



Happy Valley Elementary School District  
Board of Trustees

**Regular Board Meeting Minutes**

June 13, 2023 - Happy Valley Elementary Cafeteria  
17480 Palm Ave., Anderson, CA 96007

6:00 p.m. – Open Session (Elementary Cafeteria)

7:00/7:30 p.m. – Closed Session (Elementary Conference Room)

Time dependent on length of Open Session

**Board Member Cheryl Best will be in attendance by Zoom from 5305 Monte Vista Rd.  
Anderson, CA 96007**

**OPEN SESSION – 6:00 PM Elementary Cafeteria**

**1.0 Call to Order @ 6:05 p.m.**

**2.0 Roll Call** – Nate Echols, Jodi Shearman, Cheryl Best (by Zoom) – Present  
Carla Perry, Billy Soksoda - Absent

**3.0 Pledge of Allegiance led by Nate Echols**

**4.0 Approval of Agenda –**

On a motion by Jodi Shearman, seconded by Cheryl Best, the board voted 3-0 to approve the amended agenda.

**5.0 Presentation** – Implementation Team; Retirement: Denise Perkins

**\*\*\*Carla Perry arrived at 6:17 p.m.**

**6.0 Communications to the Board** – None

**7.0 Public Comment** – Public Session Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. Items not on the agenda are restricted in response and action by the Board and its members. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). In order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

**7.1 Public Comment Session Opened @ 6:27 p.m.**

**7.2 Items on the Agenda** – None

**7.3 Items not on the Agenda** – \*\*\*A parent spoke to the Board about her concern with 8<sup>th</sup> grade graduation requirements regarding attendance. She spoke about some attendance issues that her daughter had during the school year and how that almost caused her not to

graduate. She said that her daughters' absences were excused absences related to health concerns and that should not have counted against her.

7.4 Items in Closed Session – None

7.5 Public Comment Session Closed @ 6:27 p.m.

\*\*\*Public Comment was re-opened at 6:27 p.m. due to a parent arriving just as the session had closed to speak with the Board.

On a motion by Carla Perry, seconded by Jodi Shearman, the board voted 3-0 to approve re-opening the Public Comment section.

## **8.0 Public Hearing Section for LCAP and Parent Overview and Budget and Excess Reserve Statement**

8.1 Open Hearing @ 6:40 p.m.

8.2 Local Indicator Results – No comments

8.3 23/24 LCAP – Local Control Accountability Plan and Parent Overview – No comments

8.4 23/24 Adopted Budget and Excess Reserve Statement – Roxanne Voorhees gave a brief overview of the Budget & Excess Reserve Statement.

8.5 Close Hearing @ 6:46 p.m.

## **9.0 Consent Agenda - Consent Agenda items are expected to be routine and non-controversial. They will be acted upon by the Board at one time without discussion. Board Members may request that an item be removed from the Consent Agenda for later discussion.**

9.1 Approval of Minutes for Regular Board Meeting May 3, 2023

9.2 Approval of Warrants May 1 – June 9, 2023

9.3 Approve Williams Quarterly Report April – June 2023

On a motion by Carla Perry, seconded by Cheryl Best, the board voted 4-0 to approve the Consent Agenda.

## **10.0 Personnel:**

10.1 Approve Personnel Action Report

On a motion by Jodi Shearman, seconded by Carla Perry, the board voted 3-0 to approve the Personnel Action Report.

## **11.0 Discussion/Action Items**

11.1 Discussion/Action: Approve Extended School Year Waiver

This is a routine action that happens yearly. The extended waiver is for students who are on IEP's and will need extra instruction after the regular school year has ended.

On a motion by Carla Perry, seconded by Jodi Shearman, the board voted 4-0 to approve the Extended School Year Waiver.

11.2 Discussion/Action: Approve Declaration of Need for Fully Qualified Educators

On a motion by Carla Perry, seconded by Cheryl Best, the board voted 4-0 to approve the Declaration of Need for Fully Qualified Educators.

### 11.3 Discussion/Action: Approve Adoption of Savvas History and Social Science Curriculum

On a motion by Jodi Shearman, seconded by Carla Perry, the board voted 4-0 to approve the adoption of Savvas History and Social Science Curriculum.

### 11.4 Discussion/Action: Approve 23/24 Salary Schedules – All Classifications

On a motion by Carla Perry, seconded by Jodi Shearman, the board voted 4-0 to approve the 23/24 Salary Schedules.

### 11.5 Discussion/Action: Approve Signatory Deletions and Additions of Tri-Counties

Accounts: Petty Cash – 9339 Delete: Taylor Barton, Helen Herd, Elizabeth Roberts Add: Shelly Craig and Roxanne Voorhees; ASB 2228 Delete: Taylor Barton, Elizabeth Roberts Add: Roxanne Voorhees

On a motion by Jodi Shearman, seconded by Carla Perry, the board voted 4-0 to approve the deletions and additions to the Tri-Counties Accounts, #9339 – Petty Cash and #2228 - ASB.

### 11.6 Discussion/Action: Approve Community Schools Coordinator Job Description

Shelly Craig reported the school district received a grant from the State to hire a coordinator for five (5) years. Since this is a new position the District needs to approve a job description.

On a motion by Carla Perry, seconded by Jodi Shearman, the board voted 4-0 to approve the Community Schools Coordinator job description.

### 11.7 Discussion/Action: Approve Art, Music, & Instructional Materials Block Grant Plan

On a motion by Carla Perry, seconded by Cheryl Best, the board voted 4-0 to approve the Art, Music, & Instructional Materials Block Grant Plan.

### 11.8 Discussion/Action: Consolidated Application (Con App) Mid-Year Report (Board approval not required. Informational only).

Roxanne Voorhees explained to the board that the Con App is routine and is presented two times a year in regards to our Title 1 & 4 funds.

### 11.9 Discussion: Overview of 2<sup>nd</sup> Interim Compared to Year-End Estimates

Roxanne Voorhees gave a brief overview to the board of the comparisons between the second interim budget and the year-end budget estimates.

## 12.0 Information/Discussion Items

### 12.1 Community/Staff/District (suggested 2 minutes maximum per presenter)

- a) Community – None
- b) Certificated Staff – None
- c) Classified Staff – None

- d) Board Members – Carla Perry commented on the 8<sup>th</sup> grade graduation ceremony and how well it turned out; Little League All-Stars starts next Friday.
- e) Primary Site Update – Karen Maki reported the following: TK/Kindergarten graduation went very well and the turnout was great; 3<sup>rd</sup> grade students went to tour the elementary site recently to prepare for their 4<sup>th</sup> grade year; Field Day took place and all the students had a good time; the Book Fair was very successful with the school earning about \$1500; family coding night, Open House and Teacher Appreciation Week all took place in the last few weeks; Mrs. Maki also took a minute to thank Mrs. Craig and the Board for all of their support during her time working for the District.
- f) Elementary Site Update – Shelly Craig reported on the following: 51 students graduated from the 8<sup>th</sup> grade and are on to high school; summer school has 87 students signed up; water play day was a success, the students had a lot of fun.

12.2 Superintendent Update – Shelly Craig reported on the following: the shade structure project will hopefully start this summer; the District received a grant for a vape detector; the new teacher bootcamp begins in early August.

12.3 Business Manager Update – Roxanne Voorhees reported the following: the District is in process of purchasing a van. They hope to have the van by the end of the month; the lighting portion of the energy project is complete.

12.4 Enrollment Update as of June 9, 2023 – 510 Students (TK-8<sup>th</sup> grade) including Community Day School and Independent Study.

### 13.0 Next Meetings

June 16, 2023 – 8:00 a.m. – Special Board Meeting – Happy Valley Elementary Conference Room  
July – No Meeting

### 14.0 Adjourn Open Session and Convene Closed Session

On a motion by Carla Perry, seconded by Jodi Shearman, the board voted 4-0 to adjourn open session and convene closed session @ 7:23 p.m.

**\*\*\*Cheryl Best left the meeting and signed off Zoom at 7:25 p.m.**

<p style="text-align: center;"><b>CLOSED SESSION – 7:00/7:30 P.M. – Primary Cafeteria (Dependent on length of Open Session)</b></p>
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### 15.0 Closed Session

- 15.1 Public Employee Discipline/Dismissal/Release/Complaint (Government Code Section §54957)
- 15.2 Public Employee Performance Evaluation (§54957) Title: Superintendent/Principal
- 15.3 Conference Regarding Labor Negotiations (Government Code Section §54957.6): Classified
- 15.4 Education Code Sections 35146, 48900 et seq., 48912(b) and 49060 et seq., and 20 U.S.C. Section 1232g: Student Discipline or Other Confidential Student Matters

**16.0 Adjourn Closed Session and Convene Open Session**

On a motion by Jodi Shearman, seconded by Carla Perry, the board voted 3-0 to adjourn closed session and convene open session @ 9:54 p.m.

**17.0 Report from Closed Session**

The Board viewed and upheld the administrative placements to CDS for the 2022-2023 school year.

**18.0 Adjournment of Regular Board Session**

On a motion by Carla Perry, seconded by Jodi Shearman, the board voted 3-0 to adjourn Open Session @ 9:57 p.m.

Approved August 2, 2023

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Clerk of the Board



Happy Valley Elementary School District  
Board of Trustees

***Special Board Meeting Minutes***

June 16, 2023

Happy Valley Elementary Conference Room  
17480 Palm Ave., Anderson, CA 96007

**OPEN SESSION – 8:00 A.M.**

**1.0 Call to Order @ 8:09 a.m.**

**2.0 Roll Call** – Nate Echols, Carla Perry, Jodi Shearman, Billy Soksoda – Present  
Cheryl Best - Absent

**3.0 Pledge of Allegiance led by** – Nate Echols

**4.0 Approval of Agenda**

On a motion by Jodi Shearman, seconded by Carla Perry, the board voted 4-0 to approve the agenda.

**5.0 Public Comment** – Public Session Items not on the agenda, but within the jurisdiction of this body, may be addressed at this time or be submitted to the Superintendent in writing for Board consideration as an agenda item. Items not on the agenda are restricted in response and action by the Board and its members. A three-minute limit is set for each speaker on all items. The total time for public input on each item is limited to 20 minutes (Government Code 54952). In order to protect the rights of all involved, complaints about employees should be addressed through the District complaint process. Speaking about a personnel issue at a Board meeting may prevent the Board from being able to act on it. Please see an administrator to initiate the complaint process.

5.1 Public Comment Session Opened @ 8:11 a.m.

5.2 Items on the Agenda - None

5.3 Items not on the Agenda – None

5.4 Items in Closed Session - None

5.5 Public Comment Session Closed @ 8:11 a.m.

**6.0 Discussion/Action:**

6.1 Discussion/Action: Approve 2023/24 LCAP and Parent Overview

On a motion by Jodi Shearman, seconded by Carla Perry, the board voted 4-0 to approve the 2023/24 LCAP and Parent Overview

6.2 Discussion/Action: Approve 2023/24 District Budget and Reserve Disclosure

On a motion by Jodi Shearman, seconded by Billy Soksoda, the board voted 4-0 to approve the 2023/24 District Budget and Reserve Disclosure

**7.0 Next Meetings**

July – No meeting

**8.0 Adjourn Special Board Meeting**

On a motion by Carla Perry, seconded by Jodi Shearman, the board voted 4-0 to adjourn the Special Board Meeting at 8:12 a.m.

Approved August 2, 2023

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Clerk of the Board

Checks Dated 06/10/2023 through 06/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010963802	06/15/2023	ACCU-PRINT	01-5801	Fng Print App. Garrett (1)		18.00
9010963803	06/15/2023	ACE HARDWARE - HOME OFFICE	01-4510	Irrigation parts ball fields		37.80
9010963804	06/15/2023	Amazon Capital Services	01-4510	.20 short on previous invoice	.20	
				Credit	6.45-	
				End Of Year Festivities Primary	130.51	
				Ink Cartridges	293.91	
				Stotka - headphones for class	81.36	
				Tripp Lite 7 Outlet Surge Protector	30.72	
			13-4510	Igloo Extra Large Blocks/Ice chests for field trips	164.04	
			13-5801	Items Never Delivered - Credit	193.85-	
				Stotka Ear phones - Kitchen Ice Blocks for Ice Chests	193.85	694.29
9010963805	06/15/2023	AT&T	01-5910	Phone SVC 6/5-7/4		409.87
9010963806	06/15/2023	CALIF SAFETY - ANNA SCHWA RTZ	01-5620	June 2023 Alarm System Lease	50.00	
			01-5801	June 2023 Alarm Monitoring Fee Elem	272.50	
				June 2023 Alarm Monitoring Fee PreSchool Bldg.	52.50	
				June 2023 Alarm Monitoring Primary	180.00	
				Late Fee Returned	5.13-	549.87
9010963807	06/15/2023	CDW GOVERNMENT	01-4510	Replacement bulbs	289.75	
				Soundbar	289.78	
			13-4410	Surface Pro for Kitchen	1,089.76	
			13-4510	Surface Pro for Kitchen	173.74	1,843.03
9010963808	06/15/2023	COOPER, JOHN K	01-4510	Drinks/Food for Dance + Splies for Water Play		186.38
9010963809	06/15/2023	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5801	Fingerprint Apps (7)		224.00
9010963810	06/15/2023	ENTERPRISE AUTO PARTS	01-4510	2.5 DEF for Bus 110 and 219		135.98
9010963811	06/15/2023	JACK SCHREDER & ASSOC., INC.	25-5801	TK/K Hardship App Prep/Expend Prep		1,110.00
9010963812	06/15/2023	MENDES SUPPLY COMPANY	01-4510	Elem. Cleaning Supplies/Floor Pads	2,903.46	
				Primary Cleaning Supplies/Floor pads	2,903.45	5,806.91
9010963813	06/15/2023	MIX, REBECCA D	01-4510	School Supplies New class		230.67
9010963814	06/15/2023	MMA Happy Valley Power, L.P. c/o EDPR NA Distr. Gen	01-5515	May 2023 Solar Svc. Elem	4,668.42	
				May 2023 Solar Svc. Family Center	1,515.57	
				May 2023 Solar Svc. Primary	3,031.14	9,215.13
9010963815	06/15/2023	MOUNTAIN VALLEY SPED JPA	01-5101	Eric's Class	7,511.59	
				K-8 All SDC	7,812.41	
				Medically Fragile	2,025.63	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE



Checks Dated 06/10/2023 through 06/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010963815	06/15/2023	MOUNTAIN VALLEY SPED JPA	01-5101	OT Services	984.31	
				Psych Services Elem	1,470.32	
				Psych Services Primary	1,470.33	
				Speech Services	201.44	
				Student Support Svcs BCBA	2,268.32	
			01-5805	Nursing Services	3,646.14	
				Special Ed Admin Costs	2,095.11	29,485.60
9010963816	06/15/2023	NORMAC	01-4510	Ball Fields Water Line Fix		128.80
9010963817	06/15/2023	PG&E	01-5515	5/3/23 to 6/1/23 Elec Svc Family Center	23.24	
				5/4-6/4 Elm. Elc. SVC	10.65	
				5/4/23 to 6/4/23 Elec Svc. Elem	402.31	
				5/5-6/5 Elc. SVC Elem Classrooms	37.67	
				5/6-6/6 Elem Elc. Svc. lights	20.11	
				Elc. Svc 5/3-6/1 Primary	22.03	
				Elc. Svc 5/3-6/6 Primary Street Lights	10.05	
				Elc. Svc 5/6-6/6 Elm. Parking Lot	40.21	566.27
9010963818	06/15/2023	PIAZZA, KARI E	01-4510	Classrm Sply. PTA partial funding		520.04
9010963819	06/15/2023	PITNEY BOWES	01-5620	4/1 - 6/30 Postage Meter Lease		247.03
9010963820	06/15/2023	PRODUCERS DAIRY FOODS, INC.	13-4710	Milk Delivery Elementary		234.57
9010963821	06/15/2023	RARE AIR	01-5801	Summer School Field Trip (6/29/23)		957.50
9010963822	06/15/2023	SHASTA CO OFFICE OF EDUCATION	01-5805	22-23 contracted library svcs Elem	325.00	
				22-23 contracted library svcs Primary	325.00	650.00
9010963823	06/15/2023	SHASTA WELDING SUPPLY INC	01-5610	May 2023 Gas Sylinder Rental		25.60
9010963824	06/15/2023	SYSCO - SACRAMENTO	13-4710	Food Deilvery		1,195.16
9010963825	06/15/2023	THE DANIELSEN COMPANY	13-4710	Food Delivery	476.61	
				Summer School Snack Delivery	441.15	917.76
9010963826	06/15/2023	US BANK EQUIPMENT FINANCE	01-5620	June 2023 Copier Lease	304.93	
				June 2023 Copier Lease Bus Barn	18.40	
				June 2023 Copier Lease Elem	380.64	
				June 2023 Copier Lease IPL	169.00	
				June 2023 copier Lease Primary	380.64	
				June 2023Copier Lease Elem	178.23	
			01-5801	June 2023 Colpier Service Primary	96.86	
				June 2023 Copier Service	193.82	
				June 2023 Copier Service Bus Barn	193.81	
				June 2023 Copier Service Elem	193.72	
				June 2023 Copier Service IPL	193.81	

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ESCAPE ONLINE

Checks Dated 06/10/2023 through 06/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010963826	06/15/2023	US BANK EQUIPMENT FINANCE	01-5801	June 2023 Copier Service Primary	96.86	2,400.72
9010963827	06/15/2023	WASTE MANAGEMENT ANDERSON COTTONWOOD DISPOSAL	01-5545	June 2023 Garbage Svc. Primary	377.21	
				June Garbage Svc. Elem.	1,015.54	1,392.75
9010963828	06/15/2023	WCP SOLUTIONS	01-4510	Floor Polish Pad/Stripper Elem	199.77	
				Floor Polish Pad/Stripper Primary	199.77	399.54
9010964122	06/20/2023	N.C.G.T. SECURITY FUND	01-9550	June Health & Wellness		16,389.00
9010965479	06/29/2023	ACE HARDWARE - HOME OFFICE	01-4510	Maintenance Supply Tools and Parts		71.65
9010965480	06/29/2023	Amazon Capital Services	01-4510	Classroom Supplies- Stotka crayons,baskets,	127.36	
				District Office Toner Cartridges and Name Plates	175.45	
				DO Signature Stamp/Ink	39.80	
				J.Morgan Summer School Items	77.88	
				Stotka - Classroom Supplies	115.02	
				Summer School Supplies - Cook	49.69	585.20
9010965481	06/29/2023	Bennie Baek	01-5805	Self Care Team Training		300.00
9010965482	06/29/2023	CINTAS	01-5801	June 2023 AED Agreement		318.53
9010965483	06/29/2023	COOPER, JOHN K	01-4510	Ice/Syrup for Snow cones		16.14
9010965484	06/29/2023	COUNTRY BOWL	01-5801	Summer School Bowling 38 bowlers		304.00
9010965485	06/29/2023	Elevate Youth Solutions	01-5805	2nd Pymnt Student Welness Coaching		6,607.00
9010965486	06/29/2023	GILES LOCK & SEC SYSTEMS INC	01-4510	21 Duplicate Keys - Elementary Classrooms	104.95	
				3 Duplicate Keys - Elementary	14.99	119.94
9010965487	06/29/2023	HAPPY VALLEY UESD - PETTY CASH	01-5210	Replinish Petty Cash for upcoming year		581.97
9010965488	06/29/2023	HERFF JONES	01-4510	Primary Year Books - Extra/Over runs		263.78
9010965489	06/29/2023	LOZANO SMITH	01-5810	Rvw Rspnd board ques. Re Brown Act procedure	150.00	
				Teleconfer. S. Craig re options student discipline	75.00	225.00
9010965490	06/29/2023	MOUNTAIN VALLEY SPED JPA	01-1112	Reimburse Home/Hospital (H. Perez)		54.70
9010965491	06/29/2023	OFFICE DEPOT	01-4510	Supplies For Summer School - Cook		17.22
9010965492	06/29/2023	SHASTA CO OFFICE OF EDUCATION	01-8699	Stotka/Clifton Planetarium Field Trip		480.00
9010965493	06/29/2023	SHASTA TRINITY SCHLS INS GROUP	01-9552	July 2023 Vision Premiums	630.00	
			01-9559	July 2023 Vision Premiums	112.50	742.50
9010965494	06/29/2023	SJ Denham	01-6410	School Year 22/23 Van Purchase		46,199.46
9010965495	06/29/2023	TPX COMMUNICATIONS	01-5910	Elem. Phone Svc. 6/9-7/8	197.42	
				Family Center Phone Svc. 6/9-7/8	57.19	

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ESCAPE ONLINE

Checks Dated 06/10/2023 through 06/30/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010965495	06/29/2023	TPX COMMUNICATIONS	01-5910	Primary Phone Svc. 6/9-7/8	271.17	525.78
9010965496	06/29/2023	VALLEY PACIFIC PETROLEUM SVCS	01-4601	Fuel June - 235.47 Gallons		982.51
9010965497	06/29/2023	VALLEY SUPPLY ACE HARDWARE	01-4510	Nuts, bolts, screws to complete maint. repairs ELEM		71.65
9010965498	06/29/2023	WCP SOLUTIONS	01-4510	Copy Paper - Elem. Copy Paper Primary	96.98 96.97	193.95
<b>Total Number of Checks</b>					<b>48</b>	<b>134,633.25</b>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General	44	129,748.22
13	CafeFoodSvc	5	3,775.03
25	CapitalFacilities	1	1,110.00
Total Number of Checks		<b>48</b>	134,633.25
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>134,633.25</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

**HAPPY VALLEY UNION ELEMENTARY SCHOOL DISTRICT**  
**PERSONNEL ACTION REPORT – AGENDA ITEM #9.1**

NAME OF EMPLOYEE	EMPLOYEE POSITION	EMPLOYMENT STATUS	EFFECTIVE DATE
Wendy Bogges	Secretary	Resignation	07/07/2023
Gina Murphy	Principal	New Hire	07/01/2023
Tim Drury	Asst. Principal/Dean of Students	New Hire	07/01/2023
Jason Hutchison	Teacher	New Hire	08/11/2023
Froylan Mendoza	Teacher – CDS	New Hire	08/11/2023
Paige Salcido	Teacher	New Hire	08/11/2023
Jennifer Jaramillo	Teacher	New Hire	08/11/2023
Kendall Sanders	Teacher	New Hire	08/11/2023
Jennifer Sanford	Teacher	New Hire	08/11/2023
Chris Moon	Teacher	New Hire	08/11/2023
Lindsey Neesmith	Secretary	New Hire	08/01/2023
Kyralyn Smotski	Secretary	New Hire	08/08/2023
Kimberly Smith	Business Services Clerk	New Hire	08/01/2023

**SCHOOL DISTRICT  
WARRANT SIGNATURE CARD**

**School District:** \_\_\_\_\_ **Org #:** \_\_\_\_\_

In accordance with Education Code Sections \*42631, 42632, and 42633, the Board of Trustees of the School District authorizes the following persons to sign for approval of warrants and fund transfers of the above-named district:

<u>Typed Name</u>	<u>Original Signature</u>	<u>Facsimile (if authorized)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Allow Electronic Authorization for Accounts Payable Batch Approval (check one):    YES                    NO

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_  
Clerk of the Board

*Return to Shasta County Office of Education  
Attn: Superintendent's Office*

Education Code Section 42631: All payments from the funds of a school district shall be made by written order of the governing board of the district. Orders shall be on forms prescribed by the county superintendent of schools unless the warrants are processed by an on-line data processing system. Forms may be printed and furnished by the board of supervisors or the county superintendent of schools.

Education Code Section 42632: Each order drawn on the funds of a school district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name. No persons other than an officer or employee of the district shall be authorized to sign orders.

Education Code Section 42633: The governing board of each school district shall be responsible for filing or causing to be filed with the county superintendent of schools the verified signature of each person, including members of the governing board, authorized to sign orders in its name. Except for districts determined to be fiscally accountable pursuant to Section 42650, no order on the funds of any school district shall be approved by the county superintendent of school unless the signatures are on file in his office and he is satisfied that the signatures on the order are those of persons authorized to sign the order.

CONTRACT OF EMPLOYMENT  
FOR  
ASSISTANT PRINCIPAL/DEAN OF STUDENTS (TOSA) OF HAPPY VALLEY  
ELEMENTARY SCHOOL

This Agreement is entered into by and between the Governing Board of the Happy Valley Union Elementary School District (“District”), and Tim Drury (“Employee”).

1. TERM: The District hereby employs the Employee for one year, to commence July 1, 2023 and end June 30, 2024.

2. EMPLOYMENT: The District employs the Employee and the Employee accepts employment as a 0.51 FTE Assistant Principal of Happy Valley Elementary School and as a 0.49 FTE Dean of Students (TOSA) of Happy Valley Elementary School. The Employee shall work on every pupil attendance day (180 school days) and the remainder of the contracted days to be directed by the Superintendent for a total of two hundred ten (210) annual days of work. Employee will be expected to supervise afterschool activities and will be required to attend the following events:

Back to School Night, Harvest Festival, Christmas Program, Literacy Faire, Open House, and attend regularly scheduled Board Meetings as necessary. Supervision and attendance when needed at PTA meetings, PTA community events, Student Council Events, Parent/ Booster Club Meetings, Athletic events, Ice Cream Social, and other district sponsored events as assigned by the Superintendent.

Employee is not required to render services on legal holidays. The Employee may resign upon sixty (60) days advance written notice to the Board of Trustees.

3. COMPENSATION: The Employee's salary shall be as follows; \$93,251.04 for the 2023-2024 school year. In addition, the Employee shall be granted all benefits including but not limited to sick leave, accident and injury leaves, and health and welfare benefits including insurance fringe benefits which the District grants to unrepresented administrative employees. The District will pay on behalf of the Employee, monthly, the same amount it pays for other unrepresented administrative employees towards the monthly premium for insurance fringe benefits and the Employee shall pay by automatic payroll withdrawal all sums in excess of the District’s contribution for such insurance, in order to fund the full monthly premium for such insurance fringe benefits. The District will pay to the Employee a monthly stipend of \$100 per month to offset the expense of a cell phone and a monthly Masters Stipend of \$166.67 (\$2,000 per year).

4. DUTIES: The Employee is employed as school Assistant Principal/Dean of Students (TOSA) of Happy Valley Elementary School. The Employee shall perform the duties as Assistant Principal/Dean of Students (TOSA) as prescribed by the laws of the State of California. The Employee shall perform duties customarily or routinely performed by a school district Assistant Principal/Dean of Students (TOSA). The Employee shall have responsibility as delegated by the Superintendent for execution of Governing Board policy and responsibility as delegated by the Superintendent for the duties prescribed by the Education Code. The Employee shall have the additional powers and duties as granted or directed by the Superintendent or Governing Board.

Other duties: The Employee shall perform all duties of a school Assistant Principal/Dean of Students (TOSA) as set forth in the California Education Code, the California Code of Regulations Title V, and all applicable rules and regulations.

5. REIMBURSEMENT FOR EXPENSES: The Governing Board shall reimburse the Employee for actual and necessary expenses incurred by him/her within the scope of his/her employment, subject to approval by the Board of Trustees. The Employee shall also be compensated for the operation of his/her own vehicle on District activities in accordance with Governing Board policy.

6. EVALUATION: The Employee is supervised by the Superintendent. The Superintendent may evaluate the Employee on criteria as determined by and in a fashion as determined by the Superintendent.

7. LEAVES: The Governing Board will provide to the Employee the same leave benefits it provides to certificated employees of the District, except that the Employee shall be entitled to eleven (11) days of sick leave. The Employee will make every effort not to take sick leave while students are in session. The Assistant Principal/Dean of Students (TOSA) is not awarded any days of vacation.

8. CONTRACT AMENDMENTS: This contract may be amended by mutual consent of the Governing Board and the Employee. Any amendments shall only be effective if and when they are written, signed, and dated by the Governing Board and the Employee, and specifically reference that the contract is being amended.

9. MISCELLANEOUS: The Employee is encouraged to attend appropriate professional meetings at the local and state level. The reasonable and necessary expenses of attendance at such meeting shall be paid by the District. The Employee may report to the Board regarding his appraisal of such meetings, when appropriate.

Nothing contained in this agreement shall prohibit the Employee from using non-contracted days to undertake consulting work, speaking engagements, writing, lecturing, or other professional duties, functions and obligations, provided such undertakings do not interfere with the performance of his duties under this agreement.

This offer of employment is made subject to the laws of California and to the lawful rules of the State Board of Education, County Board of Education and governing board of the school district. Said laws and rules are hereby made a part of the terms and conditions of this offer of employment the same as though they had been expressly set forth herein.

IN WITNESS WHEREOF, we affix our signatures to this Agreement as the full and complete understanding of the relationship between the parties hereto.

HAPPY VALLEY ELEMENTARY SCHOOL DISTRICT

\_\_\_\_\_  
Superintendent

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

I hereby accept this offer of employment and agree to comply with the conditions thereof, and to fulfill all the duties of my employment as Assistant Principal/Dean of Students (TOSA) of Happy Valley Elementary School.

\_\_\_\_\_  
Tim Drury

CONTRACT OF EMPLOYMENT  
FOR  
PRINCIPAL OF HAPPY VALLEY PRIMARY SCHOOL

This Agreement is entered into by and between the Governing Board of the Happy Valley Union Elementary School District (“District”), and Gina Murphy (“Employee”).

1. TERM: The District hereby employs the Employee for one year, to commence July 1, 2023 and end June 30, 2024.

2. EMPLOYMENT: The District employs the Employee and the Employee accepts employment as a full time Principal of Happy Valley Primary School. The Employee shall work on every pupil attendance day, nine (9) days before the first pupil attendance day, and three (3) days after the last pupil attendance day and any other days as directed by the Superintendent for a total of two hundred ten (210) annual days of work. Employee will be expected to supervise afterschool activities and will be required to attend the following events:

Back to School Night, Harvest Festival, Christmas Story Night, Literacy Faire, Open House, and all regularly scheduled Board Meetings. Supervision and attendance when needed at PTA meetings, PTA community events, Student Council Events, Parent/ Booster Club Meetings, Athletic events, Ice Cream Social, and other district sponsored events as assigned by the Superintendent.

Employee is not required to render services on legal holidays. The Employee may resign upon sixty (60) days advance written notice to the Board of Trustees.

3. COMPENSATION: The Employee's salary shall be as follows; \$113,198.03 for the 2023-2024 school year. In addition, the Employee shall be granted all benefits including but not limited to sick leave, accident and injury leaves, and health and welfare benefits including insurance fringe benefits which the District grants to unrepresented administrative employees. The District will pay on behalf of the Employee, monthly, the same amount it pays for other unrepresented administrative employees towards the monthly premium for insurance fringe benefits and the Employee shall pay by automatic payroll withdrawal all sums in excess of the District’s contribution for such insurance, in order to fund the full monthly premium for such insurance fringe benefits. The District will pay to the Employee a monthly stipend of \$100 per month to offset the expense of a cell phone.

4. DUTIES: The Employee is employed as school Principal of Happy Valley Primary School. The Employee shall perform the duties as Principal as prescribed by the laws of the State of California. The Employee shall perform duties customarily or routinely performed by a school district Principal. The Employee shall have responsibility as delegated by the Superintendent for execution of Governing Board policy and responsibility as delegated by the Superintendent for the duties prescribed by the Education Code. The Employee shall have the additional powers and duties as granted or directed by the Superintendent or Governing Board.

Other duties: The Employee shall perform all duties of a school Principal as set forth in the California Education Code, the California Code of Regulations Title V, and all applicable rules and regulations.

5. REIMBURSEMENT FOR EXPENSES: The Governing Board shall reimburse the Employee for actual and necessary expenses incurred by him/her within the



scope of his/her employment, subject to approval by the Board of Trustees. The Employee shall also be compensated for the operation of his/her own vehicle on District activities in accordance with Governing Board policy.

6. EVALUATION: The Employee is supervised by the Superintendent. The Superintendent may evaluate the Employee on criteria as determined by and in a fashion as determined by the Superintendent.

7. LEAVES: The Governing Board will provide to the Employee the same leave benefits it provides to certificated employees of the District, except that the Employee shall be entitled to eleven (11) days of sick leave. The Employee will make every effort not to take sick leave while students are in session. The Principal is not awarded any days of vacation.

8. CONTRACT AMENDMENTS: This contract may be amended by mutual consent of the Governing Board and the Employee. Any amendments shall only be effective if and when they are written, signed, and dated by the Governing Board and the Employee, and specifically reference that the contract is being amended.

9. MISCELLANEOUS: The Employee is encouraged to attend appropriate professional meetings at the local and state level. The reasonable and necessary expenses of attendance at such meeting shall be paid by the District. The Employee may report to the Board regarding his/her appraisal of such meetings, when appropriate.

Nothing contained in this agreement shall prohibit the Employee from using non-contracted days to undertake consulting work, speaking engagements, writing, lecturing, or other professional duties, functions and obligations, provided such undertakings do not interfere with the performance of his/her duties under this agreement.

This offer of employment is made subject to the laws of California and to the lawful rules of the State Board of Education, County Board of Education and governing board of the school district. Said laws and rules are hereby made a part of the terms and conditions of this offer of employment the same as though they had been expressly set forth herein.

IN WITNESS WHEREOF, we affix our signatures to this Agreement as the full and complete understanding of the relationship between the parties hereto.

HAPPY VALLEY UNION ELEMENTARY SCHOOL DISTRICT

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

I hereby accept this offer of employment and agree to comply with the conditions thereof, and to fulfill all the duties of my employment as Principal of Happy Valley Primary School.

\_\_\_\_\_  
Gina Murphy

# Notes for Board Members regarding Board Meeting Dates

## **Discussion/Action Item #10.9:**

**December's meeting needs to be held within 15 days of the second Friday in December. Options are the 13<sup>th</sup> or 20<sup>th</sup>.**

**January's meeting falls during winter break and will need to be re-scheduled. Options are the 10<sup>th</sup> or 17<sup>th</sup>.**

**April's meeting falls within Spring Break and will need to be re-scheduled. Options are April 10<sup>th</sup> or 17<sup>th</sup>.**

**June's regular board meeting and special board meeting dates. Can decide now or wait until it gets closer.**