliance? Y/N	2022 Scores	2020 Scores
29. Teaching and support staff are treated equitably in regard to race, sex, sexual orientation, gender identity and expression, religion, national origin, age, marital/parental status, veteran's status or mental or physical disability.	Score of 3.50 or above	<b>4.08</b>	Y	4.21	4.40
	Standard deviation (SD) not higher than 1.00	<b>.85</b>	Y	.94	.65
30. In my own personal experience, I have been treated equitably in regard to race, sex, sexual orientation, gender identity and expression, religion, national origin, age, marital/parental status, veteran's status or mental or physical disability.	Score of 3.50 or above	<b>4.18</b>	Y	4.31	N/A
	Standard deviation (SD) not higher than 1.00	<b>.81</b>	Y	.77	N/A
31. Expectations are upheld in a fair and consistent way for all staff in my department/team.	Score of 3.50 or above	<b>3.85</b>	Y	3.93	3.96
28. I believe all NCSA staff are treated fairly, regardless of their role.	Score of 3.50 or above	<b>3.76</b>	Y	3.90	3.89

## c) Safety Satisfaction

### Survey Results on safe conditions:

	Compliance benchmark	<b>2024 Scores</b>	Does data indicate compliance? Y/N	2022 Scores	2020 Scores
58. The physical working environment (grounds, parking lot, offices, classrooms, hallways, storage rooms, rest room, ventilation, etc.) is safe.	Score of 3.50 or above	<b>3.73</b>	Y	4.13	3.81



59. Safety concerns are addressed promptly and efficiently.	Score of 3.50 or above	<b>4.03</b>	Y	4.30	4.15
60. I have been informed of our emergency plans/procedures.	Score of 3.50 or above	<b>4.53</b>	Y	4.48	4.38
61. Student discipline is handled effectively and fairly.	Score of 3.50 or above	<b>3.74</b>	Y	3.93	3.81

- d) **Workers' Compensation** (Note that compliance is based on total number of reported injuries per year).

<b>Year</b>	<b># of Worker's Comp Claims</b>	<b>Total # reported injuries</b>
2018	3	2
2019	0	0
2020	2	0
2021	6	1
2022	4	3
2023	3	2
2024	0	0

- e) **Review of our HR systems**, policies and practices have been reviewed by two separate law firms for compliance. Our employee handbook was reviewed in December of 2023 by Young, Minnie & Corr and our HR systems and practices were reviewed in February of 2018. We have scheduled another review by CharterSAFE (our insurance company) to come and review our HR practices and procedures in June 2024.

<b>Reviewer</b>	<b>Review date</b>
Chastin Pierman, YMC	12-21-2023

- f) **Compliant - 100%** of staff have taken the mandatory trainings. We are allowing staff to use work time to complete their training.

**B-5.1 The School Director shall not operate without written personnel policies that:**

- Clarify rules for staff.
- Provide for fair and thorough handling of conflicts in a way that does not include the Council as a participant in the conflict resolution process.
- Are accessible to all staff.
- Inform staff that employment is neither permanent nor guaranteed.

**Interpretation:**

NCSA should have in place an employee handbook that states policies and procedures in a clear manner. The handbook should meet objective, professional standards, and each employee should receive this handbook when they are hired or after any amendments are made.

Complaint procedures have a special place in the employee handbook because they ensure that employees have a systematic way to address major issues without bias or fear of retaliation.

**B-5.1 Operational Definitions:**

- a) A current handbook will be on file with the Business Manager.
- b) A completed Employee Acknowledgement Form (on which employees indicate that they have received and read the handbook) will be in each employee's personnel file.
- c) Any complaints will be handled according to the process described in the employee handbook. A score of 3.50 or higher will be compliant with regard to providing for fair and thorough handling of conflicts in a way that does not include the Council as a participant in the conflict resolution process.
- d) The handbook and the employee contract will include specific language concerning the "at will" status of employment at NCSA.
- e) A score of 3.50 or higher will be compliant with regard to Clarity of Role, Evaluation and Mission.

**B-5.1 Data:**

- a) The Business Manager has a copy of the Employee Handbook on file.
- b) As of October 1, 2017, each employee's file included a signed Employee Handbook receipt acknowledgement form. This practice is part of the "new hire" process we follow.
- c) Pages 56-57 of the handbook details the complaint procedure. Please see Q. 30 results below for "fair handling of conflicts."
- d) Our handbook clearly indicates that all employees are at will. Although we will include this info at their contract signing meeting as a reminder.
- e) No written complaints have been filed for the last five years.

**f) Survey Results: Clarity of Role, Evaluation and Mission**

Survey Results:

	Compliance benchmark	<b>2024 Scores</b>	Does data indicate compliance ? Y/N	2022 Scores	2020 Scores
2. NCSA's mission and vision have been clearly explained to me.	Score of 3.50 or above	<b>4.28</b>	Y	4.37	4.28
3. I see a clear connection between my work and NCSA's mission.	Score of 3.50 or above	<b>4.29</b>	Y	4.42	4.19
16. I've received and read my job description, and have a clear understanding of my role at NCSA and the expectations my role involves.	Score of 3.50 or above	<b>4.23</b>	Y	4.27	4.13
17. I am clear on the criteria that will be used within peer observations to evaluate my job performance.	Score of 3.50 or above	<b>3.75</b>	Y	3.84	3.65
18. As a result of my peer observations/evaluation meetings, I have clear, meaningful and measurable goals for myself.	Score of 3.50 or above	<b>4.04</b>	Y	4.29	3.77
32. The different offices and roles within NCSA are well coordinated and supportive.	Score of 3.50 or above	<b>3.96</b>	Y	4.06	3.98

**B-5.2 The School Director shall not cause or allow personnel policies to be inconsistently applied.**

**Interpretation:**

I interpret this policy to mean that I must adhere to all of my policies and treat staff fairly so that they perceive that the policies are followed consistently.

**B-5.2 Operational Definitions:**

- a) The School Director and Business Manager will be trained in their management duties at least annually.
- b) A score of 3.50 or higher regarding general treatment at NCSA will be considered compliant.

**B-5.2 Data:**

- a) Administration Training

**Professional Development & Leadership Trainings**

<b>Date Completed</b>	<b>Completed (Employee Name)</b>	<b>Training Title</b>
11/5/23	Holly, Dani, Lori, Maria, Andrea & Gabriel	Courageous Conversations Summit
11/3/23	Melissa, Toni, Megan	Synergy Conference
11/30/23	Angie	Lessoncast – Curriculum Representation Design
3/7/24	Melissa	Governor’s Budget Workshop
1/23/24	Angie & Holly	Center for Responsive Classroom
7/18/23	Angie & Holly	Athlon Interactive Adventures – Team Building activities

**b) Staff General Treatment Survey Results:**

	Compliance benchmark	<b>2024 Scores</b>	Does data indicate compliance? Y/N	2022	2020 Scores
29. Teaching and support staff are treated equitably in regard to race, sex, sexual orientation, gender identity and expression, religion, national origin, age, marital/parental status, veteran's status or mental or physical disability.	Score of 3.50 or above	<b>4.08</b>	Y	4.21	4.40
	Standard deviation (SD) not higher than 1.00	<b>.85</b>	Y	.94	.65
30. In my own personal experience, I have been treated equitably in regard to race, sex, sexual orientation, gender identity and expression, religion, national origin, age, marital/parental status, veteran's status or mental or physical disability.	Score of 3.50 or above	<b>4.18</b>	Y	4.31	N/A
	Standard deviation (SD) not higher than 1.00	<b>.81</b>	Y	.77	N/A
31. Expectations are upheld in a fair and consistent way for all staff in my department/team.	Score of 3.50 or above	<b>3.93</b>	Y	3.93	3.96
28. I believe all NCSA staff are treated fairly, regardless of their role.	Score of 3.50 or above	<b>3.76</b>	Y	3.90	3.89
35. Administration/department coordinators deal with my concerns in a confidential manner.	Score of 3.50 or above	<b>4.05</b>	Y	3.98	3.96

**Summary:** These scores are all above the benchmark of 3.50, supporting an interpretation of compliance with B5.2.

**B-5.3 The School Director shall not provide for inadequate documentation, security and retention of personnel records and all personnel related decisions.**

**Interpretation:**

NCSA will securely maintain employee and employment files for every employee and applicant for the appropriate length of time.

**B-5.3 Operational Definitions:**

- a) Records will be held in a secure location.
- b) NCSA follows all state and federal requirements for record retention.
- c) Only authorized personnel have access to employee records. Our policy regarding employee records is located on page 49 of the employee handbook.

**B-5.3 Data:**

- a) All records are locked and there are no instances of records missing or compromised.
- b) There are no known instances of noncompliance with state and federal record retention requirements.
- c) There has been no unauthorized use of personnel records.

**B-5.4 The School Director shall not establish compensation and benefits that are internally or externally inequitable.**

**Interpretation:**

I interpret this policy in two ways. First, we must adhere to the agreed upon salary schedules reviewed by the staff. Step placement shall be limited to no higher than Step 3 on the Classified Support Services Employee Salary Schedule, and we will follow the listed guidelines for placement on the Certificated Salary Schedule as well as the Classified Teacher Salary Schedule. Second, that we will be within the 50<sup>th</sup> percentile of average salaries based on a county-wide comparison with other schools of our size.

**B-5.4 Operational Definitions:**

This policy establishes four criteria:

- a) NCSA employees should be able to anticipate that they will receive a wage based on their job description and that job’s placement on the salary schedule.
- b) Wages paid by NCSA are an average of the 2022-23 county comparison and within the 50<sup>th</sup> percentile of similar sized schools. A score of 3.50 or higher on the Staff Survey regarding wages will be considered compliant.
- c) Benefits offered by NCSA should compare favorably to benefits offered by similar-sized schools in our region (comparison of this data to other businesses is very difficult, but other schools share this information).
- d) No NCSA employees should receive benefits that are not offered to other employees of the same employment status (full or part-time).

**B-5.4 Data:**

- a) All NCSA employees are placed on a salary schedule.
- b) We completed a Salary Analysis Comparison Review in March 2024 for Certificated and Classified Staff which indicated that our wages are at least average for similar schools in the county. However, as indicated in the survey below, our staff still feel slightly underpaid. This is likely to continue given our current financial concerns.

Survey Results for external equity:

	Compliance benchmark	2024 Score	Does data indicate compliance ? Y/N	2022 Score	2020 Scores
50. My wage is fair compared to similar jobs in the area.	Score of 3.50 or above	3.57	Y	3.61	3.42

**Compliant: We are still compliant!**

- c) **Our Salary Analysis Comparison** from this year, indicates that our benefits compare favorably to what other schools provide. All staff who work 30+ hours are given full

benefits from \$8,500 for Employee only to \$13,000 for Family coverage (prorated based on hours) toward benefits and access to either the State Teachers Retirement System (STRS) or a 403 (b) retirement plan with a 4% employer matching contribution. However, given the current health care in California and the continued rising costs, our staff continue to feel benefits are too low.

**d) Survey Results for internal equity:**

	Compliance benchmark	<b>2024 Scores</b>	Does data indicate compliance ? Y/N	2022 Scores	2020 Scores
51. The compensation for my role is fair in relation to other roles at NCSA.	Score of 3.50 or above	<b>3.84</b>	Y	3.76	3.59
Q55. How satisfied are you with professional development?	Score of 3.50 or above	<b>3.93</b>	Y	3.92	3.71
Q52. How satisfied are you with health benefits?	Score of 3.50 or above	<b>3.49</b>	<b>N</b>	3.34	3.38
Q53. How satisfied are you with prep time?	Score of 3.50 or above	<b>3.68</b>	Y	3.65	3.19
Q54. How satisfied are you with aide support?	Score of 3.50 or above	<b>3.93</b>	Y	3.89	3.73

**Non-compliant: Q 52** is still below the benchmark of 3.50 but just slightly. We are now allowing 30-39 an hour employees to receive full benefits.

**e)** No complaints (valid or not) about benefits were filed during this reporting period.



**B-5.5 - The School Director shall not change the School Director's own compensation and benefits, except as his or her benefits are consistent with a package for all other employees.**

**Interpretation:**

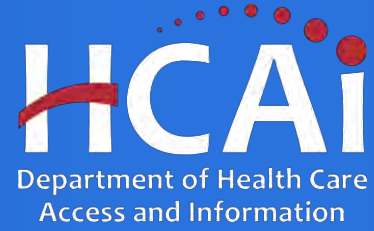
The School Director's compensation and benefits are agreed to by the Council and the Director. If NCSA changes benefits that affect all employees, the Director's benefits may also change.

**Operational Definitions:**

- a) The Business Manager will provide the Council with a signed memo detailing the School Directors compensation and benefits and will specify any changes in benefits that affected the School Director's package since the most recent contract decision.

**Data:**

- a) The board proposed an increase as a "living commitment" to equity in the 2021-22 school year with a scheduled increase for the subsequent two years, if the teachers and staff also received an increase. We are in the final year 3 of that proposal.



# Wellness Coaches Model

December 2022

# Outline

## Introduction

Overview of Wellness Coach Roles

Detail on Wellness Coach Roles

Next Steps

# The Need for Wellness Coaches

The 2021-2022 California Budget included a \$4.4 billion investment and **five-year plan to transform the behavioral health (BH) system for children and youth.**

As part of that funding and plan, **HCAI received \$338M to design and build the Wellness Coach workforce.**

## The Wellness Coach role is designed to...



increase overall capacity to support growing youth behavioral health needs.



build a **diverse behavioral health workforce with lived experience** working in a **wide variety of school, health, and community settings.**



**fill some of the workforce gaps** that exist today.  
(i.e., few existing BH roles require 1-4 years of education)



ensure the role is both **a desirable occupation in and of itself and a stepping-stone** to more advanced BH roles.



**engage directly with youth (aged 0 – 25),** while ensuring adequate training and supervision.

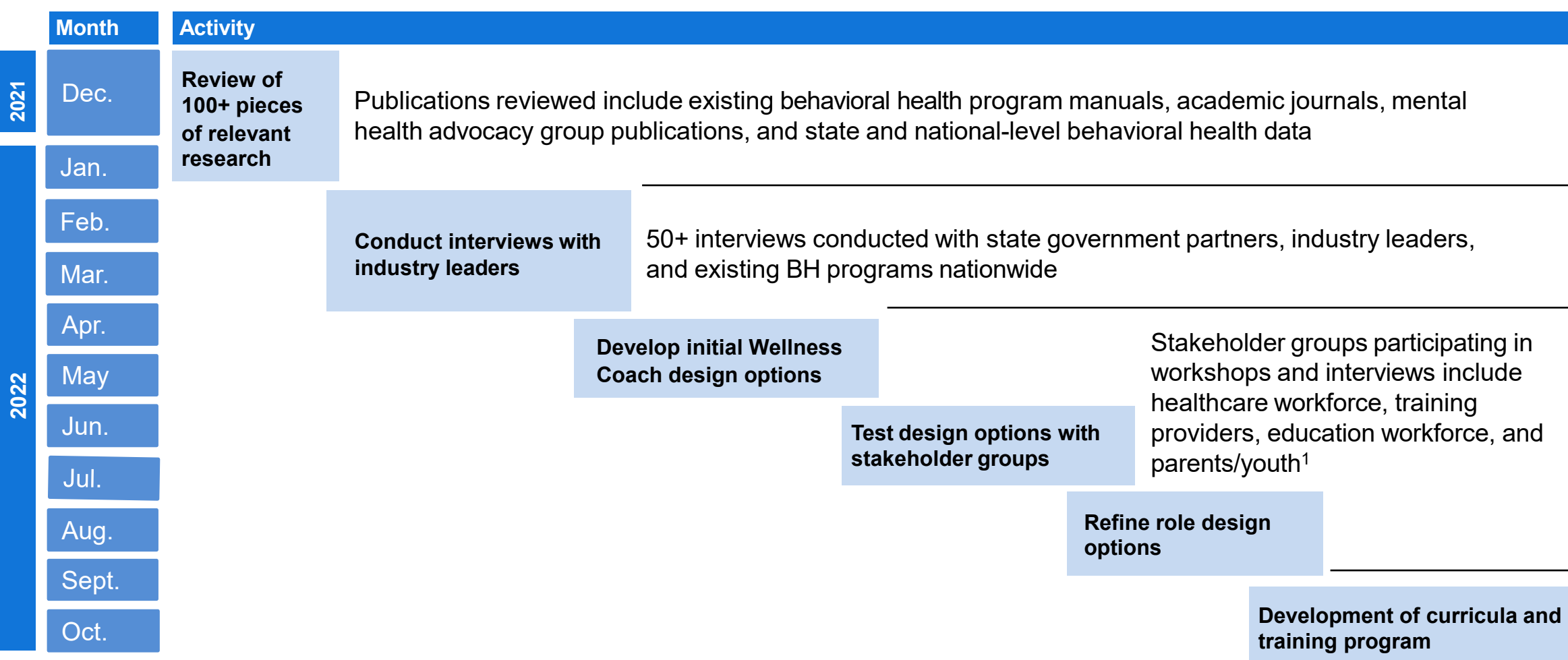


serve **vulnerable populations where they live, study, and work.**

# Overview of Research Conducted to Date

The development of the Wellness Coach role was informed by a review of published behavioral health articles, stakeholder interviews, and stakeholder design workshops

Illustrative Timeline of Wellness Coach Development Process



1. Parent and youth engagement is ongoing.

# Outline

Introduction

**Overview of Wellness Coach Roles**

Detail on Wellness Coach Roles

Next Steps

# Overview of Wellness Coaches

## Prerequisites to Enter Program



## Education Program



## Received Upon Completion



## Services Offered



### Wellness Coach I

- None
- 52 credits of classroom education on BH topics and
- 8 credits (400 hours) of structured field practicum
- Associate's degree + Wellness Coach I certification
- Focus on education related to wellness promotion, life skills, and mental health literacy
- Provide limited individual and group support with a structured curriculum

### Wellness Coach II

- Wellness Coach I certification or Associate's degree in related field
- 52 additional credits of classroom education on BH topics and
- 8 credits (400 hours) of structured field practicum
- Bachelor's degree + Wellness Coach II certification
- Focus on individual and group support related to wellness education, goal setting, life skills, and coping skills
- Perform the same core services as Wellness Coach I with additional expertise

### All Wellness Coaches will:

- Serve children and youth aged 0 - 25
- Operate as part of a care team
- Offer 6 core services, including:
  - Wellness promotion and education
  - Screening
  - Care coordination
  - Individual support
  - Group support
  - Crisis referral
- Operate under the direction of and coordination with a PPS credentialed or licensed professional, depending on setting

# Outline

Introduction

Overview of Wellness Coach Roles

Detail on Wellness Coach Roles

- **Scope of Services and Competencies**

- Recruitment and Training
- Operating Model
- Career Lattice

Next Steps



# Services and Competencies of Wellness Coach Roles

## Services

*Activities core to the Wellness Coach roles*

- 1 Wellness promotion and education
- 2 Screening
- 3 Care coordination and extension
- 4 Individual support
- 5 Group support
- 6 Crisis referral

## Additional Competencies

*Demonstrated areas of knowledge to be evaluated against during on-the-job training*

- 7 Cultural competency, humility, and mitigating implicit bias
- 8 Professionalism, ethics, and legal mandates
- 9 Communication
- 10 Operating in role and different environments

# Scope of Services for Wellness Coach Roles (1 of 2)

Proposed Core Activity	Description of Potential <b>Wellness Coach I</b> Scope of Services <i>Under direction of PPS<sup>1</sup> or licensed professional</i>	Description of Potential <b>Wellness Coach II</b> Scope of Services <i>Under direction of PPS<sup>1</sup> or licensed professional</i>
1 Wellness Promotion and Education	<ul style="list-style-type: none"> <li>• Deliver group or classroom programming (e.g., structured curriculum) focused on: <ul style="list-style-type: none"> <li>• Wellness promotion and education (e.g., building positive relationships, bullying prevention, nutrition and exercise in relation to BH)</li> <li>• Mental health literacy (e.g., symptom recognition, help-seeking strategies, how to provide support)</li> <li>• Life skills (e.g., stress management, time management, problem solving)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Deliver group or classroom programming (e.g., structured curriculum) focused on activities listed in Wellness Coach I role and further programming on: <ul style="list-style-type: none"> <li>• Coping skills (e.g., behavior activation, identifying thinking traps, distraction strategies, emotion regulation)</li> </ul> </li> <li>• Facilitate surveys, focus groups, and interviews within organizations to identify needs for programming</li> </ul>
2 Screening	<ul style="list-style-type: none"> <li>• Support youth completing behavioral health screenings (e.g., answer questions, hand-off screenings to BH professionals)</li> <li>• Administer universal screening programs in school or other community-based organizations per SAMHSA guidelines</li> <li>• Identify and escalate BH needs of youth to BH providers in school or broader organization setting</li> </ul>	
3 Care Coordination and Extension	<ul style="list-style-type: none"> <li>• Connect individuals to internal and external BH resources (e.g., local/regional/national organizations, school or broader organization resources, outpatient providers, residential programs, crisis response resources) as well as social services (e.g., food or housing programs) as needed</li> <li>• Facilitate communication with other professionals (e.g., BH providers, school personnel) that are providing support and care to youth, including connecting individuals to licensed providers so all care team members work together and operate at the top of their license or certification</li> <li>• Provide additional support to providers, school, or broader organization personnel, including BH related administrative activities (e.g., billing support) and extension of non-clinical or clinical BH support</li> </ul>	

# Scope of Services for Wellness Coach Roles (2 of 2)

Proposed Core Activity	Description of Potential <b>Wellness Coach I</b> Scope of Services <i>Under direction of PPS<sup>1</sup> or licensed professional</i>	Description of Potential <b>Wellness Coach II</b> Scope of Services <i>Under direction of PPS<sup>1</sup> or licensed professional</i>
<div>4</div> <b>Individual Support</b>	<ul style="list-style-type: none"> <li>• Provide brief check-ins (~5-15 min) and scheduled meetings (~30 min) that provide emotional support and/or follow manualized curriculum that enhance wellness; individual support may include:               <ul style="list-style-type: none"> <li>• Wellness education (e.g., basics of BH symptoms, nutrition, and exercise in relation to BH)</li> <li>• Goal setting/planning (e.g., increasing movement, sleep hygiene)</li> <li>• Life skills (e.g., stress management, time management, problem solving)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide brief check-ins (~5-15 min) and scheduled meetings (~30 min) that provide emotional support and/or follow manualized curriculum that enhance wellness; individual support may include activities listed in Wellness Coach I role and:               <ul style="list-style-type: none"> <li>• Coping skills (e.g., behavior activation, identifying thinking traps, distraction strategies, emotion regulation) for youth</li> </ul> </li> </ul>
<div>5</div> <b>Group Support</b>	<ul style="list-style-type: none"> <li>• Deliver small group programming (e.g., structured curriculum) to enhance wellness and life skills (e.g., social-emotional skills, stress management, time management, organization, problem solving)</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver small group programming (e.g., structured curriculum) to enhance awareness of the most common BH conditions</li> </ul>
<div>6</div> <b>Crisis Referral</b>	<ul style="list-style-type: none"> <li>• Adhere to a standardized protocol when responding to risk in the school or broader organization setting; identify potential risk and refer to the on-site BH provider, such as a PPS professional</li> <li>• Provide emotional support and engage in warm handoffs with on-site BH providers for youth that are waiting to be seen for crisis services</li> </ul>	

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- Scope of Services and Competencies
- **Recruitment and Training**
- Operating Model
- Career Lattice

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# Example Recruiting Considerations for Wellness Coach Roles

## Recruiting Areas of Interest

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### Who

- **Diverse set of applicants** (e.g., age, race, ethnicity, LGBTQ+, languages spoken, socioeconomic status, experience type)
- **Experience with youth** (e.g., paraprofessional, classified school personnel) **or desire to work with youth**
- **Demonstrated competency in foundational skills and aptitudes** (e.g., written/oral communication, empathy, listening skills)
- **Applicants with a diverse range of educational backgrounds** (e.g., high school diploma, GED, Associate degree, Bachelor degree)

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### Where

- Geographic locations with **demonstrated shortages of mental health professionals**
  - Counties that have mental health professional shortage area (MHPSA) **scores of 16 or higher<sup>1</sup>**
  - Counties that **do not have existing BH training programs**
- Areas with youth populations of diverse backgrounds and/or socioeconomically disadvantaged communities
  - Areas designated as **California Healthy Place Index (“HPI”) first and second quartile**

1. Mental HPSA Score was developed by the National Health Service Corps (NHSC) in determining priorities for the assignment of clinicians. The scores range from 0 to 26 where the higher the score, the greater the priority.

# Example Wellness Coach Applicant Pipeline

Non-exhaustive



**People who are currently working in healthcare or behavioral health**  
(e.g., community health workers and peer personnel)



**People in unrelated entry-level roles** that have a desire to work in behavioral health and/or with youth



**People currently working in schools**, such as paraprofessionals or administrative staff



**Near recent or recent high school graduates** with an interest in behavioral health



**Individuals in colleges**, either pursuing a degree or working on campus

# Overview of Wellness Coach Program

	Pre-requisites for Program	Program Areas	Approx. Credits	Received Upon Completion
<b>Wellness Coach I</b>	None	General education	32	Associate's degree <sup>1</sup> Wellness Coach I certification
		Introduction to behavioral health		
		Additional education	20	
		Field practicum	8	
<b>Wellness Coach II</b>	Associate's degree in related field <b>OR</b> Completed Wellness Coach I training	Wellness Coach I competency <sup>2</sup>	n/a	Bachelor's degree <sup>1</sup> Wellness Coach II certification
		Advanced behavioral health	26	
		Additional education	26	
		Field practicum	8	

1. Or credit towards further degree, if participant already has typical degree earned taking Wellness Coach I coaching-specific modules

2. Demonstrated via prior Wellness Coach I certification or via demonstrating competency or via

# Program Structure: Wellness Coach I

	Program Area	Credits Earned <sup>1</sup>	Example Coursework & Program Content
<b>Pre-program Education</b>	<b>General Education and Introduction to Behavioral Health</b>	<b>32 credits</b>	<ul style="list-style-type: none"> <li>• English composition (e.g., oral communication, written communication)</li> <li>• Critical thinking</li> <li>• Introduction to psychology</li> <li>• Introduction to social work</li> <li>• Introduction to human behavior</li> <li>• Child &amp; adolescent development</li> <li>• Statistics</li> </ul>
<b>Classroom</b>	<b>Additional Education</b> <i>(includes didactics &amp; experiential learning to ensure individuals have the skills, knowledge, &amp; abilities to be workforce ready)</i>	<b>20 credits</b>	<ul style="list-style-type: none"> <li>• Wellness promotion / education</li> <li>• Screening</li> <li>• Communication</li> <li>• Care coordination and extension</li> <li>• Coaching and counseling frameworks<sup>2</sup></li> <li>• Reflective practice (e.g., self-care, self-awareness)</li> <li>• Documentation basics</li> <li>• Crisis management</li> <li>• Cultural competence / humility &amp; implicit bias</li> <li>• Social determinants of health</li> <li>• Professionalism, ethics, legal mandates</li> <li>• Operating in different environments</li> <li>• Disability approaches I</li> <li>• Substance use disorder I</li> </ul>
<b>Field Work</b>	<b>Field Practicum</b>	<b>8 credits</b>	<ul style="list-style-type: none"> <li>• 400 hours of supervised experience including direct services, supervision, other clinical related activities, and competency evaluations<sup>4</sup></li> </ul>
<b>Certification</b>			<ul style="list-style-type: none"> <li>• Apply for and maintain certification through external organization after graduating program. Recertification to be completed every two (2) years</li> </ul>

1. Credits from other programs can be transferred if they meet the training institution's requirements. 2. Includes, but not limited to, social emotional learning, active listening, relationship building, creating affirming environments, coaching practice in live settings. 3. Includes, but not limited to, focus on people of color, immigrant, LGBTQ+, Native, limited English proficiency populations. 4. Hours from related experience can be transferred if they meet the supervisor's requirements.



# Program Structure: Wellness Coach II

	Program Area	Credits Earned <sup>1</sup>	Example Coursework & Program Content
Pre-program Training	Wellness Coach I Competency	<i>n/a</i>	No additional coursework required
	Advanced Behavioral Health	26 credits	<ul style="list-style-type: none"> <li>• Counseling principles</li> <li>• Lifespan development</li> <li>• Abnormal psychology</li> <li>• Child and family welfare</li> <li>• Educational psychology</li> <li>• Social determinants of health</li> </ul>
Classroom	<b>Additional Education</b> <i>(includes didactics &amp; experiential learning to ensure individuals have the skills, knowledge, &amp; abilities to be workforce ready)</i>	26 credits	<ul style="list-style-type: none"> <li>• Advanced evidence-based practices (e.g., CBT, motivational interviewing, trauma-informed care) for individual and group support</li> <li>• Supervision</li> <li>• Advanced crisis management / suicide prevention<sup>2</sup></li> <li>• Reflective practice (e.g., self-care, self-awareness)</li> <li>• Secondary trauma / trauma-informed care</li> <li>• Neurodivergence</li> <li>• Disability approaches II</li> <li>• Substance use disorder II</li> </ul>
Field Work	Field Practicum	8 credits	<ul style="list-style-type: none"> <li>• 400 hours of supervised experience including direct services, supervision, other clinical related activities, and competency evaluations<sup>3</sup></li> </ul>
Certification			<ul style="list-style-type: none"> <li>• Apply for and maintain certification through external organization after graduating program. Recertification to be completed every two (2) years</li> </ul>

1. Credits from other programs can be transferred if they meet the training institution's requirements 2. Includes training in suicide impact assessments. 3. Hours from related experience can be transferred if they meet the supervisor's requirements.

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# Example Guiding Principles & Activities for Wellness Coaches

		Example Activities Related to Wellness Coach Roles	
Example Guiding Principles		In scope	Out of Scope
 <b>Prioritize BH-related Support</b>		<b>Individual and group support</b> for students with behavioral concerns	Assessing, diagnosing, or providing clinical intervention or treatment
		Understanding how academic advising services are provided to best support youth	Providing academic advising services
		Facilitating promotion/prevention programming, <b>which can include health education related to BH</b>	Facilitating system-level programming or creating specialized curricula
 <b>Prioritize BH-related Administrative Support</b>		<b>Documenting</b> activities related to BH individual and group support	Documenting activities related to student enrollment
		Scheduling BH-related appointments	Developing or administering the master schedule; scheduling academic advising appointments
		<b>Utilizing broad BH screening tools and managing database</b>	Administering academic state or interim assessments
 <b>Prioritize BH-related Care Coordination</b>		<b>Connecting individuals to BH support resources</b> (e.g., outpatient therapy, support groups) <b>and social services as needed</b>	Providing medical referrals (e.g., ENT, PCP)
		<b>Coordinating with other BH providers</b> , including around the provision of BH services, to students with IEPs	Administering and coordinating individual education plans ("IEP")

# Example Sites for Wellness Coach Services

Applies across ages


Example site	Early childhood <sup>1</sup>	Elementary school <sup>2</sup>	Middle and high school <sup>3</sup>	Transition aged <sup>4</sup>
Schools	<ul style="list-style-type: none"><li>• Preschool programs</li><li>• Head start</li></ul>	<ul style="list-style-type: none"><li>• Primary school campus</li></ul>	<ul style="list-style-type: none"><li>• High school campus</li></ul>	<ul style="list-style-type: none"><li>• Community colleges</li><li>• Four year colleges</li></ul>
Community-based Organizations	<ul style="list-style-type: none"><li>• Community centers</li></ul>	<ul style="list-style-type: none"><li>• YMCA</li><li>• Boys and Girls Club</li><li>• Community centers</li></ul>	<ul style="list-style-type: none"><li>• Community centers</li><li>• After-school programs</li></ul>	<ul style="list-style-type: none"><li>• Community centers</li><li>• Mobile crisis</li></ul>
Health Centers	<ul style="list-style-type: none"><li>• Primary care</li><li>• Tribal health programs</li></ul>	<ul style="list-style-type: none"><li>• Primary care clinics</li><li>• Tribal health programs</li><li>• Hospital specialty clinics</li><li>• Residential treatment centers</li><li>• Partial hospitalization programs</li><li>• Crisis service providers</li><li>• Federally qualified health centers</li><li>• Rural health clinics</li><li>• School health centers</li></ul>		
Government	<ul style="list-style-type: none"><li>• Childcare and development programs</li><li>• AIMSS<sup>5</sup></li></ul>	<ul style="list-style-type: none"><li>• Juvenile justice</li><li>• Homeless service providers</li><li>• Foster care service providers</li><li>• Home-based &amp; home-visiting programs</li></ul>		
Telehealth	<ul style="list-style-type: none"><li>• Technology/telecommunication solutions to support specific groups (e.g., rural areas, foster care system)</li><li>• After-hours services and easy-to-reach services for all groups</li><li>• DHCS Platform</li></ul>			

1. Ages 0-5. 2. Elementary schools with children aged 6-12. 3. Public middle and high schools with youth aged 13-18.  
4. Ages 18-25. 5. American Indian Maternal Support Services.

## Example Criteria for Sites

- **Sites that have direct youth engagement** (e.g., elementary schools, middle schools, and high schools).
- Sites that **promote sustainable impact**, including those that:
  - **Youth frequently occupy**, would want to try behavioral health services, and/or **trust the current services and individuals**
  - **Value coach services** and offer continued mentorship and professional development
  - **Employ staff knowledgeable about behavioral health services** and motivated to integrate coaches
- Consider sites that **promote feasibility**, including those that:
  - Serve youth with **needs that are appropriate for coaches' level of education and training**
  - **Offer infrastructure that supports scalability** (e.g., telehealth)

# Example Model for Wellness Coach Supervision

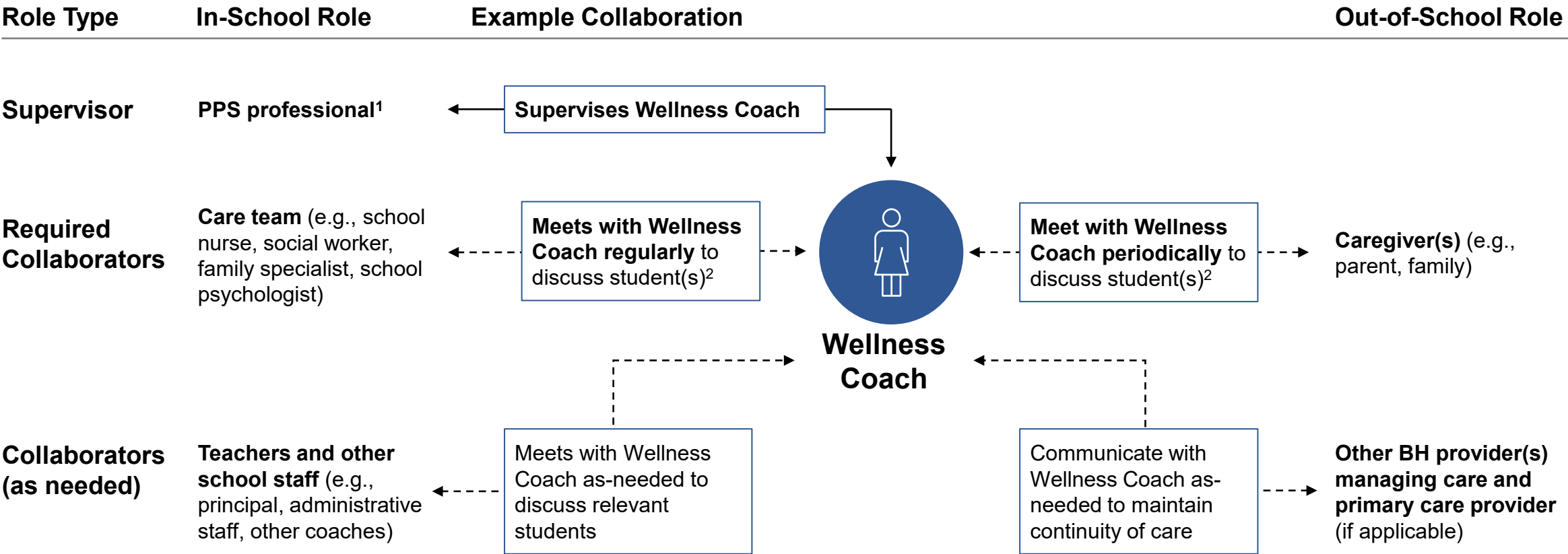
 Supervision model based on stakeholder input

Area	Example Model Options More than one option may be appropriate depending on the circumstances				Considerations
Number of Individuals	Individual (One-to-one supervision)		Small groups (Example: 4 coaches to 1 supervisor)		One-on-one supervision may require more time from the supervisor, particularly if they are responsible for multiple coaches
Supervision Cadence Options	Supervisor in all interactions	Daily touchpoints <sup>1</sup>	Weekly touchpoints <sup>2</sup>	As-needed touchpoints	A licensing board may require supervisors to oversee a particular percentage of accrued clinical hours for a Wellness Coach
Supervisor Type	Pupil Personnel Services (PPS) <sup>3</sup>		Licensed BH provider <sup>4</sup>		Licensing boards may have pre-determined supervision formats Supervisor availability may vary
Other Considerations	Supervisor qualifications (e.g., years post licensure) and competencies (e.g., cultural competence, anti-discrimination practices) may vary There may be clinical record-keeping laws required of the supervisee (Wellness Coach) (e.g., what information should be included in the record, how long records should be maintained) There may be documentation requirements for supervisory activities (e.g., discussion of client progress and changes in treatment plan) Supervisors may be required to be employed by a particular agency/practice				

1. Scheduled daily meetings for ~15-20 minutes for less advanced Wellness Coaches 2. Scheduled weekly meetings for ~30-45 minutes 3. In school settings 4. In community settings

# School Settings: Example BH-related Activities by Role Type

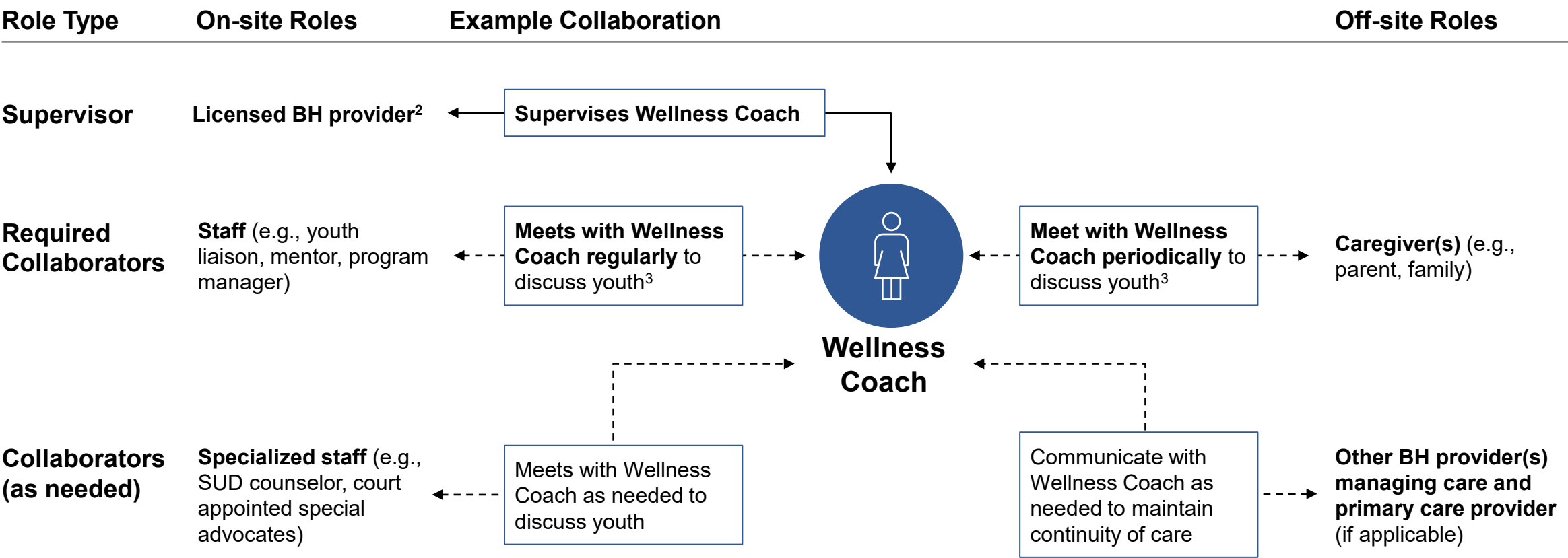
— Supervisory relationship    - - - - Informal relationship



1. Includes licensed and unlicensed PPS professionals. Supervisor or members of care team may allocate time to several schools throughout the district and may not always be on-site. 2. Student(s) include those under the care of the care team or caregiver, only with appropriate permissions.

# Community Settings<sup>1</sup>: Example BH-related Activities by Role Type

— Supervised relationship    - - - - Informal relationship



1. Settings may include health clinics, community-based organizations, community centers, etc. 2. Supervisor and members of care team may allocate time to several sites and not always be on site or may not exist by setting. 3. Youth include those under the care of the care team or caregiver, only with appropriate permissions.

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# Example Behavioral Health Career Lattice

Minimum Education Level Required¹		Illustrative Behavioral Health Lattice with Example Behavioral Health Roles					
Supervised Professional	Certificate	Other non-BH roles		Community health worker		Peer support²	SUD counselor
	Associates	Wellness Coach I					
	Bachelors	Wellness Coach II		Social worker			
	Masters	School counselor (incl. PPS³)	School psychologist (incl. PPS³)	Social worker (incl. PPS³)	Practicing therapist or counselor working towards licensure	Other supervised BH roles⁴	
Independent Practitioner	Licensure	Licensed clinical social worker (incl. PPS³)	Licensed educational psychologists (incl. PPS³)	Licensed marriage and family therapist (incl. PPS³)	Licensed professional clinical counselor (incl. PPS³)	Licensed school nurse (incl. PPS³)	
	PhD	Psychologist (incl. PPS³)					
	MD	Psychiatrist, primary care providers					

1. Or degree equivalent 2. Includes peer support roles (e.g., peer specialist, family support specialist, recovery coach, peer navigators)  
 3. Pupil Personnel Services 4. Examples include organizational psychology, behavioral analysis, physician assistant, and others

Select Observations

- The Wellness Coach role is designed to be an additional opportunity in the ladder, bridging the gap between roles with minimum to no training to Master’s level training
- The Wellness Coach role offers employment and training benefits to those that want to advance their careers to higher levels of the career lattice.

# Illustrative Scope of Practice for Select Non-Clinical BH Professionals

Role	Description of Scope of Practice
<b>Wellness Coach I and II</b>	<b>Provide services to youth (ages 0 – 25)</b> , including wellness promotion and education, behavioral health screening, individual and group support, care coordination, and crisis referral
<b>Peer Specialist</b>	<b>Use lived experiences to engage with peers</b> through a wide range of activities including advocacy, linkage to resources, sharing of experience, community and relationship building, group facilitation, skill building, mentoring, and goal-setting
<b>Community Health Worker</b>	<b>Community member with focus on health equity and advocacy on behalf of underserved populations</b> , where they provide health education, preventive screenings, promoting healthy lifestyles, and social support and guidance in terms of health care
<b>Bachelor's-level Social Worker</b>	<b>Provide support at the macro level</b> , where they utilize strategies to engage the individuals that comprise communities, organizations and larger systems to advance practice effectiveness and identify, analyze and implement evidence-informed approaches to achieve community and organizational goals

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# Next Steps

## Certification

Developing certification process to certify Wellness Coaches through HCAI

## Curriculum & Training

Working with external partners to develop curriculum and training program

## Funding

Partnering with Department of Health Care Services and Department of Managed Health Care to develop funding opportunities to create sustainability within the profession

# NEVADA CITY SCHOOL OF THE ARTS

## Certificated Salary Schedule

Effective July 1, 2024

Steps	Class I	Class II	Class III	Class IV	Class V
1	\$50,778	\$52,301	\$53,870	\$56,025	\$58,826
2	\$52,047	\$53,609	\$55,217	\$57,426	\$60,297
3		\$54,949	\$56,598	\$58,861	\$61,805
4		\$56,323	\$58,013	\$60,333	\$63,350
5		\$57,731	\$59,463	\$61,841	\$64,933
6		\$59,174	\$60,949	\$63,387	\$66,557
7		\$60,654	\$62,473	\$64,972	\$68,221
8		\$62,170	\$64,035	\$66,596	\$69,926
9		\$63,724	\$65,636	\$68,261	\$71,674
10		\$65,317	\$67,277	\$69,968	\$73,466
11		\$66,950	\$68,959	\$71,717	\$75,303
12		\$68,624	\$70,683	\$73,510	\$77,185
13		\$70,339	\$72,450	\$75,348	\$79,115
14		\$72,098	\$74,261	\$77,231	\$81,093
15		\$73,900	\$76,117	\$79,162	\$83,120
16		\$73,900	\$76,117	\$79,162	\$83,120
17		\$75,748	\$78,020	\$81,141	\$85,198
18		\$77,642	\$79,971	\$83,170	\$87,328
19		\$77,642	\$79,971	\$83,170	\$87,328
20		\$79,971	\$82,370	\$86,497	\$90,821

### Certificated Stipends

Advisory Committee Stipend - \$2000

Field Study Overnight Stipend - \$50/night

Academic Tournament Stipend - \$250

Assessment Coordination Stipend - \$2,000

Certificated Elective Stipend - \$2,000/semester

Supplemental Authorization Stipend - 3% increase to base salary

*(Supplemental subject must be in use and required for teaching in the school year to receive the stipend)*

1. Step placement will allow for up to seven (7) years of prior classroom teaching experience.

2. Assignments to classes shall be based on education units as follows:

Class I	BA/Intern/Permit (no credential)	
Class II	BA plus 30 recognized semester units	3% Increase
Class III	BA plus 45 recognized semester units* or MA	3% Increase
Class IV	BA plus 60 recognized semester units* or MA plus 15 recognized semester units**	4% Increase
Class V	BA plus 75 recognized semester units* or MA plus 30 recognized semester units**	5% Increase
	*Units must be earned after the issuance of the BA	
	**Units must be earned after the issuance of the MA	

3. NCSA certified training can be contributed toward educational credits to count towards class increase, but they must be tied to goal growth. One educational unit shall be equal to 15 contact hours of training and will be approved by the School Director on a case by case basis.

4. This salary schedule is based on 186 days of service per traditional calendar contract year.

**Full-time Equivalent:** 1 FTE = 186 days (175 instructional days and 11 in-service days) at 7.5 hours per day, or 1,395 hours per year

**Substitute Pay:** \$170/full day (\$22.67/hour), \$102/half day (\$27.20/hour)

Long-term substitute \$250/day (\$33.33/hour) after 21 consecutive days in the same position, for the remainder of the assignment.

*4/22/16 - Approved revision of BA to Credential; Incr sub pay; Incr steps 15, 20, & 25 for Classes I, II, & III*

*3/30/17 - Approved revision to remove BTSA for class 0*

*4/28/17 - Approved revision to increase Class I starting step,*

*5/1/17 - Add Curriculum, Teacher on Assignment & Advisory Stipend*

*9/13/17 - Increase sub rate per county increase*

*4/30/2018 - 1.56% market rate increase*

*4/25/2018 - Increase starting step / Adjust Class IV & V % increase*

*5/30/2019 - Increase starting step & Degree/units change*

*3/17/2022 - Increase days to 186 & 3% increase overall*

*2/23/23 - Increase long term sub rate to \$250/day*

*6/15/23 - 4% COLA Increase, add academic stipend, increase advisory stipend*

*10/16/2023 - Added stipend for teaching electives (certificated teachers only)*

**ADMINISTRATIVE SALARY SCHEDULE**

2024-25 SCHOOL YEAR

*175 Instructional Days*

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	# Contract Days (excl holidays)	# Paid Leave Days
Assistant Principal	\$ 95,255	\$ 97,636	\$ 100,077	\$ 102,579	\$ 105,144	\$ 107,772	\$ 110,466	\$ 113,228	\$ 116,059	\$ 118,960	\$ 121,934	\$ 124,983	\$ 128,107	205	12

**NOTES:**

- 1 Full-time Equivalent Assistant Principal (FTE) = 205 days (175 instructional days), 8 hours per day = 1640 hours
- Initial placement is based on years of related work experience - no higher than Step 3.
- Employees working 30 hours per week or more are eligible to receive medical benefits.

NEVADA CITY SCHOOL OF THE ARTS  
2024-25 Classified-Hourly Salary Schedule - Minimum Wage \$16.50  
Effective July 1, 2024

	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level		
Job Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Sub Rates	Work Days
Afterschool Caregiver	\$ 15.60	\$ 16.07	\$ 16.55	\$ 17.05	\$ 17.56	\$ 18.08	\$ 18.63	\$ 19.19	\$ 19.76	\$ 20.35	\$ 20.97	\$ 21.59	\$ 22.24	\$ 22.91	\$ 23.60	\$16.00	190
Food Service Production Asst.	\$ 15.86	\$ 16.34	\$ 16.83	\$ 17.33	\$ 17.85	\$ 18.39	\$ 18.94	\$ 19.51	\$ 20.09	\$ 20.69	\$ 21.31	\$ 21.95	\$ 22.61	\$ 23.29	\$ 23.99	\$16.00	190
Instructional Assistant	\$ 16.12	\$ 16.60	\$ 17.10	\$ 17.61	\$ 18.14	\$ 18.69	\$ 19.25	\$ 19.83	\$ 20.42	\$ 21.03	\$ 21.66	\$ 22.31	\$ 22.98	\$ 23.67	\$ 24.38	\$16.00	190
Paraprofessional	\$ 16.64	\$ 17.14	\$ 17.65	\$ 18.18	\$ 18.73	\$ 19.29	\$ 19.87	\$ 20.47	\$ 21.08	\$ 21.71	\$ 22.36	\$ 23.03	\$ 23.72	\$ 24.44	\$ 25.17	\$16.00	190
Asst Teacher/Aftercare Lead	\$ 17.16	\$ 17.67	\$ 18.21	\$ 18.75	\$ 19.31	\$ 19.89	\$ 20.49	\$ 21.10	\$ 21.74	\$ 22.39	\$ 23.06	\$ 23.75	\$ 24.47	\$ 25.20	\$ 25.96	n/a	190
Custodian	\$ 17.42	\$ 17.94	\$ 18.48	\$ 19.04	\$ 19.61	\$ 20.19	\$ 20.80	\$ 21.42	\$ 22.07	\$ 22.73	\$ 23.41	\$ 24.11	\$ 24.84	\$ 25.58	\$ 26.35	\$16.00	225
Accounting Technician I	\$ 18.20	\$ 18.75	\$ 19.31	\$ 19.89	\$ 20.48	\$ 21.10	\$ 21.73	\$ 22.38	\$ 23.06	\$ 23.75	\$ 24.46	\$ 25.19	\$ 25.95	\$ 26.73	\$ 27.53	\$16.00	225
Receptionist																\$16.00	205
Stud Serv Supp Coord																n/a	205
Enrichment Teacher	\$ 19.24	\$ 19.82	\$ 20.41	\$ 21.02	\$ 21.65	\$ 22.30	\$ 22.97	\$ 23.66	\$ 24.37	\$ 25.10	\$ 25.86	\$ 26.63	\$ 27.43	\$ 28.25	\$ 29.10	n/a	220
Business Technician	\$ 19.76	\$ 20.35	\$ 20.96	\$ 21.59	\$ 22.24	\$ 22.91	\$ 23.59	\$ 24.30	\$ 25.03	\$ 25.78	\$ 26.56	\$ 27.35	\$ 28.17	\$ 29.02	\$ 29.89	n/a	225
Food Services Supervisor	\$ 21.32	\$ 21.96	\$ 22.62	\$ 23.30	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.22	\$ 27.01	\$ 27.82	\$ 28.65	\$ 29.51	\$ 30.40	\$ 31.31	\$ 32.25	n/a	220
Lead Custodian	\$ 21.58	\$ 22.23	\$ 22.89	\$ 23.58	\$ 24.29	\$ 25.02	\$ 25.77	\$ 26.54	\$ 27.34	\$ 28.16	\$ 29.00	\$ 29.87	\$ 30.77	\$ 31.69	\$ 32.64	\$16.00	240
Facilities Coordinator																n/a	225
IT Coordinator	\$ 21.84	\$ 22.50	\$ 23.17	\$ 23.87	\$ 24.58	\$ 25.32	\$ 26.08	\$ 26.86	\$ 27.67	\$ 28.50	\$ 29.35	\$ 30.23	\$ 31.14	\$ 32.07	\$ 33.03	\$16.00	225
Afterschool Director	\$ 22.36	\$ 23.03	\$ 23.72	\$ 24.43	\$ 25.17	\$ 25.92	\$ 26.70	\$ 27.50	\$ 28.32	\$ 29.17	\$ 30.05	\$ 30.95	\$ 31.88	\$ 32.84	\$ 33.82	n/a	205
Administrative Secretary	\$ 22.62	\$ 23.30	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.22	\$ 27.01	\$ 27.82	\$ 28.65	\$ 29.51	\$ 30.40	\$ 31.31	\$ 32.25	\$ 33.22	\$ 34.21	n/a	205
Youth Advocate	\$ 22.88	\$ 24.25	\$ 24.98	\$ 25.73	\$ 26.50	\$ 27.30	\$ 28.12	\$ 28.96	\$ 29.83	\$ 30.72	\$ 31.64	\$ 32.59	\$ 33.57	\$ 34.58	\$ 35.62		
Parent Resource Coord	\$ 23.40	\$ 24.10	\$ 24.83	\$ 25.57	\$ 26.34	\$ 27.13	\$ 27.94	\$ 28.78	\$ 29.64	\$ 30.53	\$ 31.45	\$ 32.39	\$ 33.36	\$ 34.36	\$ 35.39	n/a	205
Accounting Technician II	\$ 24.44	\$ 25.17	\$ 25.93	\$ 26.71	\$ 27.51	\$ 28.33	\$ 29.18	\$ 30.06	\$ 30.96	\$ 31.89	\$ 32.85	\$ 33.83	\$ 34.85	\$ 35.89	\$ 36.97	n/a	225
Property Manager Assistant	\$ 24.70	\$ 25.44	\$ 26.20	\$ 26.99	\$ 27.80	\$ 28.63	\$ 29.49	\$ 30.38	\$ 31.29	\$ 32.23	\$ 33.19	\$ 34.19	\$ 35.22	\$ 36.27	\$ 37.36	n/a	260
Development Director	\$ 25.74	\$ 26.51	\$ 27.31	\$ 28.13	\$ 28.97	\$ 29.84	\$ 30.73	\$ 31.66	\$ 32.61	\$ 33.58	\$ 34.59	\$ 35.63	\$ 36.70	\$ 37.80	\$ 38.93	n/a	225

- NOTES:
- One Full-Time Equivalent employee (FTE) = 215 days at 8 hours per day (1720 hours annually)
  - Property Manager Assistant - One Full-Time Equivalent employee (FTE) = 250 days at 8 hours per day (2000 hours annually)
  - Initial placement on the salary schedule will be at level one

STIPENDS:	
Cross Country Coach	\$ 1,000
Boys Basketball Coach	\$ 2,000
Girls Basketball Coach	\$ 2,000
Track Coach	\$ 1,000
Boys Volleyball Coach	\$ 2,000
Girls Volleyball Coach	\$ 2,000
Mountain Bike Club	\$ 2,000
Mountain Bike Coach	\$ 2,000
Yearbook Desgin	\$ 2,000
Classified Advisory Stipend	\$ 1,500
Showcase Stage Manager (per show, up to two shows)	\$ 500
Field Study Overnight (per night stipend)	\$ 50

ELECTIVE TEACHERS:
\$30 - \$40 Per Hour Depending on Exp.
Approved by School Director

LICENSED THERAPIST:
\$30 - \$50 Per Hour Depending on Exp.
Approved by School Director

Presented to the CGC for approval on 6/30/2021

5/6/16 Approve new salary schedule for 2016-17

5/20/16 Add School Counselor line & Incr Property Manager Assistant starting step

6/3/16 Remove School Counselor, Add Psych Intern, Add FTE for Property manager assistant

10/31/16 Revise starting rate for Receptionist, Admin Sec, Accountant, Prop Mngr Asst.

4/1/17 Approve revised salary schedule for 2017-18 (increase minimum wage)

6/8/17 Approve to revise Facilities Coordinator Schedule

8/1/17 Revise stipends for coaching & change school psychologist to licensed therapist

3/5/20 Increase minnum wage

3/11/21 Increase minnum wage

2/23/23 Increase minnum wage

4/28/23 6% COLA increase & Minimum wage increased/Increase & Add stipends/Add Youth Advocate