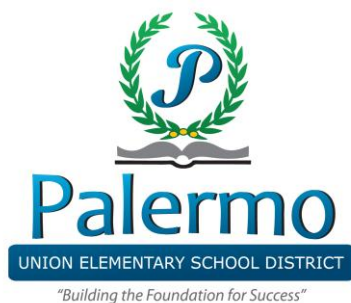




7390 Bulldog Way
Palermo, CA 95968-9700
(530) 533-4842
Fax (530) 532-1047

Superintendent
Gary Rogers

Board of Trustees
Debbie Hoffman
Cody Nissen
Justin Younger
Kimberly Tyler
Mark McClarren

Helen Wilcox School
5737 Autrey Lane
Oroville, CA 95966
(530) 533-7626
Fax (530) 533-6949
Heather Scott, Principal

Honcut School
68 School Street
Oroville, CA 95966
(530) 742-5284
Fax (530) 742-2955
Heather Scott, Principal

Palermo Middle School
7350 Bulldog Way
Palermo, CA 95968
(530) 533-4708
Fax (530) 532-7801
Kimberly Solano, Principal

Golden Hills School
2400 Via Canela
Oroville, CA 95966
(530) 532-6000
Fax (530) 534-7982
Kristi Napoli, Principal

REGULAR BOARD MEETING AGENDA

September 9, 2026

District Office Boardroom

7390 Bulldog Way, Palermo, CA 95968

5:00 pm

[Note: The Board of Trustees may take action on any item posted on this Agenda. Members of the public may directly address the Board concerning any item on this Agenda prior to or during the Board consideration of that item, as determined by the Board President. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in these meetings, please contact the Superintendent's Office (530) 533-4842, ext. 7. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to these meetings. This Agenda and all supporting documents are available for public review at the District Office, 7390 Bulldog Way, Palermo, CA. Documents that have been distributed to the Board less than 72 hours before the meeting are available for public inspection at the District Office, 7390 Bulldog Way, Palermo, CA 95968.]

INTRODUCTION

1. **Call to Order** (Time_____)

2. **Flag Salute**

3. **Roll Call**

4. **Approval of Agenda**

ACTION_____MOTION_____SECOND_____VOTE_____

5. **Audience with the Board**

Non-Agenda Items:

At this time, the Board President will invite anyone in the audience wishing to address the Board on a matter not listed on the agenda to stand, state your name for the record and make your presentation. Presentations may be limited to five (5) minutes. The Brown Act, however, does not allow the Governing Board to discuss or take action on any item that is not on the posted agenda. The item may, by Board direction, be placed on a later Board Meeting Agenda for discussion and/or action. The Board may direct the Superintendent to investigate the subject and present a follow-up report at a future Board Meeting.

6. **Audience with the Board**

Agenda Items:

This is the time the Board President will invite anyone in the audience wishing to address the Board on a matter that is on the agenda to state your name and the agenda item on which you wish to speak. When that item comes up on the agenda you will be asked to stand and repeat your name for the record, and make your presentation [five (5) minutes time limit per person]

7. Tell Me Something Good | Site & Student Recognition

Preschool

Our Preschool programs enrollment is 103, this includes 7 toddlers, with an 8th family in the enrollment process. We are so proud of our Honcut, Helen Wilcox, and Palermo teams all working together to welcome the Honcut preschool and toddler students to their sites. The children seemed to enjoy the opportunity to meet new friends and explore new learning spaces. We are, of course, very thankful to be back to our "hive" at Honcut. Many thanks to the maintenance team for getting us up and running in such a short time and for getting us set back up at Honcut. We appreciate everyone's help. Estela and I are loving our new office and we had our first IEP in the meeting room. Thanks to everyone who helped us make this move as well.

Helen Wilcox

As usual the 2026 - 27 school year starts with a rush here at Helen Wilcox, but this year the Wildcat Care Crew is here to help! Mrs. Wright and the Wildcat Care Crew have been very busy welcoming new students, helping TK students off the bus, walking TK students from the cafeteria to their playground, assisting on PAW Friday, and with the Honcut goodbye cheer. Thank you, Care Crew!! Speaking of Honcut, our kinders and third graders let Honcut students and staff know just how much we loved having them on campus. Big fun, nice send off, and we wish you well! We've started the year with some great professional development - Capturing Kids Hearts and Big Sky. It's always good to refresh, renew, and grow! We are proud to state that the state of California has recognized our PBIS program as being at the Platinum level - for the sixth year in a row! Thank you PBIS team, staff, and students for your contributions in making this program stronger each year. Our counselor, Mrs. Burton, and Mrs. Scott gave the staff a life experiences activity, based on life's positive & negative experiences. The activity really highlighted the strength of a team and a strong foundational base. Finally, we welcome our three new counseling interns - welcome to Helen Wilcox ladies & way to be Wildcats!





8. Consent Agenda

The consent agenda will be approved by a single motion and vote unless items are removed by a Board Member and placed on the regular agenda for discussion and action.

Action Items

- a. Minutes of August 12, 2026 Regular Board Meeting.
- b. Warrants of August 1, 2026 through August 31, 2026, 362262-363279, for the amount of \$526,472.06 Funds 01, 12, 13, 35.

Reports

- c. Events Calendar REFERENCE #1
- d. Staff Development Report | August 2026 REFERENCE #2
- e. Palermo Account Ledger | July 1, 2026 – July 31, 2026 REFERENCE #3
- f. New library books for Helen Wilcox School are presented for information and a 30-day review. REFERENCE #4
- g. Donation of books from Jan Wicklas to Palermo Middle School.

CONSENT AGENDA APPROVAL

ACTION____MOTION____SECOND____VOTE____

9. **ITEMS REMOVED FROM CONSENT AGENDA**

a. ACTION____MOTION____SECOND____VOTE____

b. ACTION____MOTION____SECOND____VOTE____

10. **Staff Reports/Business Items**

- a. It is recommended that Board Resolution No. 26-18, Board Member Compensation for Missed Meetings, allowing Kimberly Tyler to receive Board Member Compensation for August 12, 2026 be approved.

REFERENCE #5

ACTION____MOTION____SECOND____VOTE____

- b. It is recommended the Agreement between Palermo Union Elementary School District and the Sutter County Superintendent of Schools for Golden Hills School's participation in the Shady Creek Outdoor School Program from September 29 - October 2, 2026 be approved (Funding Source: District Lottery).

REFERENCE #6

ACTION____MOTION____SECOND____VOTE____

- c. It is recommended the Agreement between Palermo Union Elementary School District and California State University Chico for the participation in the CalState TEACH Program, effective August 24, 2026 through July 31, 2029, be approved.

REFERENCE #7

ACTION____MOTION____SECOND____VOTE____

- d. It is recommended the Agreement between Palermo Union Elementary School District and Butte County Office of Education for the excess cost in participating in Butte County Community School, effective through June 30, 2027, be approved.

REFERENCE #8

ACTION____MOTION____SECOND____VOTE____

- e. It is recommended that the PLC Retreat for one staff member in Orlando, FL November 13-15, 2026, at an estimated cost of \$760 be approved (Funding Source: Title II Professional Development).

ACTION____MOTION____SECOND____VOTE____

- f. It is recommended that the job description for the Director of Expanded Learning and Athletics, be approved.

REFERENCE #9

ACTION_____MOTION_____SECOND_____VOTE_____

- g. It is recommended the Agreement between Palermo Union Elementary School District and Butte County Office of Education for the hosting of special education programs at Helen Wilcox Elementary School, effective July 1, 2026 through June 30, 2027, be approved.

REFERENCE #10

ACTION_____MOTION_____SECOND_____VOTE_____

- h. California School Employees Association, Bargaining Unit 336. Comments from CSEA, if any, to the Governing Board.
- i. Palermo Teachers Association, Bargaining Unit (PTA/CTA/NEA). Comments from PTA, if any, to the Governing Board.

11. Board Policies & Administrative Regulations

The following Board Policies and Administrative Regulations are presented to the Board for first reading.

Please Note: All Board Policies and Administrative Regulations listed below are available for review at the District Office.

- a. Board Policy 1240 – Volunteer Assistance
- b. Administrative Regulation 1240 – Volunteer Assistance
- c. Exhibit 1240 – Volunteer Assistance

REFERENCE #11

12. Superintendent's Reports

13. Board Items

CLOSED SESSION (Time_____)

1. Closed session for the purpose of discussing student matters/discipline, in accordance with Education Code Sections 48918 and 35146.
2. Closed session regarding matters of personnel/employment all in accordance with Government Code Section 54957.
3. Closed session regarding matters of negotiation with the Palermo Teachers Association (PTA/CTA/NEA) and Classified School Employees Association (CSEA), Bargaining Unit 336. In accordance with Government Code

Section 54957.6, with designated representative Gary Rogers, Superintendent; and matters of negotiations with unrepresented groups, certificated management and classified management/confidential, in accordance with Government Code Section 54957.6, with designated representative Gary Rogers, Superintendent.

OPEN SESSION (Time _____)

REPORTS ON ACTION(S) TAKEN IN CLOSED SESSION

ACTION ITEMS

14. **Personnel | Recommendation: Approval** (Pending successful completion of pre-employment requirements.)

Certificated

- a. Caitlyn Murphy, Certificated Substitute, District Wide, add to certificated sub list effective August 24, 2026.
- b. Erin Larson, Certificated Substitute, District Wide, add to certificated sub list effective August 26, 2026.
- c. Phoenix Osmun, Certificated Teacher, Palermo Middle School, move from temporary teach to Prob 2, effective August 4, 2026.
- d. Bailey Kassel, Certificated Teacher, Helen Wilcox School, move from temporary teach to Prob 2, effective August 4, 2026.

Classified

- e. Emily Freitas, Instructional Aide Substitute, District Wide, add to classified sub list effective August 25, 2026.
- f. Stormi Chase, Instructional Aide Substitute, District Wide, add to classified sub list effective August 25, 2026.
- g. Chandler McCauley Stinnett, Instructional Aide and Cafeteria Helper Substitute, District Wide, add to classified sub list effective August 27, 2026.
- h. Brenda Rubio, Family Liaison, Golden Hills, 5.0 hours per day, increase hours from 3.5 hours per day to 5.0 hours per day, effective August 6, 2026.
- i. Jessica Fox, Preschool Instructional Aide, Helen Wilcox Preschool, Class 7, Step 1, 4.5 hours per day, request to hire as a Preschool Instructional Aide effective September 1, 2026.
- j. Courtney Moore Coffey, SPED Intervention Aide, Helen Wilcox School, Class 11, Step 3, 6.0 hours per day, request to hire as a SPED Intervention Aide effective September 9, 2026.

- k. Shelby Carroll, SPED Intervention Aide Substitute, District Wide, add to classified sub list effective September 2, 2026.

Resignation/Retirement

- l. Andee Farrar, Director of Student Support, District Wide, retirement effective May 1, 2027.

ADJOURNMENT (Time____)

Palermo Union Elementary School District
Regular Board Meeting Minutes
August 12, 2026
District Office Boardroom
7390 Bulldog Way, Palermo, CA 95968

INTRODUCTION

1. Board President Debbie Hoffman called the meeting to order at 5:02 PM, and welcomed those in attendance.
2. Board President Debbie Hoffman led those in attendance in the flag salute.
3. Members of the Governing Board in attendance were: Debbie Hoffman, Cody Nissen, Justin Younger, and Mark McClarren.

Others present were: Ruthie Anaya, Jessica Coon, Tania Lemos, Pablo Lemos, Joan Hill, Desiree Martin, and Roben Soria.

4. A motion was made by Cody Nissen, seconded by Justin Younger, recommending the agenda be approved. Debbie Hoffman, Cody Nissen, Justin Younger, and Mark McClarren voted aye. Motion unanimously carried.

5. **Audience with the Board**

Non-Agenda Items:

Joan Hill, Pablo Lemos, Desiree Martin and Tania Lemos all voiced concerns with the water situation at Honcut School and the decision to temporarily move the Honcut students to Helen Wilcox Elementary School.

6. **Audience with the Board**

Agenda Items:

No one had business to bring before the Board.

7. **Consent Agenda**

A motion was made by Cody Nissen, seconded by Justin Younger, recommending the following Consent Agenda items be approved. Debbie Hoffman, Cody Nissen, Justin Younger, and Mark McClarren voted aye. Motion unanimously carried.

Action Items

- a. Minutes of July 22, 2026 Regular Board Meeting.
- b. Minutes of July 22, 2026 Special Board Meeting.
- c. Warrants of July 1, 2026 through July 31, 2026, 358470-360786, for the amount of \$406,028.39 Funds 01, 12, 13, 25, 35, 40
- d. Surplus & Obsolete Requests

Request for approval to declare the listed equipment and District property as surplus/obsolete and direct the Superintendent to dispose of these items in accordance with the appropriate methods outlined in Education Code Sections 60500-01, 60510-11, 60520-21, 60530, and Board Policy 3270. Disposal methods may include discarding items at the local dump or donating them to a charitable organization, as the value of the property does not justify the cost of sale. All items listed are valued at less than \$2,500.

Note: Paperwork on this item is available for review at the District Office.

- GE Dryer SN: GT770638A
- Maytag Washer SN: C84152141
- Board Chairs INV: 3801265, 3800177, 3801267
- Desk INV: 3801451
- Desk INV: 000681
- Desk INV: 3801283

Reports

- d. Events Calendar
- e. Staff Development Report | July 2026
- f. Palermo Account Ledger | June 1, 2026 – June 30, 2026

8. Items Removed from the Consent Agenda

There were no items removed from the Consent Agenda.

9. Staff Reports/Business Items

- a. A motion was made by Cody Nissen, seconded by Justin Younger, recommending that the Middle School English Language Arts (ELA) embedded curriculum resources and the adoption of the supplemental English Language Arts (ELA) instructional materials, be approved. Debbie Hoffman, Cody Nissen, Justin Younger, and Mark McClarren voted aye. Motion unanimously carried.

- b. There were no comments from the California School Employees Association, Bargaining Unit 366.
- c. There were no comments from the Palermo Teachers Association, Bargaining Unit (PTA/CTA/NEA).

10. **Superintendent's Reports**

Assistant Superintendent of Business Services, Ruthie Anaya, provided an update regarding the Honcut Well Project. Not all of the required water testing was completed over the summer, resulting in a delay in the project's completion. Mr. Rogers is working to expedite the remaining testing and results. Once the test results are received, Butte County Environmental Health will need to issue the required permit.

Preschool Director, Kimberly Butcher, was able to obtain a permit to temporarily relocate the toddler program to Palermo School, allowing care to resume for children enrolled in the program.

11. **Board Items**

None.

CLOSED SESSION

The Board recessed into Closed Session at 5:24 p.m. to discuss the following:

- 1. Closed session for the purpose of discussing student matters/discipline, in accordance with Education Code Sections 48918 and 35146.
- 1. Closed session regarding matters of Public Employee Discipline/Dismissal/Release all in accordance with Government Code Section 54957.
- 2. Closed session regarding matters of negotiation with the Palermo Teachers Association (PTA/CTA/NEA) and Classified School Employees Association (CSEA), Bargaining Unit 336. In accordance with Government Code Section 54957.6, with designated representative Gary Rogers, Superintendent; and matters of negotiations with unrepresented groups, certificated management and classified management/confidential, in accordance with Government Code Section 54957.6, with designated representative Gary Rogers, Superintendent.

OPEN SESSION

The Board reconvened into Open Session at 5:59 p.m.

ACTION ITEMS

None.

18. **Personnel | Recommendation: Approval** (Pending successful completion of pre-employment requirements.)

A motion was made by Cody Nissen, seconded by Justin Younger, recommending the following personnel items be approved. Debbie Hoffman, Cody Nissen, Justin Younger, and Mark McClarren voted aye. Motion unanimously carried.

Certificated

- a. Mya Galev, Certificated Teacher, Column III, Step 3, Helen Wilcox School, hire as a Certificated Teacher, effective August 4, 2026.
- b. Robin Cox, Certificated Intern Teacher, Column I, Step 1, Golden Hills/Palermo School, hire as a Certificated Intern Teacher, effective August 4, 2026
- c. Kristyn Santos, Certificated Teacher, Column III, Step 4, Helen Wilcox School, unit move from Column II, Step 4 to Column III, Step 4, effective August 4, 2026.
- d. Kaylee Moench, Certificated Teacher, Column II, Step 3, Honcut School, unit move from Column I, Step 3 to Column II, Step 3, effective August 4, 2026.
- e. Ayla Mann, Certificated Teacher, Column III, Step 6, Helen Wilcox School, unit move from Column II, Step 6 to Column III, Step 6, effective August 4, 2026.
- f. Karina Sandoval-Cantu, Preschool Site Supervisor, Helen Wilcox Preschool, change calendar from 10 months to 12 months effective August 4, 2026.
- g. Ashley Schaffert, Certificated Teacher, Palermo School, add SPED sign on bonus effective August 4, 2026.
- h. Mayra Hernandez, Certificated Substitute Teacher, District Wide, hire as a certificated substitute effective August 6, 2026.
- i. Alex Gendreau, Certificated Substitute Teacher, District Wide, hire as a certificated substitute effective August 6, 2026.
- j. Molly Sasek, Preschool Site Supervisor, Palermo Preschool, Class II, Step 3, hire as Site Supervisor effective August 4, 2026.

Classified

- k. Viviana Valdez, Instructional Aide, Helen Wilcox/ Golden Hills School, Class 7, Step 1, 6.0 hours per day, hire as an Instructional Aide effective August 6, 2026.
- l. Madison Chandler, Instructional Aide, Golden Hills School, Class 7, Step 3, 6.0 hours per day, hire as an Instructional Aide effective August 6, 2026.

- m. Shelby Carroll, Reading Intervention Aide, Helen Wilcox School, Class 7, Step 5, 3.5 hours per day, hire as a Reading Intervention Aide effective August 6, 2026.
- n. Christy Graeff, Instructional Aide, Golden Hills School, Class 7, Step 1, 4.5 hours per day, hire as an Instructional Aide effective August 6, 2026.
- o. Bianca Flores, Preschool Instructional Aide, Palermo Preschool, Class 7, Step 5, 6.0 hours per day, increase hours from 3.75 hours per day to 6.0 hours per day effective August 6, 2026.
- p. Sandra Jamison, Preschool Instructional Aide, Helen Wilcox Preschool, Class 7, Step 10, 8.0 hours per day, increase hours from 3.75 hours per day to 8.0 hours per day effective August 6, 2026.
- q. Samantha Whitworth, SPED Instructional Aide, Helen Wilcox School, 5.0 hours per day, decrease hours from 6.0 hours per day to 5.0 hours per day effective August 6, 2026.
- r. Gilberto Preciado, Custodian I, Palermo School, Class 12, Step 3, 8.0 hours per day, add 4.0 hours custodial time to 4.0 van driver, 8.0 hours custodian when not driving vans, effective August 1, 2026.
- s. Kristina Warner, Stipend – 7th Grade Volleyball, Palermo Middle School, request to be added to District stipend list, effective August 6, 2026.

Resignation/Retirement

- t. Mikel Frye, MTSS-TOSA, Palermo School, resignation effective August 13, 2026.
- u. Jaclyn Reardon, Instructional Aide Preschool, Helen Wilcox Preschool, resignation effective August 8, 2026.
- v. Karen Hunter, Reading Intervention Aide, Helen Wilcox School, resignation effective July 27, 2026.
- w. Alma Kara-Pierce, Instructional Aide, Golden Hills School, resignation effective July 25, 2026.

ADJOURNMENT

Board President Debbie Hoffman declared the meeting adjourned at 6:03 p.m.

Respectfully submitted,

Gary Rogers
Secretary of the Governing Board

Checks Dated 08/01/2026 through 08/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
3005-362262	08/18/2026	A-1 APPLIANCE	01-4300		2,064.41
3005-362263	08/18/2026	A-LINE	35-6272		168,750.00
3005-362264	08/18/2026	ACCULARM SECURITY SYSTEMS	01-5604		1,311.00
3005-362265	08/18/2026	At&t	01-5900		381.89
3005-362266	08/18/2026	BAKER DISTRIBUTING COMPANY LLC	01-4300		131.41
3005-362267	08/18/2026	BAKER SUPPLIES & REPAIRS	01-4300		259.72
3005-362268	08/18/2026	BETTER DEAL EXCHANGE	01-4300		463.23
3005-362269	08/18/2026	BLUE OAK MOBILE LIVESCAN KATIE CARMICHAEL BUELL	01-5853	225.00	
			12-5800	94.00	319.00
3005-362270	08/18/2026	CALIFORNIA OCCUPATIONAL MEDICAL PROFESSIONALS	01-5851		320.00
3005-362271	08/18/2026	CHANGE ACADEMY AT LAKE OZARKS	01-5100		29,245.50
3005-362272	08/18/2026	COGENT SOLUTIONS & SUPPLIES	01-4300		144.16
3005-362273	08/18/2026	CONSOLIDATED ELECTRICAL DIST	01-4300		763.51
3005-362274	08/18/2026	CURRICULUM ASSOCIATES	01-4300		380.69
3005-362275	08/18/2026	DANNIS WOLIVER KELLEY	01-5830		19,540.14
3005-362276	08/18/2026	DANS ELECTRICAL SUPPLY	01-4300		74.50
3005-362277	08/18/2026	DEPARTMENT OF JUSTICE ACCOUNT OFFICE	01-5853		322.00
3005-362278	08/18/2026	FOSTER & FOSTER	01-5800		1,625.00
3005-362279	08/18/2026	HOBBS PEST SOLUTIONS INC	01-5505		389.00
3005-362280	08/18/2026	HD SUPPLY	01-4300		1,164.04
3005-362281	08/18/2026	HUGHES HARDWOOD INC	01-4300		98.22
3005-362282	08/18/2026	JACKSONS GLASS INC	01-4335		1,440.63
3005-362283	08/18/2026	PACE SUPPLY	01-4300		580.12
3005-362284	08/18/2026	MH ELECTRIC/MATT HILL	01-5800	536.76	
			01-6200	24,653.66	25,190.42
3005-362285	08/18/2026	OREILLY AUTOMOTIVE STORES INC	01-4300	113.20	
			01-4335	147.86	261.06
3005-362286	08/18/2026	OROVILLE POWER EQUIPMENT	01-4300		20.74
3005-362287	08/18/2026	PRO PACIFIC FRESH CHICO PRODUCE INC	01-4700		1,034.49
3005-362288	08/18/2026	PRODUCERS DAIRY FOODS	01-4700		128.06
3005-362289	08/18/2026	RAPTOR FIRE PROTECTION RYAN KIRKPATRICK	01-4300		2,510.00
3005-362290	08/18/2026	SAN JOAQUIN CNTY OFFICE OF ED COUNTY SCHOOLS SERVICE FUND	01-5800		1,321.00
3005-362291	08/18/2026	MICHAEL BUTLER SIERRA WATER UTILITY	01-5503		258.54
3005-362292	08/18/2026	SLAKEY BROTHERS	01-4300		1,880.90
3005-362293	08/18/2026	SOUTH FEATHER WATER POWR AGENCY	01-5503		1,316.77
3005-362294	08/18/2026	SYSCO FOOD SVCS OF SACRAMENTO	01-4300	906.18	
			13-4700	1,530.25	2,436.43

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.

Checks Dated 08/01/2026 through 08/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
3005-362295	08/18/2026	TEHAMA TIRE SERVICE INC	01-4300		39.83
3005-362296	08/18/2026	UNITED BUILDING CONTRACTORS	35-6200		218,913.05
3005-362297	08/18/2026	VERIZON WIRELESS SERVICES	01-5900		659.22
3005-362298	08/18/2026	WESTERN BUILDING MATERIALS	12-4300		3,814.80
3005-362299	08/18/2026	ZONAR SYSTEMS	01-4300	2,077.31	
			01-5800	5,318.15	7,395.46
3005-362643	08/20/2026	Cole, Carol J	01-4300		91.85
3005-362644	08/20/2026	Turner, Jamie M	01-4300		180.34
3005-362645	08/20/2026	Ronan, Terra R	01-4300		1,283.84
3005-362646	08/20/2026	Thao, Cindy M	01-4300		208.25
3005-362647	08/20/2026	Rodriguez, Ronda L	12-4300		266.06
3005-362648	08/20/2026	Johnson, Anna M	01-4300		48.59
3005-362649	08/20/2026	Talmadge, Maya M	01-4300		148.37
3005-362650	08/20/2026	Smith, Chelsea L	01-4300		139.07
3005-362651	08/20/2026	Duggins, Jodie R	12-4300		252.73
3005-362652	08/20/2026	Adams, Gina C	01-4300		346.52
3005-362653	08/20/2026	Grigoruk, Scott P	01-4300		195.96
3005-362654	08/20/2026	Bidlack, Seth A	01-4300		512.13
3005-362655	08/20/2026	Heras Aispuro, Estela	12-4300		71.15
3005-362656	08/20/2026	Jamison, Sandra C	12-4300		49.23
3005-362657	08/20/2026	Smithey, William D	01-4300		280.99
3005-362658	08/20/2026	Greathouse, Kelsi L	01-4300		140.50
3005-362659	08/20/2026	Wright, Jennifer L	01-4300		404.20
3005-362660	08/20/2026	Crabtree, Susan M	01-4300		1,009.74
3005-362661	08/20/2026	Leonard, Tracy L	01-4300		31.39
3005-362662	08/20/2026	Schmidt, Nicholle	01-4300		161.25
3005-362663	08/20/2026	Lewis, Sarah	01-4300		557.92
3005-362664	08/20/2026	Maynard, Aimee S	01-4300		599.37
3005-362665	08/20/2026	GANDER PUBLISHING	01-4300		4,761.15
3005-362666	08/20/2026	HERTZ FURNITURE SYSTEMS	01-4300		1,916.54
3005-362667	08/20/2026	LAKESHORE LEARNING MATERIALS	12-4300		7,515.26
3005-362668	08/20/2026	OFFICE DEPOT	01-4300	1,788.55	
			12-4300	569.99	2,358.54
3005-362669	08/20/2026	RODRIGUEZ PORTABLES DAVID RODRIGUEZ	01-4300		260.00
3005-363279	08/27/2026	US BANK	01-4300	323.76	
			01-4333	183.05	
			01-5200	1,205.86	
			01-5810	1,734.00	
			01-5854	167.00	
			12-4300	1,843.88	
			12-4354	20.98	
			12-5800	102.65	
			12-5810	151.00	5,732.18
Total Number of Checks			66		526,472.06

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.

Checks Dated 08/01/2026 through 08/31/2026

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
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Fund Recap

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
01	GeneralFund	58	122,527.03
12	ChildDevelopmentFund	9	14,751.73
13	CafeteriaSpecialRevenueFund	1	1,530.25
35	CountySchoolFacilitiesFund	2	387,663.05
Total Number of Checks		66	526,472.06
Less Unpaid Tax Liability			.00
Net (Check Amount)			526,472.06

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.

EVENTS CALENDAR

PALERMO UNION ELEMENTARY SCHOOL DISTRICT

Date	Event	Location	Time
September 9, 2026	Regular Board Meeting	District Boardroom	5:00 PM
September 23, 2026	Regular Board Meeting	District Boardroom	5:00 PM
October 14, 2026	Regular Board Meeting	District Boardroom	5:00 PM
October 28, 2026	Regular Board Meeting	District Boardroom	5:00 PM
November 11, 2026	Veteran's Day (No students, teachers or staff)		
November 18, 2026	Regular Board Meeting	District Boardroom	5:00 PM
December 16, 2026	Annual Organizational Meeting	District Boardroom	5:00 PM

STAFF DEVELOPMENT REPORT
August 2026
All totals are approximates.

UPK Leadership Symposium Butcher Redding July 29, 2026 Fund: 6105	\$175.65
Empower Summit Napoli, Webb Ontario September 10 & 11, 2026 Fund: 6332	\$3707.01
Navigating New Pregnancy Leave Requirements Anaya, Bowles Webinar September 10, 2026 Fund 0550	\$125.00
Back to School Legal Update Anaya Webinar September 3, 2026 Fund: 0550	\$125.00
NorCal Supervisor of Attendance Webb Shasta Co Office of Ed October 2, 2026 Fund: 6332	\$93.45
PBIS TFI 3.0Tier 2 Workshop Johnson, Carrillo, D Davis, Tuft, Ruff, Turner, Burton, Napoli, Russell Chico State September 8,2026 Fund: N/A	\$0.00
Trauma Brain Chemistry Beard Webinar August 11, 2026 Fund: N/A	\$0.00

Understanding & Support Autism

Beard

Webinar

August 18, 2026

Fund: N/A

\$0.00

		MONTH:	July 1 - July 31, 2026			
	BEG BAL	RECEIPTS	DISBURSEMENTS	TRNFS	FEE/SVC CHG	ENDING BAL
Account Name						
PACE	\$535.68					\$535.68
102 PAL ST BODY	\$7,377.29		(\$43.50)			\$7,333.79
202 SPORTS	\$2,028.21					\$2,028.21
203 Boys Bball	\$1,657.46					\$1,657.46
204 Girls Bball	\$260.04					\$260.04
205 REFEREE	\$0.00					\$0.00
300 Yearbook	\$8,231.24		(\$392.82)			\$7,838.42
402 PAL LIBRARY	\$1,178.25					\$1,178.25
502 BAND	8134.79					\$8,134.79
505 DRILL TEAM	\$303.11					\$303.11
506 6TH GRADE	\$176.13		(\$182.43)			(\$6.30)
507 7TH GRADE	\$151.75					\$151.75
509 8TH GRADE	\$2,317.77					\$2,317.77
511 CLUB LIVE	\$4,565.51					\$4,565.51
512 CHESS CLUB	\$759.96					\$759.96
513 FFA	5760.94		(\$604.58)			\$5,156.36
514 Floral	1330.42					\$1,330.42
Undeposited Funds	\$225.00					\$225.00
	\$44,993.55					\$43,770.22

August 13, 2026

Deborah Hoffman c/o
Palermo Union School Board
7390 Bulldog Way
Palermo, CA 95968

Upon your review, I am requesting that the following new book titles be approved/added to the Helen Wilcox Library inventory.

New Book Purchases

The Yellow Bus



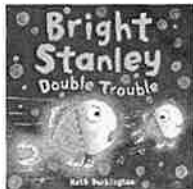
Loren Long

Lily's Dream: A Fairy Friendship (Fairies Welcome)



Bea Jackson

Bright Stanley: Double Trouble



Matt Buckingham

Wally Mammoth: The Sled Race



Corey Tabor

Ella's Night Lights



Lucy Fleming

Circle



Barnett/Klassen

Square (The Shapes Trilogy)



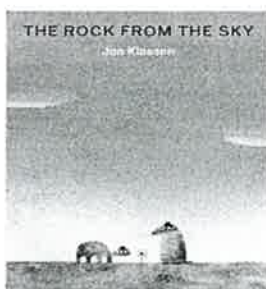
Barnett/Klassen

Triangle (The Shapes Trilogy)



Barnett/Klassen

The Rock from the Sky



Jon Klassen

Lucero (English & Spanish Edition)

Yuyi Morales



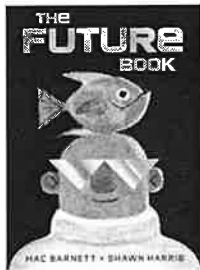
All Kinds of Awesome

Jess Hitchman



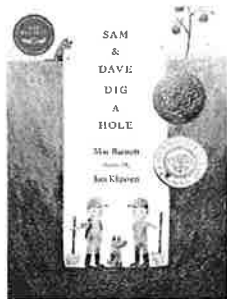
The Future Book

Mac Barnett



Sam and Dave Dig a Hole

Mac Barnett



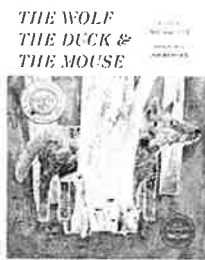
Digestion! The Musical

Adam Rex



The Wolf, the Duck, and the Mouse

Mac Barnett



We Found a Hat (The Hat Trilogy)

Jon Klassen



Papilio

Ben Clanton



Too Much: My Great Big Native Family

Laurel Gookluck



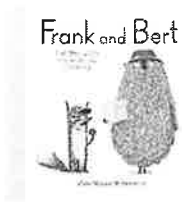
The Barnabus Project

Terry Fan



Frank and Bert:
The One With the Missing Cookies

Chris Naylor-Ballesteros



Fireworks

Matthew Burges



This Book Is Mine!

Ron Keres



I'll Carry You

Helen Docherty



The Underwearwolf

Gideon Sterer



We Are Definitely Human

X. Fang



Max, a Little Axolotl #1

Joey Spiotto



Max, a Little Axolotl #2: Breaking Out!

Joey Spiotto



Max, a Little Axolotl #3: Treasure Hunt!

Joey Spiotto



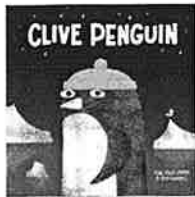
Taste Your Words

Bonnie Clark



Clive Penguin

Huw Lewis-Jones



Forty the Fortune Teller

Drew Daywalt



The Greedy Wolf

Timothy Knapman



Construction Site: Road Crew Coming Through!
Rinker

Sherri Duskey



What If Everybody Did That?

Ellen Javernick

Beatrice Likes the Dark

April Genevieve Tucholke



Sharing is Caring, Dragon

Bianca Schulze



Something Good

Marcy Campbell



Wildflower

Melanie Brown



The Speedysaurus

Racheal Bright



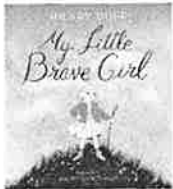
Someone Just Like You

Helen Docherty



My Little Brave Girl

Hilary Duff



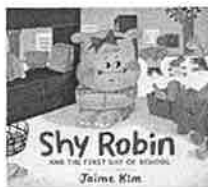
Just Like You

Katy Hudson



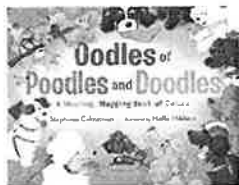
Shy Robin and the First Day of School

Jaime Kim



Oodles of Poodles and Doodles:
A Woofing, Wagging Book of Colors

Stephanie Calmenson



Tell the Truth, Dragon



Bianca Schulze

I am STUCK



Julia Mills

Tiny Perfect Things



M.H. Clear

Ten Rules of the Birthday Wish



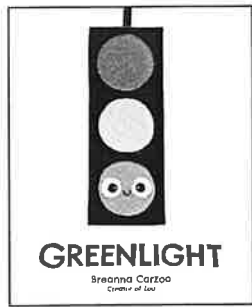
Beth Ferry

Forts



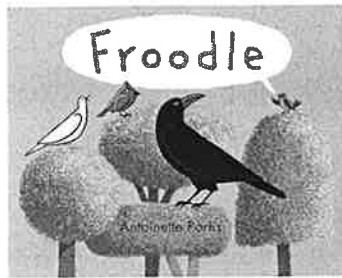
Katie Venit

Greenlight



Breanna Carzoo

Froodle



Antoinette Portis

Seymour Slug Starts School



Carey Armstrong-Ellis

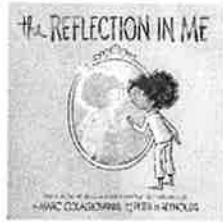
School's First Day of School



Adam Rex

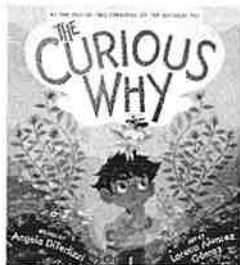
The Reflection in Me

Marc Colagiovanni



The Curious Why (The Magical Yet, 2)

Angela DiTerlizzi



Spoon

Amy Krouse Rosenthal



Sprout Branches Out

Jessika von Innerebner



Just Be Yourself, Dragon

Bianca Schulze



A New Friend for Dragon

Bianca Schulze



Greta and the Giants

Zoe Tucker



What Do You Do With a Problem?

Kobi Yamada



Thank you for taking the time to review the new materials for the Helen Wilcox Elementary School Library. If you have any questions, please feel free to reach out to me at hpeterston@palermok8.org.

Receptfully,
Heather Peterson
Helen Wilcox Elementary School

Resolution No. 26-18

Resolution on Board Compensation for Missed Meetings

On the Motion of Member _____, Seconded by Member _____, the following resolution is adopted:

WHEREAS, the Governing Board of the Palermo Union Elementary School District appreciates the services provided by members of the Board and provides compensation for meeting attendance in accordance with Education Code 35120 and Board Bylaw 9250; and

WHEREAS, Education Code 35120 provides that the monthly compensation provided to Board Members shall commensurate with the percentage of meetings attended during the month unless otherwise authorized by Board Resolution; and

WHEREAS, Education Code 35120 specifies limited circumstances under which the Board is authorized to compensate a Board Member for meetings he/she missed; and

WHEREAS, the Board finds that Kimberly Tyler did not attend the Board Meeting on August 12, 2026, for the following reason:

- ☐ Performance of other designated duties for the District during the time of the meeting.
- ☐ Illness or jury duty.
- ☒ Hardship deemed acceptable by the Board.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board hereby authorizes full compensation of the Board Member for the Month of August 2026 in accordance with Education Code 35120 and Board Bylaw 9250.

PASSED AND ADOPTED by the Governing Board of the Palermo Union Elementary School District of Butte County, in the State of California, on September 9, 2026 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

I, Gary Rogers, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary of the Governing Board

bri

SHADY CREEK OUTDOOR SCHOOL & EVENTS



Billing and Reservations

970 Klamath Lane, Yuba City, CA 95993

Office: (530) 822-2949

Fax: (888) 847-1453

Camp Address

18601 Pathfinder Way, Nevada City, CA 95959

Office: (530) 822-2470



Christopher Little, Director

SHADY CREEK OUTDOOR SCHOOL PROGRAM
Management Services Provided By
SUTTER COUNTY SUPERINTENDENT OF SCHOOLS OFFICE
Tom Reusser, Superintendent
970 Klamath Lane, Yuba City, CA 95993/(530) 822-2949

ENVIRONMENTAL EDUCATION AGREEMENT

THIS AGREEMENT ("Agreement") is entered into between the Sutter County Superintendent of Schools ("Superintendent") and Golden Hills School ("District"). Collectively Superintendent and District shall be referred to as "Parties."

WHEREAS, Superintendent owns an outdoor education facility known as Shady Creek Outdoor School ("Shady Creek"), which is located at 18601 Pathfinder Way, Nevada City, CA, and thereon operates the Shady Creek Outdoor School Program ("Program"), an outdoor educational program for the benefit of public school students; and

WHEREAS, District desires its students to participate in the Program and stay at Shady Creek on the terms and conditions set forth in this Agreement.

The Parties agree as follows:

1. Participation Fee: District will participate in the Shady Creek Outdoor School Program on the terms and conditions set forth in this agreement. District desires to reserve space for (110) pupils (also referred to as "Students") and agrees to pay an amount of **\$375.00 per pupil** scheduled for a four-day week to participate in the Shady Creek Program (Participation Fee). *There will be no adjustment to the per pupil fee for students arriving late or leaving early.* This contractual reserved space is based on numbers supplied by District's school administrator. If there is a discrepancy with these numbers contact the Shady Creek office immediately. District also agrees to provide one teacher per twenty (20) students and shall pay an amount of \$175.00 per teacher. **Final Payment is due no later than sixty (60) days following the date of service. If the final payment is not received by the due date, a \$200.00 late fee will be applied .** This Participation Fee shall also cover the cost of lodging, food and recreational activities for the School Administrator, and health aide. All additional adults in attendance, including adult Cabin Chaperones provided by the District, and all other adults set forth in Paragraphs 5 and 6 of this Agreement shall have an additional charge of one hundred and seventy-five dollars (\$175.00) per individual.

2. Deposit. District shall pay fifty percent (50%) of the Participation Fee for the number of Students identified in Section 1 as a nonrefundable deposit ("Deposit"). The Superintendent shall receive the Deposit within 30 days of submission of this signed agreement to Sutter County to reserve participation in the program.

3. Payment of Participation Fee Balance. The District shall pay the balance of the Participation Fee once actual attendance is computed and final billing received by District. Final billing will be based on actual Student attendance, but in no event shall final billing be less than eight-five percent (85%) of the number of Students identified in Section 1 under participation fee.

If the number of Students attending decreases from the number of Students identified in Section 1, District has until sixty (60) calendar days prior to its scheduled arrival date to notify Superintendent of the decreased number, but in no event shall the final billing be for 85% less than the number of Students attending identified in Section 1. If District notifies Superintendent of a decrease of Students attending less than sixty (60) calendar days prior to the date of arrival at camp, the final Participation Fee will be calculated based on to the number of Students reservations identified in Section 1 above.

3. Indemnity. District shall, to the furthest extent permitted by California law, and at its sole expense, defend, indemnify, and hold harmless Superintendent and its Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all demands, losses, liabilities, penalties, interest, claims, suits, and actions (the "Claims") of any kind, nature, and description, including but not limited to, personal injury, death, property damage, unfair employment practices, common law or joint employer issues, and Superintendent's fees and/or attorney's fees and costs, directly or indirectly arising out of, connected with, or resulting to a person, firm, or corporation for damages, injury or death arising out of or connected with this Agreement and participation in the Program and access to Shady Creek. Superintendent shall have the right to accept or reject any legal representation that District proposes to defend the Indemnified Parties.

Without limiting the District's indemnification, the District shall maintain in force at all times while participating in the Program a policy or policies of insurance covering such participation including but not limited to the following coverages, and in the minimum limits of liability as stated herein: Comprehensive general liability, including personal injury in combined single limit of \$1,000,000.00 (one million dollars).

All such policies shall provide an endorsement naming the Superintendent, his officers, agents, employees, *as additional insured*. The above-described coverage shall be maintained throughout District's participation in the Program. **District shall file with the Superintendent a certificate of insurance evidencing that the insurance coverage as required herein has been obtained and is currently in effect.**

4. Cancellation. If the District cancels its reservation less than sixty (60) calendar days before its scheduled arrival date, the District will be charged for 85% of its contracted Student number, **unless** a state or local health agency issues an order or recommendation precluding Students from attending the Shady Creek residential Program, in which case the District shall not be charged under this Agreement and shall be refunded its deposit in full. A copy of the order or recommendation must be provided to the Superintendent.

5. Adult Participation Requirements. District shall require the following adult participants, who shall stay at Shady Creek with the Students.

- a. Program Coordinator. District shall designate one Program Coordinator who is responsible for coordinating the District's participation in the Program, including payment of the Participation Fee

and coordination of Program activities. The Program Coordinator may be a teacher or administrator otherwise attending the Program. The Program Coordinator shall be responsible for communicating with the Shady Creek Director or designee to ensure that all requirements of this Agreement have been fulfilled prior to the arrival of the District at Shady Creek.

- b. Teachers. District shall provide one teacher for each class of 20 or more Students. District shall pay \$175.00 to cover the costs of its teacher (s) as set forth in Paragraph 1 above. Districts with less than 20 students will have a prorated fee for the teacher's food and lodging.
- c. Administrator: Districts attending shall coordinate to provide one administrator for each week Students are in attendance. If more than one district is participating in the Program during the Program Term, Districts shall provide an administrator on a rotating basis. The Shady Creek Director or designee shall be responsible for coordinating the rotation of the Administrator
- d. Nurse. If all Students for the Program Term are from the same District, District shall provide one school nurse or health technician. If more than one district is participating in the Program during the Program Term, Districts shall provide a nurse or health aide on a rotating basis. The Shady Creek Director shall be responsible for coordinating the rotation of the school nurse. The Superintendent will pay the District a \$1,500.00 stipend for providing a School Nurse or LVN, and \$1,000 for a Health Aide.

It is understood that small districts may wish to combine pupils or classes and jointly provide the required instructional and administrative personnel. The Program Coordinator for the District shall work with the Shady Creek Director to confirm that adequate adult supervision is available in the event the District wishes to combine classes or supervision with another participating district.

6. Cabin Chaperones. In addition to the adult supervision required in Section 5, District shall provide cabin chaperones at a ratio of 1 to 7 for the girls and a ratio of 1 to 9 for the boys and no less than one chaperone per cabin and shall establish a selection procedure which ensures competent and responsible chaperones. The cabin chaperones are not required to be over the age of 18. However, in the event that the cabin chaperones are minors, District shall require a parent or guardian of the cabin chaperones to sign the release on the student health form. Signed release shall be submitted to the Shady Creek Director or designee upon arrival at camp. If you bring additional chaperones there will be a fee of ½ the student price for the additional chaperones. District may use cabin chaperones that are over 18 and no longer students only when cleared as a volunteer by the District including background checks and other applicable volunteer requirements.

7. Transportation. District shall be responsible for providing transportation of all employees, students, chaperones and staff to and from Shady Creek.

8. Safety. District shall be solely and completely responsible for the health and safety of all persons and property during times when District, its employees, volunteers and students access the Shady Creek facility. District, its employees, volunteers and students shall fully comply with all county, state, federal and other laws, rules, regulations, and orders, including but not limited to those relating to health and safety, and any rules posted at Shady Creek. Failure of the District, any Student or any other Program participant to comply with this section may result in the District, Student or Program participant being removed from the Program or the District not being allowed to participate in the Program in the future. Superintendent shall not be obligated to refund any Participation Fee to the District in the event any Student or other Program participant is removed from the Program because of violating this Section.

9. Medical Policies.

- (a) Health Forms and Waiver of Liability: District shall be responsible for collecting a health form including the Waiver of Liability for each student, chaperone, and teacher attending camp and submitting to the Shady Creek Director or designee upon arrival.
- (b) Pre-Departure Health Screening: Each student attending Shady Creek Outdoor School must be assessed by a licensed healthcare provider (e.g., school nurse, district health technician, or other qualified personnel) on the **day of departure and prior to boarding transportation**. This health screening must include symptom assessment and verification that the student is healthy enough to attend residential outdoor education.
- (c) Documentation: Schools are required to **retain and present copies** of the completed health screening forms **immediately upon arrival at camp**. These forms must be handed **directly to official Shady Creek personnel** at the bus drop-off zone. Only after this exchange will students be **permitted to disembark** and begin their camp experience.
- (d) Private Transportation Exception: If a student arrives via **private vehicle** (not school-provided transportation), the school must coordinate in advance with Shady Creek to schedule an onsite screening. **The driver must remain on-site** until the student has been cleared. If a student is not cleared, the driver is responsible for immediately transporting the student home.
- (e) On-Call Doctor. In compliance with California Code of Regulations Title 17 § 30750(e), Shady Creek contracts with an on-call medical doctor for school program services. The services of the on-call medical doctor are provided in addition to the provision of the nurse or health technician by District as set forth in paragraph 4(d) above.

10. Mandatory Administrative Zoom Meetings: To ensure consistent understanding of program logistics, safety responsibilities, and district-school-Shady Creek expectations, **District agrees to attend a mandatory meeting via Zoom**. Details and information of the **Mandatory Administrative Zoom Meeting** are set forth in Attachment A to this Agreement and are incorporated here by reference.

Each school must ensure attendance by at least one of the following individuals:

- Superintendent (or designee)
- Site Principal or Vice Principal
- Teacher-in-Charge (if acting in an administrative role for the week at camp)

Link and code will be provided on the Shady Creek Website for the pre-recorded zoom meetings. But attendance at the live zoom meeting fulfills the requirement.

The purpose of this meeting is to:

- Review safety protocols, staffing expectations, and communication systems
- Clarify health screening and arrival procedures
- Communicate any updates and answer participant questions
- Reinforce district-level responsibilities related to student health, wellness, and support
- Foster a strong partnership between Shady Creek and participating districts

Attendance is required in order to finalize your participation in the **2026–2027 Shady Creek Outdoor School program**.

11. Governing Law and Venue. This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed under the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Sutter. The language in all parts of this Agreement shall be in all cases construed as a whole according to their fair meaning and not strictly for or against either the District or Superintendent. Any headings in this Agreement are included only as a matter of convenience and for reference and in no way define the scope or extent of this Agreement or the construction of any provision.

12. Severability. If any term, provision, condition or covenant of this Agreement or its application to any party or circumstance shall be held, to any extent, invalid or unenforceable, then the remainder of this Agreement shall not be affected.

13. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall, together, constitute one and the same instrument.

14. Entire Agreement; Amendments. This Agreement and the documents referred to in this Agreement constitutes the entire agreement of the Parties hereto with respect to the matters contained herein, and prior or contemporaneous agreements or understandings, oral or written, pertaining to any such matters are merged herein and shall not be effective for any purpose. No provision of this Agreement may be amended or added to except by an agreement in writing which is signed by the Parties hereto or their respect successors-in-interest and indicates that it is an amendment of this Agreement. Neither party shall assign or transfer any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of the other party.

15. Termination. Superintendent may voluntarily terminate this Agreement at any time prior to the District's scheduled arrival date, with thirty (30) days' notice to the District. If Superintendent opts to terminate the Agreement, it shall notify the District in writing and refund District's deposit in full.

16. Force Majeure. Any delay or failure of Superintendent to perform its obligations under this Agreement will be excused to the extent that the delay or failure was caused directly by an event beyond such Superintendent's control, the event prevents Superintendent from reasonably performing under the Agreement, the event occurred without Superintendent's fault or negligence and that by its nature could not have been foreseen by Superintendent or, if it could have been foreseen, was unavoidable (which events may include natural disasters, epidemics, embargoes, explosions, riots, wars, acts of terrorism, strikes, labor stoppages or slowdowns or other industrial disturbances, and shortage of adequate power or transportation facilities).

17. **Authority.** Superintendent has delegated authority to enter into this Agreement with District to the Shady Creek Resident Director.

Palermo School District

By: [Signature]
(Authorized signature)

Dated: 8/11/26

Sutter County Superintendent of Schools

By: [Signature]
Sutter County Superintendent of Schools

Dated: 06/02/26

The district designates as Program Coordinator:

Name: Kristi Napoli

From: Golden Hills Principal
(school or office)

Phone: 8-10-26

Teacher Lead's Austin Benson

Please provide us with an email address for further correspondence:

Email: abenson@palermok8.org

Participating Teachers and school Secretary's email addresses:

Chris Sharp - csharp@

Jacky Sanchez - jsanchez@

Shannon Robertson - srobertson@

Austin Benson - abenson@

Brianna Corkin - bcorkin@

Secretary's Berta Maldonado - bmaldonado@ ⁶ Palerm

palermok8.org





California State University's CalStateTEACH Program Memorandum of Understanding and Agreement to Provide Student Teacher Placements to University Students

This agreement is between the Palermo Union Elementary School District ("District") and The Board of Trustees of the California State University through the California State University's CalState TEACH Program ("University"), who may be referred to collectively as the parties. This Agreement describes and confirms the expectations and responsibilities of the Parties regarding the Student Teaching Program through which University students enrolled in a credentialing program ("Student Teachers") will gain experience in the public school setting.

TERM OF THE AGREEMENT

This Agreement shall remain in effect for a term of 3 years beginning August 24, 2026, and ending July 31, 2029, unless terminated sooner. Either party may terminate this Agreement on 30 days' written notice to the other party; provided, however, that credential candidates shall be allowed to conclude any ongoing assignments. Performance under this Agreement shall be reviewed annually, and the parties may agree to annual extensions after expiration of the initial term.

DISTRICT AND SCHOOL ADMINISTRATOR RESPONSIBILITIES

1. The District will provide the Student Teachers with supervised clinical experience. The District's Designated Supervisor(s) will hold an appropriate degree, credential, or license in the specified field, if any is required for that field, and at least five years' experience in that field. The Supervisor will provide the Student Teacher with at least two hours of face-to-face supervision per week for the duration of the student teacher placement. Supervision may be shared among more than one qualified District staff member.
2. The District will designate a member of its staff to participate with the University's designee in planning, implementing, and coordinating the Student Teaching Program.
3. The District will maintain complete records and reports on each Student Teacher's performance and provide an evaluation to the University on forms the University shall provide.
4. The District may, in its sole discretion, refuse to accept as a participant in the Student Teaching Program any University student assigned to participate, and, upon request of the District, University shall withdraw the assignment of any University student participant.
5. After the District accepts the assignment of a Student Teacher, the District may terminate the student teaching placement for "good cause." "Good cause" may include, but is not limited to failure to perform satisfactorily, refusal to follow District administrative policies, procedures, rules and regulations, or violation of any federal or state law. The District will immediately notify the University in writing if it terminates an assignment. The District reserves the right to ban anyone from District facilities when the District finds, in its sole discretion, that the presence of the person poses a threat or disrupts operations. University is responsible for informing its student participants of the provisions of this Section. District will immediately notify University, if District knows or suspects any professional or ethical or legal violations. University will cooperate with District in any investigation concerning the reported violation.
6. District shall, on any day when a Student Teacher is receiving training at its facilities,



arrange for the Student Teacher to receive any necessary emergency health care or first aid for accidents occurring in its facilities. Except as provided in this paragraph, District shall have no obligation to furnish medical care, surgical care, or other health care to any Student Teacher.

7. The District is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as “COVID-19”. The District is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. The District to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable governmental directives are modified, changed or updated, the District will take the steps to comply with the modified, changed, or updated guidelines or directives. If at any time the District becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify Dr. Nan Barker (Regional Director).

UNIVERSITY RESPONSIBILITIES

1. University will work collaboratively with the District’s HR department, school site administration, and staff in the assignment of the Student Teacher.
2. University will confer regularly with District and site administration and district-employed mentor/liaison through meetings, telephone calls, and/or e-mail.
3. University will immediately notify appropriate District and site administration if University administration has knowledge of or suspects any professional or ethical violations by a Student Teacher in the school. University and District agree they will cooperate in any investigation concerning the reported violation.
4. University will guarantee that Student Teachers and university supervisors have appropriate tuberculosis and fingerprinting clearance, including subsequent arrest notification service.
5. University will instruct Student Teachers in state laws regarding child abuse reporting, sexual harassment, and professional conduct.
6. University supervisors will conduct systematic and regular observations of Student Teachers’ performances in the District’s classrooms.
7. University will be responsible for ensuring that Student Teachers have appropriate insurance coverage.

MENTOR TEACHER RESPONSIBILITIES

1. Hold an appropriate California credential (Multiple Subject)
2. Have completed three years of successful teaching experience.
3. Have the English Language Authorization, expertise, and experience working with English learners.
4. Model balanced and comprehensive reading/language arts instruction; effectively teach the state-adopted core curriculum; and model instruction based on the state-adopted academic content standards.
 - a. Phonics and structured reading development
 - b. Incorporation of California Dyslexia Guidelines
 - c. Incorporation of elements of California Comprehensive Plan



5. Participate in mentor teacher training.
6. Allow Field Experience Participants opportunities to work with classroom students.

STUDENT TEACHER RESPONSIBILITIES

1. Provide the District with the following documentation:
 - a. a copy of the letter from the University assigning the student to the District.
 - b. a background check fingerprint clearance report.
 - c. a negative tuberculosis test result, and
2. Comply with all applicable terms and provisions of this Agreement while serving as a Student Teacher.
3. Comply with the District's policies and procedures, and applicable state and federal laws and regulations while serving as a Student Teacher.
4. Provide services to District pupils only under the direct supervision of District staff.
5. Maintain the confidentiality of pupil information. No Student Teacher will have access to or have the right to receive any District pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the student teacher program. The discussion, transmission, or narration in any form by Student Teachers of any individually identifiable pupil information, educational, medical, or otherwise, which is obtained in the course of the student teacher program is forbidden except as a necessary part of the practical student teacher experience. Otherwise, Student Teachers shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the student teacher experience with University, its employees, agents or others.

STATUS OF DISTRICT AND UNIVERSITY STUDENTS

The parties expressly understand and agree that all University students serving as Student Teachers in District schools pursuant to this Agreement are doing so for educational purposes only, and Student Teachers are not considered employees of the District for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance. It is the responsibility of the University to provide notice to its student participants of the provisions of this Section. The provisions of this Section shall survive the termination or expiration of this Agreement.

LIABILITY INSURANCE

The University shall take out and maintain a "claims-made" policy of general liability and professional liability insurance (including personal injury with limits not less than \$1 million per loss and damage to property of others up to \$5,000 per incident), with extended reporting period of three (3) years, covering Student Teachers, and naming District as an additional named insured under such insurance policy or policies. Further, University agrees to maintain professional and comprehensive general liability insurance, with no exclusion for molestation or abuse, at a minimum of Five Million Dollars (\$5,000,000) per occurrence and Twenty-Five Million Dollars (\$25,000,000) in aggregate throughout the course of this Agreement.

University shall provide certificates evidencing all coverage referred to in this Section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis. If the coverage is on



a claims-made basis, University hereby agrees that not less than thirty (30) days prior to the effective date of termination of University's current insurance coverage or termination of this Agreement, University shall either purchase three (3) year tail coverage per claim or provide proof of continuous coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of University's current coverage or prior to termination of this Agreement, as applicable, and provide District a certificate of insurance evidencing such coverage.

The University is permissibly self-insured through the State of California for automobile liability.

The District shall be named as an additional insured or covered party on the liability coverages maintained by the University set forth above, and such coverages shall be primary to any coverages maintained by the District. Limits of liability for each type of liability coverage shall be at least \$1 million per claim per occurrence/ \$2 million aggregate.

NO WORKERS' COMPENSATION LIABILITY

The Parties agree that the District is not to assume, nor shall it assume by this Agreement any liability under the California Workers' Compensation Insurance and Safety Act for, by or on behalf of any Student Teacher or University employees while they are on the premises of the District or while performing any duty whatsoever under the terms of the Agreement or while going to or from any of the student teacher placement sites. University shall provide written notice to each Student Teacher regarding the lack of coverage of Workers' Compensation insurance by the District.

INDEMNIFICATION

University shall defend, indemnify and hold District and its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officials, agents, or employees.

District shall defend, indemnify and hold University, its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officials, agents, or employees.

ADDITIONAL PROVISIONS

1. Nothing contained in this Agreement shall be deemed or construed to create a joint venture, partnership, principal-agent or employment relationship between the parties and neither party shall have the authority to bind the other party for any purpose.
2. This Agreement and the rights and obligations of the parties shall be governed and construed by the laws of the State of California. Any lawsuit concerning or arising out of this Agreement shall be venued in the county in which the District is located.
3. This Agreement supersedes all prior and contemporaneous agreements and understandings between the parties, both oral and written, with respect to its subject matter and constitutes the complete agreement and understanding between the parties, unless modified in a writing executed by both parties.



4. In the event of a dispute between the parties arising from this Agreement, the parties agree to mediate the dispute before initiating litigation. The Parties agree that with regard to any dispute or claim related to this Agreement, prior to the initiation of a lawsuit or other legal action, they shall and must, in good faith, submit the claim or dispute to mediation with any mutually agreeable neutral. The costs of the neutral will be split equally between the Parties. The prevailing party shall be entitled to recovery from the losing party the prevailing party's reasonable expenses (fees and costs) incurred in the lawsuit or legal action as allowed by law.
5. If any provision of this Agreement is determined to be invalid or unenforceable, that provision shall be amended to achieve as nearly as possible the same effect as the original provision, and the remainder of this Agreement shall remain in full force and effect.
6. No delay or failure by either party to act in the event of a breach or default hereunder shall be construed as a waiver of that or any succeeding breach or a waiver of the provision itself.
7. This Agreement may be executed in any number of counterparts, each of which shall be an original as against any party whose signature appears and all of which together shall constitute one and the same instrument.

Signed this _____ date of _____.

School District Designee

Brian Cotham, Director of Procurement and Support Services
California State University's CalStateTEACH



Mary Sakuma

Superintendent
msakuma@bcoe.org

Student Programs and Educational Support

Michelle Zevely

Deputy Superintendent
mzevely@bcoe.org

Board of Education

*Daniel Alexander
Emily Holtom
Mike Walsh
Amy Christianson
Julian Diaz
Alastair Roughton
Bill Fishkin*

1859 Bird Street
Oroville, CA 95965
(530) 532-5757
Fax (530) 532-5794
<http://www.bcoe.org>

An Equal Opportunity
Employer

August 31, 2026
Gary Rogers
7390 Bulldog Way
Palermo, CA 95968

AGREEMENT

Butte County Office of Education's Butte County Community School (BCCS) and Palermo Union Elementary School District agree as follows:

1. Palermo Union Elementary School District agrees to pay excess costs for students who are referred by the district to BCCS.
2. BCOE-BCCS will track students referred by having the district complete a referral packet.
3. Students who are referred to BCCS and who are on an IEP, will have a separate special education billback of excess costs.
4. The district's share of excess costs will be calculated based on the amount of days the student was enrolled.
5. District's share of excess costs will be collected with two cash collections completed during the fiscal year and will be collected via S-Transfer. The first S-transfer will be completed in January for 50% of the current year's estimated total excess costs. The second S-transfer will be completed in June for the remaining 50% of the current year's estimated total excess costs. BCOE will calculate final excess cost for the fiscal year within 90 days of the fiscal year end and will process a final S-transfer to collect any additional amount due or refund any overpayment.

This agreement is effective through June 30, 2027.

Mary Sakuma
Superintendent, BCOE

Gary Rogers
Superintendent, PUESD

cc: Travis Haskill, Executive Director, Fiscal Services
Logan Loya, Principal

PALERMO UNION SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Management)

BRIEF DESCRIPTION OF POSITION

Under the direction of the Superintendent or designee, the Director of Expanded Learning and Athletics will provide leadership in planning, implementing, coordinating, and supporting the District's Expanded Learning Opportunity Program (ELOP) and serve as the Athletic Director for the district. The Director will oversee the implementation of ELOP, whether carried out by district staff or a third-party vendor, ensuring effective program management and oversight. Expanded learning opportunities include before-school, after-school, summer, or intersession programs designed to address students' academic, social emotional and physical needs through hands-on, engaging learning experiences. The Director will also oversee all sports programs, managing coaching staff, ensuring student safety and promoting sportsmanship and academic excellence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

ELOP Duties:

- Serve as the director for all ELOP and ASES programs.
- Daily operational management of before-school care, after-school care, intersession and summer enrichment programs.
- Design, implement, and oversee all ELOP activities including after school program activities.
- Develop schedules and curricula that align with the district's educational priorities and California Department of Education (CDE) standards.
- Coordinate with the transportation department and food services department to ensure students receive necessary support, including transportation and meals.
- Monitor program operations to ensure compliance with applicable laws, regulations and program guidelines.
- Collect and analyze program data to assess impact, quality and effectiveness.
- Supervise, assign, schedule and evaluate classified ELOP employees and other program personnel; coordinate the work of certificated employees assigned to expanded learning programs in collaboration with site administrators. Prepare and submit reports to the district and funding agencies as required.
- Oversee the purchasing of supplies, resources, and services needed for the program operations.
- Maintain required documents and assist in preparing for the annual audit.

Athletic Director Duties:

- Supervise and evaluate all district interscholastic sports teams and intramural programs.
- Promote character development, sportsmanship, academic accountability, and inclusive participation among student-athletes.
- Coordinate game and tournament schedules with opposing schools and athletic associations.
- Hire, schedule, and confirm game officials, referees, and event support staff (e.g., scorekeepers, timekeepers).

- Arrange and confirm busing/transportation for team travel to away games.
- Assist in recruiting, interviewing, and recommending coaching candidates.
- Onboard new coaches regarding school policies, code of conduct, and emergency procedures.
- Monitor coaching practices, conduct performance evaluations, and address parent or student concerns regarding coaching.
- Track and verify student academic eligibility and attendance compliance prior to and during sport seasons.
- Ensure all mandatory forms (physical exams, concussion waivers, medical history, and consent forms) are collected and logged.
- Manage field and gymnasium schedules for practices and games.
- Inventory, order, distribute, maintain, and collect team athletic gear, uniforms, and safety equipment.
- Process requisitions for team equipment, uniforms, entry fees, and officiating costs.
- Conduct seasonal preseason meetings for student-athletes and parents.
- Serve as the first point of contact for resolving conflicts involving coaches, parents, athletes, or officials.

MINIMUM QUALIFICATIONS:

Education and Experience

- Bachelor's degree from an accredited college or university in education, recreation, child development, or a related field preferred.
- Five years of increasingly responsible experience in expanded learning, after-school programming, athletics, recreation, education, youth development, or a related field. Knowledge of high-quality expanded learning, enrichment, youth development, academic support, recreation and social-emotional programming. Experience using program data to evaluate participation, effectiveness, student outcomes and continuous improvement.

Other:

- Must possess a valid California Driver's License during the course of employment. Must provide appropriate automobile insurance as the position requires traveling by employee's own vehicle between campuses.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, kneel or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

WORK ENVIRONMENT

- Office environment
- Demanding timelines
- Subject to frequent interruptions and daily contact with staff and the public.
- May require evening and weekend availability for program oversight and community engagement.

SUPERVISION EXERCISED AND RECEIVED

Under the immediate direction of the Superintendent.

AGREEMENT FOR SPECIAL SERVICES BETWEEN LOCAL EDUCATION AGENCIES

This Agreement for Services ("Agreement") is made and entered into as of July 1, 2026 by and between the **Butte County Office of Education** ("BCOE") and **Palermo Union Elementary School District** ("AGENCY"), (together, "Parties").

The terms of this Agreement are as follows:

1. **Purpose.** The duties, obligations and agreements to provide the services under this Agreement are set forth in the attached **Exhibit "A"** ("Services").
2. **Term.** Services shall commence on July 1, 2026 and will continue until June 30, 2027, unless this Agreement is terminated and/or otherwise cancelled prior to that time.
3. **Payment.** Compensation shall be as set forth in **Exhibit "B"** as the proposed fee for Services.
4. **Termination.** Either party may, at any time, with or without reason, terminate this Agreement with a reasonable explanation. Written notice by the terminating party shall be sufficient to stop further provision of Services. Notice shall be deemed given when received by the non-terminating party or no later than three (3) days after the day of mailing, whichever is sooner.
5. **Additional Services.** In the event either Party requires services from the other Party in addition to those set forth in this Agreement, the Party requiring additional services shall compensate the other Party for costs incurred by those additional services. If either Party believes that additional services are necessary or desirable, that Party shall submit a written description of the additional services to the other Party, along with the reasons the additional services are required or reasonable, and the specific cost of the additional services. Such services shall be performed only after both Parties agree in writing to proceed with the additional services.
6. **Indemnification.** The AGENCY agrees to indemnify, defend, and hold harmless BCOE, its officers, agents and employees against any claim, liability, loss, injury or damage imposed on BCOE arising out of the AGENCY's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of BCOE, its officers, agents and employees. If obligated to indemnify, defend, or hold harmless BCOE under this Agreement, the AGENCY shall reimburse BCOE for all costs, attorney's fees, expenses and liabilities associated with any resulting legal action. The AGENCY shall seek BCOE approval of any settlement that could adversely affect the BCOE, its officers, agents or employees.

The BCOE agrees to indemnify, defend, and hold harmless AGENCY, its officers, agents and employees against any claim, liability, loss, injury or damage imposed on AGENCY arising out of the BCOE's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of AGENCY, its officers, agents and employees. If obligated to indemnify, defend, or hold harmless AGENCY under this Agreement, the BCOE shall reimburse AGENCY for all costs, attorney's fees, expenses and liabilities associated with any resulting legal action. The BCOE shall seek AGENCY approval of any settlement that could adversely affect the AGENCY, its officers, agents or employees.
7. **Insurance.** Each party shall procure and maintain at all times insurance with minimum limits as customary for that party's course of business.

8. **Anti-Discrimination.** It is the policy of the BCOE that in connection with all work performed under contracts there be no discrimination against any person engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore Program Region agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735.
9. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
10. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

If to BCOE:

Butte County Office of Education
Attn: Maryanne Taylor
1859 Bird Street
Oroville, CA 95965
Email: mtaylor@bcoe.org

If to AGENCY:

Palermo Union Elementary School District
Attn: Gary Rogers
7390 Bulldog Way
Palermo, CA 95968
Email: grogers@palermok8.org

Any notice personally given or sent by email transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective five (5) days after deposit in the United States mail.

11. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
12. **Assignment.** The obligations and/or interests of either party under this Agreement shall not be assigned or transferred in anyway without written consent from the other party.
13. **Arbitration.** The Parties agree that should any controversy or claim arise out of or relating to this Agreement they will first seek to resolve the matter informally for a reasonable period of time not to exceed forty-five (45) days. If the dispute remains, it shall be subject to mediation with a mediator agreed to by both parties and paid for by both parties, absent an agreement otherwise. If after mediation there is no resolution of the dispute, the parties agree to resolve the dispute by binding arbitration administered by the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules, and judgment on an arbitrator's award may be entered in any court having jurisdiction thereof.
- a. The Parties shall select one arbitrator pursuant to the AAA's Commercial Arbitration Rules.

- b. The arbitrator shall present a written, well-reasoned decision that includes the arbitrator's findings of fact and conclusions of law. The decision of the arbitrator shall be binding and conclusive on the Parties.
 - c. The arbitrator shall have no authority to award punitive or other damages not measured by the prevailing Party's actual damages, except as may be required by statute. The arbitrator shall have no authority to award equitable relief. Any arbitration award initiated under this clause shall be limited to monetary damages and shall include no injunction or direction to either Party other than the direction to pay a monetary amount. As determined by the arbitrator, the arbitrator shall award the prevailing Party, if any, all of its costs and fees. The term "costs and fees" includes all reasonable pre-award arbitration expenses, including arbitrator fees, administrative fees, witness fees, attorney's fees and costs, court costs, travel expenses, and out-of-pocket expenses such as photocopy and telephone expenses. The decision of the arbitrator is not reviewable, except to determine whether the arbitrator complied with sections (b) and (c) of this section.
14. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Butte County.
15. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
16. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
17. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
18. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
19. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as being jointly prepared by the Parties.
20. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.
21. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one

document.

22. Incorporation of Recitals and Exhibits. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date(s) indicated below.

BCOE:

Dated: _____

BUTTE COUNTY OFFICE OF EDUCATION

Signed By: _____

Print Name: Mary Sakuma

Title: Superintendent

AGENCY:

Dated: _____

PALERMO UNION ELEMENTARY SCHOOL
DISTRICT

Signed By: _____

Print Name: Gary Rogers

Title: Superintendent

MT

Exhibit "A"
Scope of Services

1. Classroom: PUESD agrees to host BCOE special education programs and provide the following services for 1 classroom at Helen Wilcox Elementary School room 24.
 - As per SELPA policy, PUESD will include all BCOE staff and students in PUESD's safety, fire and warning communication systems, provide access to general education curriculum as per IEPs and provide mainstream opportunities as per IEPs.
 - PUESD will notify BCOE one year in advance if they can no longer provide classroom space on their campus.
2. Custodial: PUESD will provide custodial services and supplies, maintenance, daily cleaning, utilities and garbage service for the 2026-2027 school year.
 - PUESD shall be responsible for all repairs and maintenance of the facilities, including repairing heating and ventilation system, roofing, electrical, plumbing and painting.
3. Speech: BCOE will provide speech services to this BCOE classroom.

Exhibit "B"
Fee for Services

1. Classroom: BCOE will pay PUESD \$10,500 per classroom.
 - 1 classroom at Helen Wilcox Elementary School (Rm 24).
 - This sum will be S-transferred from BCOE to PUESD by June 30, 2027.
2. Custodial: PUESD will provide custodial services and supplies, maintenance, daily cleaning, utilities and garbage service for the 2026-2027 school year.
 - PUESD shall be responsible for all repairs and maintenance of the facilities, including repairing heating and ventilation system, roofing, electrical, plumbing and painting.
3. Speech: BCOE will provide speech services to this BCOE classroom.

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. ~~Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.~~

Additionally, volunteers who are over 18 years of age and who interact with students outside of the immediate supervision and control of the student's parent/guardian or a school employee shall, as mandated reporters, receive the notification and training required of mandated reporters as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting.

A volunteer who is a mandated reporter shall make a report, as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting, whenever such volunteer has knowledge of or observes a child whom the volunteer knows or reasonably suspects has been the victim of child abuse or neglect.

Volunteers shall act in accordance with law, district policies and administrative regulations, including Board Policy and Administrative Regulation 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with employee negotiated agreements.

The Superintendent or designee shall establish procedures for determining whether volunteers possess

Policy
DISTRICT

PALERMO UNION ELEMENTARY SCHOOL

Adopted: February 11, 1988

Palermo, California

Revised: September 15, 2010, March 26, 2025

Community Relations
VOLUNTEER ASSISTANCE

BP 1240

the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

~~Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.~~

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Workers' Compensation Insurance

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district. (Labor Code 3364.5)

Legal Reference:

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814 Duty-free lunch periods

44815 Noncertificated supervision

45125 Fingerprinting requirements

45340-45349 Instructional aide act, especially:

45344.5 Instructional aide; proficiency in basic skills

45347 Instructional aides as classified employees

45349 Volunteers

45360-45367 Teacher aides

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

96100-96114 Academic Volunteer and Mentor Service Act of 1992

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

3364.5 Persons performing voluntary services for school districts

Policy

PALERMO UNION ELEMENTARY SCHOOL

DISTRICT

Adopted: February 11, 1988

Palermo, California

Revised: September 15, 2010, March 26, 2025

Community Relations
VOLUNTEER ASSISTANCE

BP 1240

PENAL CODE

290.4 *Information re sex offenders*

CODE OF REGULATIONS, TITLE 5

18168 *Personnel duties with infants and toddlers*

CODE OF REGULATIONS, TITLE 22

101170 *Criminal record clearance*

COURT DECISIONS

Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

ATTORNEY GENERAL OPINIONS

62 Ops. Cal. Atty. Gen. 325 (1979)

Policy
DISTRICT

PALERMO UNION ELEMENTARY SCHOOL

Adopted: February 11, 1988
Revised: September 15, 2010, March 26, 2025

Palermo, California

1. All volunteers may provide instructional and non-instructional assistance to certificated personnel in the performance of any school-related activity. These duties must be school sponsored or co-sponsored and include before and after school programs. Volunteers shall not assign grades to students. The District categorizes volunteers as either Level I or Level II. Below are the definitions:

Level I Volunteers are defined as follows:

- volunteers who have minimal interaction with students. Minimal interaction is defined as those volunteers who have direct student contact for less than fifteen hours per month and/or no one-on-one student contact (e.g. assisting with day field trips, one-time classroom presentations, fund raising and special events would still constitute minimal interaction).
- These volunteers will not be subject to Tuberculosis testing; however, an automated records check will be required to complete an application.

Level II Chaperones are defined as follows:

- volunteers who are expected to have more than minimal interaction with students;
- volunteers who have ongoing direct one-on-one or small group contact with students.

2. Before authorizing any person to serve as a Level I Volunteer, the Superintendent or designee shall conduct an automated records check to determine that the individual is not a registered sex offender (Penal Code 290). Volunteers shall be informed that the district is conducting this records search.
3. Prior to assuming a Level II Chaperone position working with students in a district-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. Student activity programs include, but are not limited to, overnight field trips, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club. (Education Code 49024)
4. Level II Chaperones, including parents/legal guardians, shall submit evidence that they are free from active tuberculosis at least once every four years pursuant to Education Code 49404.

Procedures

Regulation

Adopted: September 15, 2010

Revised: March 26, 2025

PALERMO UNION ELEMENTARY SCHOOL DISTRICT

Palermo, California

1. Parent/Legal Guardian Volunteer - Parents interested in volunteering will be provided with a volunteer application packet that is to be completed by the volunteer and submitted to the principal or administrative designee. The application packet will consist of an application form, supplemental questionnaire and a volunteer commitment/policies form. Once the packet has been completed, an automated records check will be conducted. The school will notify the volunteer that he/she has received clearance to begin volunteering.
|
2. The Human Resources department will be responsible for providing information regarding automated records checks and Tuberculosis testing.
|
3. All volunteers, including parents/legal guardians will be required to follow visitor procedures upon arrival at the school.
|
4. The principal shall monitor the use of volunteers at the site.



Volunteer Packet

Dear Volunteer,

We are pleased that you have decided to be a volunteer in the Palermo Union Elementary School District (PUESD)! As parents, grandparents, neighbors and community members, you have valuable ideas, talents and time to share with our students and our schools.

It is our belief that our volunteer programs are beneficial to everyone involved. Volunteers help foster stronger school/community relationships by creating a common ownership in the success of our schools, as well as demonstrating the importance of community service to our students. There are two types of volunteers: Level 1 and Level 2.

What is a Level 1 Volunteer?

Level 1 Volunteers are volunteers who have minimal interaction with students. Minimal interaction is defined as those volunteers who have direct student contact for less than 15 hours per month and/or no one-on-one student contact (e.g. assisting with day field trips, one-time classroom presentations, fund raising and special events would still constitute minimal interaction). These volunteers will not be subject to Tuberculosis testing; however, an automated records check will be required to complete an application.

What is a Level 2 Chaperone?

Level 2 Chaperones are volunteers who are expected to have more than minimal interaction with students. These volunteers have ongoing direct one-on-one or small group contact with students. Level 2 chaperones can work with students in a district-sponsored student activity programs. Student activity programs include, but are not limited to, overnight field trips, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club. Level 2 volunteers are also subject to: (1) fingerprint clearance, (2) Tuberculosis testing.

This packet includes:

- Volunteer Rules & Regulation
- Volunteer Code of Conduct
- Volunteer Registration Form
- Megan's Law Volunteer Screening Request

Please turn in your complete packet to the site which you want to volunteer. If you have any questions, please direct them to your school site.



Volunteer Rules & Regulations

Volunteer Definition

A volunteer is a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis. Volunteers shall work with students under the immediate supervision of certificated employees.

Authorized parents/guardians are not prohibited from visiting their child's classroom or school campus, if that visit is in compliance with Board policy, school rules and applicable law. A parent picking up their child from school or occasionally observing or visiting their child's school is not considered a volunteer.

Volunteer Categories and Requirements:

❖ Level 1 Volunteer

Have minimal interaction with students

- Minimal interaction is defined as directed student contact for less than fifteen hours per month and/or no one-on-one student contact
- Student contact includes, but is not limited to: assisting with day field trips, one-time classroom presentation, fundraising, or special events

Level 1 Volunteer Requirements:

- Complete Level 1 Volunteer Packet, which includes: Volunteer Code of Conduct, Volunteer Registration Form and Megan's Law Volunteer Screening Request

❖ Level 2 Chaperone

Have more than minimal interaction with students

- More than minimal interaction is defined as more than 15 hours per month, one-on-one student contact, and/or participate in a district-sponsored student activity program
- Student activity programs includes, but are not limited to: overnight field trips, scholastic programs, interscholastic programs, or extracurricular activities sponsored by the district or a school booster club

Level 2 Chaperone Requirements:

- Complete Mandated Reporter Training and Level 2 Volunteer Packet, which includes: Volunteer Code of Conduct, Volunteer Registration Form, Fingerprinting, and TB Test

Exclusion of Volunteers:

- ❖ Any person who is required to register as a sex offender shall not serve as a volunteer.
- ❖ Also, any person arrested for a serious or violent crime shall not serve as a volunteer in a child care or child development program.
- ❖ For any other conviction, the Superintendent or designee has the discretion to deny volunteer service depending on the nature of the conviction as it relates to the volunteer's duties.

Volunteer Identification:

- ❖ Volunteers are required to sign-in at the school site and follow any site volunteer procedure.



Volunteer Code of Conduct

- I. As a volunteer, your role and responsibilities in the school are unique:
 - Understand that your role is a supportive one. The teacher and principal are completely in charge. You must not be left in charge of a classroom.
 - Remember volunteers are only permitted to work with students on school grounds and under the supervision of certificated staff. Have no outside contact with an individual student unless authorized by administration or parents.
 - Maintain student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, and site administrator.
 - Use good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open.
 - Always use adult bathrooms.
 - Strictly follow volunteer guidelines and discipline practices. Physical discipline is absolutely prohibited. Ask the teacher and staff for assistance with problematic student behavior.
 - Report immediately to a staff person any physical abuse or sexual exploitive behavior towards a student.
- II. Volunteers take pride in being professional:
 - Maintain a constructive attitude. Don't make negative comments about the school, its personnel or the students to other volunteers or individuals outside the school.
 - Be prompt and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly. Students depend on volunteers even more, especially on field trips. Notify your school as soon as possible if you are late or absent.
 - Keep an accurate record of your attendance by signing in each day you volunteer.
 - Dress and act professionally.
 - Never be under the influence of drugs or alcohol when with students on or off school grounds.
 - Do not smoke on school grounds or at any time around students.
 - Do not lend money, contribute or solicit money for organizations while on school grounds. • Do not use the internet inappropriately by going to websites that are not conducive to a professional or educational environment.
 - Do not use cellphone in the classroom or at any time around students.
- III. Health and safety are always important:
 - Adhere to district, school, and classroom policies, rules, and regulations.
 - Refer any student in need of first aid or in need of any type of medication to the teacher or front office.
 - Learn and follow emergency drill procedures and all school rules.
 - Notify the principal of any accident you had on school grounds. A written form must be submitted to the principal within 24 hours.

I agree to adhere to the above code of conduct at all times when I am a volunteer at a PUESD school site or program. I understand that my volunteer status can be revoked at any time.

Signature

Date



MEGAN'S LAW VOLUNTEER SCREENING REQUEST FOR LEVEL 1 VOLUNTEER ONLY

Your request will be screened through the Megan's Law list posted through the Office of the State Attorney General. In order to complete the screening process, we ask that you complete the information below and return it to your school secretary. This form is considered confidential and will only be seen by the school secretary, principal, director of student services (or designated support staff), and the Law enforcement officials if necessary. This final list of approved parents may be shared with teachers, staff members, and parents who are responsible for volunteers.

Volunteer: _____
Last First Middle Initial

Date of Birth: _____

CA Driver License or I.D. Number: _____

Zip Code: _____

I authorize the Palermo Union Elementary School District to submit this information to the law enforcement officials if necessary to complete the volunteer screening process.

Signature _____

Date: _____

Relationship to Student: (please check one) ☐ Parent / Guardian ☐ Grandparent ☐ Aunt
☐ Other (please specify): _____ ☐ Uncle

FOR OFFICE USE ONLY

CLEARED: ☐ YES ☐ NO

Database checked on: _____

Initials: _____

School Year: _____ *Megan's Law clearance must be rechecked each school year for Level 1 Volunteers.*



Palermo

UNION ELEMENTARY SCHOOL DISTRICT

"Building the Foundation for Success"

VOLUNTEER INFORMATION RECORD:

Name _____
Last First Date of Birth

Address _____
Number and Street City State Zip

Home Telephone: _____ Mobile Telephone: _____

Email: _____

Volunteer Service Level To Be Performed: _____

Do you have children in this school district? Yes ☐ No ☐

If yes, please name: _____

LEVEL 1: Volunteer

No clearance testing required for this level.

*One-time projects; less than 15 hours per month

RESTRICTIONS - no unsupervised contact with students.

LEVEL 2: Chaperone

TB Test Date _____

Fingerprint Date _____

Mandated Reporter Date _____

*Regular or scheduled service generally between 16-20 hours per month

RESTRICTIONS - works under direct teacher supervision.

Please Note: A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer (Education Code 35021).

Have you ever been convicted of a felony or misdemeanor? _____

If yes, why were you convicted? _____

Volunteer Signature _____

Date _____

District Office Use Only

Megan's Law (Level 1 Only)

Clear? Yes No

Date: _____

Fingerprint Clearance

Completed? Yes No

Date: _____

Tuberculosis (TB)

Clear? Yes No

Date: _____

Administrator Signature: _____