



RESCUE UNION SCHOOL DISTRICT

2390 Bass Lake Road Rescue, CA 95672 (530) 677-4461 / FAX (530) 677-0719

www.rescueusd.org

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Tuesday, March 10, 2026 - 6:30 p.m. Open Session
Rescue District Office Board Room

The Public's health and wellbeing are the top priority for the Rescue Union School District Board of Trustees and all are urged to take all appropriate health safety precautions. To facilitate this process, there were two options to view and/or participate in this open session meeting: in person or via Zoom.

DISTRICT MISSION

Rescue Union School District, in partnership with families and the community, is dedicated to the success of every student by providing a challenging, comprehensive and quality education in a safe environment in which all individuals are respected, valued, connected and supported.

PLEASE NOTE:

These are provided as summary minutes. The audio recording of the meeting is available for review at: <http://www.rescueusd.org/School-Board/Agendas-Minutes/index.html>

CALL TO ORDER: Board President called the meeting to order at 5:30 p.m.

ROLL CALL:

- Michael Gordon, President
- Kim White, Vice President
- Michelle Bebout, Clerk
- Jamie Hunter, Member
- Michael Flaherty, Member
- Jim Shoemake, Superintendent and Board Secretary

PUBLIC COMMENT:

(Closed session agenda items only)

There were no comments concerning items on the Closed Session agenda.

CLOSED SESSION:

The Board adjourned to closed session to discuss matters of personnel, security, negotiations, student discipline, litigation, or other matters as authorized by Government Code Sections 3549.1, 54956.9, 54956.8, 54957, and 54957.6 and Education Code Sections 35146 and 48918.

Conference with Labor Negotiator - Discussion with the District's Superintendent, Jim Shoemake, and/or labor negotiators, Lisa Donaldson and Dustin Haley, regarding directions and issues in negotiations with Rescue Union Federation of Teachers (RUFT), California School Employees Association (CSEA), Confidential Staff, and Administrative Management.

OPEN SESSION:

Convened open session in the Boardroom at 6:33 p.m.

Welcome - The Board President provided an introduction to Board meeting proceedings.

Flag Salute - Board President led the flag salute.

1. Adoption of Agenda

(Consideration for Action)

Trustee White moved and Trustee Flaherty seconded to adopt the amended agenda. Motion passed 4-0.

REPORTS AND COMMUNICATION:

Closed Session Report - The Board president stated there was no report from Closed Session.

There were no public comments.

Superintendent's Report - The Superintendent provided a district-related presentation with highlights on the District's Culture of Excellence and Continuous Improvement, specifically naming efficiency measures taking place in the RUSD Human Resources Department. Superintendent Shoemake emphasized that the District aims to ground culture with caring, and named staff support as a priority both within and outside of RUSD. The District's Commitment to Community was featured as a tie-in, and special mention was made of our counselors who recently spent hours with a neighboring district's staff after a tragedy occurred involving one of their longtime employees.

There were no public comments.

Celebrating Excellence - Lakeview Elementary Principal Laurisa Stuart presented a report on the school site which briefly touched on staff positions and numbers. She introduced a group of the school's 4th-5th graders who spoke on STEM projects including a working prosthetic they designed and built for a plush toy animal. Also described with detail from a few young engineers was the school's robotics program. Slides were shown with pictures of small mobile robots that could be controlled by remote to navigate around obstacles and move items from place to place. A demonstration was given in the Boardroom with one they brought to the meeting. Lessons they learned were collaboration, working through challenges and trying multiple attempts when initial opportunities fail. One student said they valued the creativity in the process in selecting or conceiving a design, deciding how to execute it, and then figuring out and devising workarounds needed during the process.

There were no public comments.

GENERAL:

2. CSBA Delegate Assembly Election Ballot

(Consideration for Action)

The Superintendent recommended the Board of Trustees consider Misty diVittorio, Placerville Union School District Trustee, for CSBA Delegate Assembly. Each board may nominate as many individuals as it chooses.

There were no public comments.

Trustee Flaherty moved and Trustee Hunter seconded the Board vote as a whole for Misty diVittorio for CSBA Delegate Assembly. Motion passed 4-0.

HUMAN RESOURCES:

(Consideration for Action)

3. Resolution #26-01: Classified Personnel Reduction of Hours/Elimination of Positions

The Superintendent recommended the Board hear information on Resolution #26-01: Classified Personnel Reduction of Hours/Elimination of Positions, and consider the resolution for approval. Dustin Haley, Assistant Superintendent of Curriculum and Instruction, presented the resolution.

There were no public comments.

Trustee Hunter moved and Trustee Flaherty seconded to approve the District's Resolution #26-01: Classified Personnel Reduction of Hours/Elimination of Positions. Motion passed 4-0.

4. CSEA Negotiation Openers

(Consideration for Action)

The Superintendent recommended the Board of Trustees set the April 14, 2026 Board Meeting as the date and opportunity for public comment on CSEA negotiations openers for both CSEA and the Rescue Union School District.

There were no public comments.

Trustee Flaherty moved and Trustee Hunter seconded to approve the date of April 14, 2026 to agendize the CSEA Negotiation Openers for public comment.

BUSINESS AND FACILITIES:

(Consideration for Action)

5. Second Interim Budget Update

The Superintendent recommended the Board hear a report and approve the Rescue Union School District's Second Interim Budget. Lisa Donaldson, Assistant Superintendent of Business Services, presented the report.

There were no public comments.

Trustee White moved and Trustee Hunter seconded to approve the District's Second Interim Budget Update. Motion passed 4-0.

CONSENT AGENDA:

All matters listed under Consent Agenda are considered to be routine or sufficiently supported by prior or accompanying reference materials and information as to not require additional discussion. A motion as referenced below will enact all items. The Board President called for public comment on any of the items on the consent agenda. There were no public comments. Trustee Hunter moved and Trustee Flaherty seconded to approve all remaining consent items. Motion passed 4-0.

6. Regular Board Meeting Minutes - February 10, 2026 Regular Board Meeting Minutes (Materials Provided)

7. Study Session Minutes - February 24, 2026 Study Session Minutes (Materials Provided)

8. Human Resources - the District's long-range goal is to recruit a diverse, high quality staff with student focused goals and philosophies. Staffing changes occur periodically due to need for additional positions, resignations or leaves of absence. All positions listed are within current budget allocations (Materials Provided)

9. District Expenditure - Warrants must regularly be presented to the Board of Trustees for ratification.

Detailed warrant order listings are available at the District Office. The included supplement reflects expenditures from February 1, 2026 - February 28, 2026 (Materials Provided)

10. District Purchase Orders - Purchase orders must regularly be presented to the Board for ratification.

The supplement reflects expenditures from February 1, 2026 - February 28, 2026 (Materials Provided)

11. Administrative Regulation 3452: School Bus Drivers (Materials Provided)

12. Administrative Regulation/Board Policy 6163.2: Animals at School (Materials Provided)

13. Library Surplus Report (Materials Provided)

14. Proclamation: Occupational Therapist (OT) Month: annually observed in April (Materials Provided)

15. Proclamation: Paraprofessional Appreciation Day: annually observed on the first Wednesday in April (Materials Provided)

16. Proclamation: School Librarian Day: annually observed on April 4th (Materials Provided)

17. Safe School Plan - Lakeview Elementary (Materials Provided)

ADJOURNMENT: Trustee White moved to adjourn the meeting at 8:01 p.m.

Michelle Bebout, Clerk

Date

Michael Gordon, President

Date

RESCUE UNION SCHOOL DISTRICT

AGENDA: Certificated Personnel

RECOMMENDATION:

The Superintendent recommends the Board approve the following personnel actions.

BACKGROUND:

Periodically changes in administrative staffing occur due to hiring, promotions, resignations or requests for leaves of absence. The Board must formally approve these requests.

STATUS:

The following certificated personnel changes are listed on the agenda.

Name	Personnel Action	Position FTE	Position	School or Dept.	Effective Date
Randall, Melissa	Employment	1.0	Teacher	Pleasant Grove	08/10/2026
McLean-Morris, Heather	Employment – Temp	.50	ELD Teacher	Districtwide	08/10/2026
Bruno, Angela	Employment	1.0	Teacher	Lakeview	08/10/2026
Marz, Ann	Employment – Temp	.50	Teacher	Marina Village	08/10/2026

FISCAL IMPACT:

Fiscal impact will be reflected in the 2025-2026 budget.

BOARD GOALS:

Board Focus Goal III - STAFF SUPPORT

Attract and retain diverse, knowledgeable, dedicated individuals who are skilled and supported in their commitment to provide quality education for our students.

Reflected in LCAP GOAL(S) 1-2-3

RESCUE UNION SCHOOL DISTRICT

AGENDA ITEM: Classified Personnel

RECOMMENDATION:

The Superintendent recommends the Board approve the following personnel actions.

BACKGROUND:

Periodically changes in classified staffing occur due to hiring, resignations or requests for leaves of absence. The Board must formally approve these requests.

STATUS:

The following classified personnel changes are listed on the agenda:

Name	Personnel Action	Position FTE	Position	School or Dept.	Effective Date
Clark, Rebecca	Employment	.75	Itinerant Independence Facilitator	Jackson	3/16/2026
Constancio, Tina	Employment	1.0	Fiscal Analyst	District Office	3/9/2026
Moody, Madison	Employment	.3750	Yard Supervisor	Green Valley	3/3/2026
Scheftner, Michael	Employment	.3438	Yard Supervisor	Rescue	3/27/2026
Carlson, Michelle	New Position	.4888	Yard Supervisor	Lake Forest	3/13/2026
Campell, Sharna	Promotion	.75	Itinerant Independence Facilitator	Lake Forest	3/6/2026
Gentemann, Elissa	Promotion	.4375	Food Service Worker	Lakeview	3/23/2026
Campbell, Sharna	Resignation	.49	Yard Supervisor	Lake Forest	3/5/2026
Carlson, Michelle	Resignation	.3750	Yard Supervisor	Lake Forest	3/12/2026
Gentemann, Elissa	Resignation	.4688	Yard Supervisor	Lakeview	3/20/2026
Medeiros, Elizabeth	Resignation	1.0	Bus Driver Trainer	Transportation	3/2/2026
Lotempio, Emily	Site/Position Change	.3750	Yard Supervisor	Lake Forest	3/18/2026

FISCAL IMPACT:

Fiscal impact will be reflected in the 2025-2026 budget years.

BOARD GOAL:

Board Focus Goal III. STAFF SUPPORT

Attract and retain diverse, knowledgeable, dedicated individuals who are skilled and supported in their commitment to provide quality education for our students. Reflected in LCAP GOAL(S) 1-2-3

Vendor/Addr Remit name Date Description Tax ID num Deposit type ABA num Account num EE ES E-Term E-ExtRef
 Reg Reference Date FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH T9MPS Liq Amt Net Amount

107151/00 THE FARMERS MARKETPLACE
 195 ELM AVE
 AUBURN, CA 95603
 265686 PO-260665 02/20/2026 50480 1 13-5310-0-4710-0000-3700-000-0000-00-000 NN P 1,255.94 1,255.94
 265686 PO-260665 02/27/2026 50484 1 13-5310-0-4710-0000-3700-000-0000-00-000 NN P 1,156.12 1,156.12
 TOTAL PAYMENT AMOUNT 2,412.06 * 2,412.06

100001/00 VERIZON WIRELESS
 P O BOX 660108
 DALLAS, TX 75266-0108
 265453 PO-260429 6136379637 1/19-2/18 1 01-0000-0-5901-0000-7600-081-0000-00-000 NN P 583.50 * 583.50
 TOTAL PAYMENT AMOUNT 583.50 * 583.50

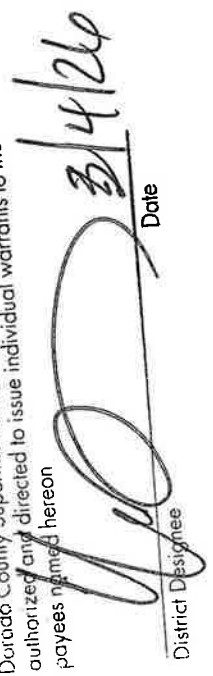
TOTAL BATCH PAYMENT 232,853.19 *** 0.00 232,853.19
 TOTAL USE TAX AMOUNT -32.33

TOTAL DISTRICT PAYMENT 232,853.19 **** 0.00 232,853.19
 TOTAL USE TAX AMOUNT -32.33

TOTAL FOR ALL DISTRICTS: 232,853.19 ***** 0.00 232,853.19
 TOTAL USE TAX AMOUNT -32.33

Number of checks to be printed: 58, not counting voids due to stub overflows.
 Number of zero dollar checks: 2, will be printed.
 closed: 0
 not closed: 2

Pursuant to Rescue Union School District Policy, the El Dorado County Superintendent of Schools is hereby authorized and directed to issue individual warrants to the payees named hereon


 District Designee
 Date 3/4/26

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH T9MPS	ABA num Account num	EE ES Liq Amt	E-Term E-ExtRef	Net Amount
					26,895.01 ****	0.00		26,895.01
					26,895.01 ****	0.00		26,895.01
								26,895.01

TOTAL DISTRICT PAYMENT 26,895.01
 TOTAL FOR ALL DISTRICTS: 26,895.01

Number of checks to be printed: 20, not counting voids due to stub overflows.
 Number of zero dollar checks: 1, will be printed.
 closed: 0
 not closed: 1

Pursuant to Rescue Union School District Policy, the El Dorado County Superintendent of Schools is hereby authorized and directed to issue individual warrants to the payees named hereon



 District Designee
 3/4/26
 Date

Vendor/Addr Remit name Description Tax ID num Deposit type ABA num Account num EE ES E-Term E-ExtRef
 Reg Reference Date 104508/00 TEESHIRTBAR
 606 BELHAVEN CT
 EL DORADO HILLS, CA 95762
 PV-260818 03/11/2026 INK1003379 PACER SHIRTS MV 01-9424-0-4300-1110-4200-000-0127-00-000 N7
 TOTAL PAYMENT AMOUNT 429.00 * 429.00

TOTAL BATCH PAYMENT	51,743.22 ***	0.00	51,743.22
TOTAL DISTRICT PAYMENT	51,743.22 ****	0.00	51,743.22
TOTAL FOR ALL DISTRICTS:	51,743.22 ****	0.00	51,743.22

Number of checks to be printed: 18, not counting voids due to stub overflows.
 Number of zero dollar checks: 3, will be printed.
 closed: 0
 not closed: 3

Pursuant to Rescue Union School District Policy, the El Dorado County Superintendent of Schools is hereby authorized and directed to issue individual warrants to the payees named hereon


 District Designee Date

Vendor/Addr Remit name Description Tax ID num Deposit type ABA num Account num EE ES E-Term E-ExtRef
 Req Reference Date FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH T9MPS Liq Amt Net Amount

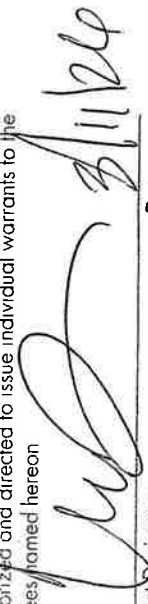
100001/00 VERIZON WIRELESS
 P O BOX 660108
 DALLAS, TX 75266-0108

265454 PO-260431 03/16/2026 6136912172 1 01-0000-0-5901-0000-7600-081-0000-00-000 NN P 80.16 80.16
 TOTAL PAYMENT AMOUNT 80.16 *

TOTAL BATCH PAYMENT 50,651.57 *** 0.00 50,651.57
 TOTAL DISTRICT PAYMENT 50,651.57 **** 0.00 50,651.57
 TOTAL FOR ALL DISTRICTS: 50,651.57 ***** 0.00 50,651.57

Number of checks to be printed: 28, not counting voids due to stub overflows.

Pursuant to Rescue Union School District Policy, the El Paso County Superintendent of Schools is hereby authorized and directed to issue individual warrants to the payees named herein



District Designee Date

Vendor/Addr Remit name Description Tax ID num Deposit type ABA num Account num EE ES E-Term E-ExtRef
 Req Reference Date 106229/00 VOYAGER SOPRIS LEARNING INC. FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH T9MPS Liq Amt Net Amount

106229/00 VOYAGER SOPRIS LEARNING INC.
 PO BOX 844615
 BOSTON, MA 02284-4615

265541 PO-260522 03/16/2026 Close per amanda 1 01-6266-0-5200-1110-1000-024-0000-00-000 NN C 2,045.00 0.00 0.00
 TOTAL PAYMENT AMOUNT 0.00 *

106393/00 WASTE CONNECTIONS OF CA INC
 DBA EL DORADO DISPOSAL
 4100 THROWITA WAY
 PLACERVILLE, CA 95667

265161 PO-260149 02/12/2026 01-01752807 1 01-0000-0-5806-0000-8210-084-0000-00-000 NN P 23.62 23.62 23.62
 TOTAL PAYMENT AMOUNT 23.62 *

105374/00 WAYNES LOCKSMITH INC
 669 PLACERVILLE DRIVE
 PLACERVILLE, CA 95667

265222 PO-260206 03/12/2026 i16043 1 01-8150-0-4300-0000-8110-085-0000-00-000 NN P 17.16 17.16 17.16
 TOTAL PAYMENT AMOUNT 17.16 *

105809/00 WEBSTER, LAURA
 (EMP REIMB)
 PO BOX 504
 GEORGETOWN, CA 95634

PV-260827 03/12/2026 THE UPS STORE - TOOL RETURN 01-0842-0-5902-0000-3600-083-0000-00-000 NN 95.20 95.20 95.20
 TOTAL PAYMENT AMOUNT 95.20 *

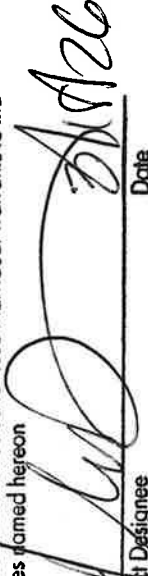
TOTAL BATCH PAYMENT 87,320.25 *** 0.00 87,320.25

TOTAL DISTRICT PAYMENT 87,320.25 **** 0.00 87,320.25

TOTAL FOR ALL DISTRICTS: 87,320.25 ***** 0.00 87,320.25

Number of checks to be printed: 58, not counting voids due to stub overflows.
 Number of zero dollar checks: 3, will be printed.
 closed: 0
 not closed: 3

Pursuant to Rescue Union School District Policy, the El Dorado County Superintendent of Schools is hereby authorized and directed to issue individual warrants to the payees named hereon


 District Designee Date

Vendor/Addr Remit name Date Description Tax ID num Deposit type ABA num Account num EE ES E-Term E-ExtRef
 Req Reference Date Description FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH T9MPS Liq Amt Net Amount

102673/00 UBEO WEST
 PO BOX 301062
 LOS ANGELES, CA 90030-1062
 265041 PO-260035 03/17/2026 CLOSE PER SANDIE 1 01-1100-0-4300-1110-1000-020-0000-90-000 NY C 0.00 * 36.72 0.00
 TOTAL PAYMENT AMOUNT 0.00 * 36.72 0.00

100354/00 WINBERG, MICHELLE
 (EMPL REIMB)
 129 WHITTING
 FOLSOM, CA 95630
 PV-260850 03/18/2026 COSTCO STAFF LUNCH 01-1100-0-4300-1110-1000-020-0000-90-000 NN 68.48
 PV-260850 03/18/2026 COSTCO STAFF LUNCH 01-1100-0-4300-1110-1000-020-0000-90-000 NN 29.64
 PV-260850 03/18/2026 WINCO GATOR STORE 01-1100-0-4300-1110-1000-020-0000-90-000 NN 17.10
 PV-260850 03/18/2026 COSTCO STAFF GATOR 01-1100-0-4300-1110-1000-020-0000-90-000 NN 78.29
 PV-260850 03/18/2026 SMART FINAL KINDNESS WEEK 01-1100-0-4300-1110-1000-020-0000-90-000 NN 26.98
 PV-260850 03/18/2026 WINCO KINDRESS WEEK 01-1100-0-4300-1110-1000-020-0000-90-000 NN 10.24
 TOTAL PAYMENT AMOUNT 230.73 * 230.73

TOTAL BATCH PAYMENT 12,058.52 *** 0.00 12,058.52
 TOTAL DISTRICT PAYMENT 12,058.52 **** 0.00 12,058.52
 TOTAL FOR ALL DISTRICTS: 12,058.52 ***** 0.00 12,058.52

Number of checks to be printed: 15
 Number of zero dollar checks: 10
 closed: 4
 not closed: 6

15

AM

Pursuant to Rescued Union School District Policy, the El Dorado County Superintendent of Schools is hereby authorized and directed to issue individual warrants to the payees named herein


 District Designee
 Date

Vendor/Addr Remit name Description Tax ID num Deposit type ABA num Account num EE ES E-Term E-ExtRef
 Req Reference Date FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH T9MPS Liq Amt Net Amount

106848/00 PIONEER UNION SCHOOL DISTRICT
 6862 MT. AUKUM RD.
 SOMERSET, CA 95684
 265741 PO-260717 03/06/2026 INV 260029 MV
 1 01-1100-0-5806-1110-1000-024-0000-94-000 NN F 165.00 165.00
 TOTAL PAYMENT AMOUNT 165.00 *

002883/00 PUSD (Oral Interpretation)
 PIONEER UNION SCHOOL DISTRICT
 6862 MT AUKUM ROAD
 SOMERSET, CA 95684-0000
 PV-260866 03/25/2026 INV 260030 RESCUE SCHOOL
 01-1100-0-5806-1110-1000-022-0000-92-000 NN 240.00 240.00
 TOTAL PAYMENT AMOUNT 240.00 *

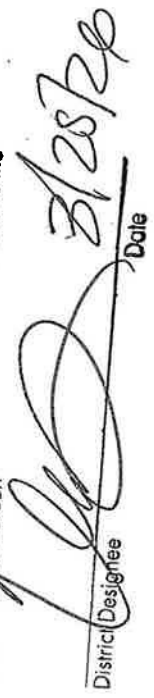
101193/00 STAPLES ADVANTAGE
 PO BOX 660409
 DALLAS, TX 75266-0409
 265599 PO-260573 03/20/2026 INC \$1500 PER COCO
 1 01-9421-0-4300-1110-1000-000-00-000 NN C 55.24 0.00
 265599 PO-260573 03/20/2026 INC \$1500 PER COCO
 1 01-9421-0-4300-1110-1000-000-00-000 NN O -1,555.24 0.00
 TOTAL PAYMENT AMOUNT 0.00 *

101546/00 VICINI INC, JOE
 PO BOX 206
 PLACERVILLE, CA 95667
 PV-260867 03/25/2026 INV 30181 MV ASPHALT PATCH
 01-8150-0-5610-0000-8110-085-0000-00-000 NN 1,408.00 1,408.00
 TOTAL PAYMENT AMOUNT 1,408.00 *

TOTAL BATCH PAYMENT 29,570.45 *** 0.00 29,570.45
 TOTAL DISTRICT PAYMENT 29,570.45 **** 0.00 29,570.45
 TOTAL FOR ALL DISTRICTS: 29,570.45 ***** 0.00 29,570.45

Number of checks to be printed: 16, not counting voids due to stub overflows.
 Number of zero dollar checks: 3, will be printed.
 closed: 0
 not closed: 3

Pursuant to Rescue Union School District Policy, the El Dorado County Superintendent of Schools is hereby authorized and directed to issue individual warrants to the payees named hereon


 District Designee Date

Vendor/Addr	Remit name	Date	Description	Tax ID num	Deposit type	FD	RESC	Y	OBJT	GOAL	FUNC	LC1	LOC2	L3	SCH	T9MPS	EE	ES	E-Term	E-ExtRef	
Req Reference																					Net Amount

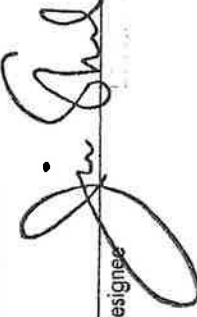
TOTAL DISTRICT PAYMENT	62,197.64	****	0.00																		62,197.64
TOTAL USE TAX AMOUNT																					87.47

TOTAL FOR ALL DISTRICTS:	62,197.64	****	0.00																		62,197.64
TOTAL USE TAX AMOUNT																					87.47

16 APR

Number of checks to be printed: 15, not counting voids due to stub overflows.
 Number of zero dollar checks: 4, will be printed.
 closed: 0
 not closed: 4

Pursuant to Rescue Union School District Policy, the El Dorado County Superintendent of Schools is hereby authorized and directed to issue individual warrants to the payees named hereon


 District Designee _____ Date _____

015 RESCUE UNION SCHOOL DISTRICT J70254
0077 03_30_2026 AH

ACCOUNTS PAYABLE PRELIST
BATCH: 0077 0077 03_30_2026 AH

APY500 L-00.25 03/27/26 13:49 PAGE 1
<< Held for Audit >>

Vendor/Addr Remit name Description
102817/00 MULTI HEALTH SYSTEMS INC
C/O T60002
PO BOX 66512
CHICAGO, IL 60666-0512

Tax ID num Deposit type ABA num Account num EE ES E-Term E-ExtRef
FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH T9MPS Liq Amt Net Amount

265737 PO-260713 02/10/2026 SIP00611456 1 01-6500-0-4300-5001-3120-063-0000-00-000 NN P 300.00 300.00
TOTAL PAYMENT AMOUNT 300.00 * 300.00 300.00

TOTAL BATCH PAYMENT 300.00 *** 0.00 300.00
TOTAL DISTRICT PAYMENT 300.00 **** 0.00 300.00
TOTAL FOR ALL DISTRICTS: 300.00 **** 0.00 300.00

Am

Number of checks to be printed: *1*, not counting voids due to stub overflows.

Pursuant to Rescue Union School District Policy, the El Dorado County Superintendent of Schools is hereby authorized and directed to issue individual warrants to the payees named hereon

[Signature]
District Designee
Date 3/27/2027

P. O. #	VENDOR NAME	DESCRIPTION	AMOUNT	SITE NAMES
01	GENERAL FUND			
260744	AMAZON CAPITAL SERVICES INC	Open PO for Fundraiser	5,000.00	Lakeview
260738	APPLE COMPUTER INC	iPad mini replac-Oliver Talker	485.55	DISTRICTWIDE SERVICES
260739	APPLE COMPUTER INC	iPad - Jim Shoemake	1,504.43	DISTRICTWIDE SERVICES
260768	APPLE COMPUTER INC	iPad mini - Cavan Dougan	485.55	DISTRICTWIDE SERVICES
260772	BIG O TIRES NO 5100	Open PO for 2025-2026	2,500.00	Transportation
260767	BLUM, CHRISTINA	Legal Settlement Parent Reimb.	4,000.00	Student Support Services
260740	BORDERLAN SECURITY	Linewize - 3 year renewal	59,527.50	DISTRICTWIDE SERVICES
260756	CAROLINA BIOLOGICAL SUPPLY	J - TWIG Sci butterfly vouchers	316.60	DISTRICTWIDE SERVICES
260762	CAROLINA BIOLOGICAL SUPPLY	LV-TWIG Sci butterfly vouchers	158.30	DISTRICTWIDE SERVICES
260752	CMC NEPTUNE LLC	Renewal through 7/14/2027	861.66	DISTRICTWIDE SERVICES
260743	CROWN AWARDS	Order 15662550/promotion Award	140.46	Pleasant Grove Middle School
260761	CROWN AWARDS	8th Grd Promotion Awards	405.72	Pleasant Grove Middle School
260742	CRUSADER FENCE CO LLC	Open PO for 2025-2026	2,000.00	Maintenance
260748	DAVE BANG ASSOCIATES	R - New Glide Slide	2,219.65	Maintenance
260747	DAWSON'S FLOOR FASHIONS	R - Vinyl Sheeting-bathrooms	4,758.27	Maintenance
260750	ERGOTRON INC	Timer Mod Replacements (4)	492.08	DISTRICTWIDE SERVICES
260776	EVERJADE MEDICAL	Y- Style ChestVest for Student	399.40	Student Support Services
260765	FOLLETT CONTENT SOLUTIONS LLC	Library Books	1,217.22	Rescue School
260755	FOLLETT SOFTWARE LLC	LV - Library barcodes	134.45	DISTRICTWIDE SERVICES
260773	GOLDEN GATE ASSESSMENT	Independent Educational Eval	4,500.00	DISTRICTWIDE SERVICES
260770	HIGH SIERRA GLASS	Open PO for 2025-2026	2,000.00	Transportation
260758	IMAGINE LEARNING LLC	Sunday STUDENT NOTEBOOKS	589.88	Student Support Services
260775	K2 TROPHIES AND AWARDS	End of year medals, 8th grade	450.87	Marina Village School
260769	LANGUAGE WORLD SERVICES INC	Interpretation Services	230.00	Student Support Services
260754	MAES, ANGELA	Parent Reimb-Legal Settlement	5,800.00	Student Support Services
260753	MAR-CAL	Health Office Cumulative Folder	200.00	Lakeview
260771	METADOT CORPORATION	Mojo renewal	1,609.20	DISTRICTWIDE SERVICES
260745	MID AMERICA BOOKS	Library books	210.62	Rescue School
260774	MUSIC TO GROW ON	NPA ISA	1,500.00	DISTRICTWIDE SERVICES
260764	OTC BRANDS INC	Open PO Oriental Trading 25-26	100.00	Pleasant Grove Middle School
260766	PETA PEOPLE FOR THE ETHICAL	Kind Frog - 7th Grd Science	321.75	Pleasant Grove Middle School
260746	PRO WEST WALL PRODUCTS INC	PG - Bathroom door hardware	1,565.87	Maintenance
260741	S & K THEATRICAL DRAPERIES INC	PG - New Curtains for Stage	6,985.96	Maintenance
260751	SOFTCHOICE CORPORATION	CAMSA EES / FAC Initial Order	1,230.00	DISTRICTWIDE SERVICES
260757	SOFTCHOICE CORPORATION	CAMSA	1,710.00	DISTRICTWIDE SERVICES
260763	SWEETWATER SOUND INC	Valve Trombone / Music	1,950.88	Pleasant Grove Middle School
260760	TAYLOR MUSIC INC	Alto Sax Purchase	749.68	Pleasant Grove Middle School
260759	WHITEBOX LEARNING FLINN	8th science	618.89	Marina Village School
		TOTAL FUND	118,930.38	

35 SCHOOL FACILITIES FUND

P.O.#	VENDOR NAME	DESCRIPTION	AMOUNT	SITE NAMES
260749	VICINI INC, JOE	MV - Trenching	16,985.00	Maintenance
		TOTAL FUND	16,985.00	
		TOTAL DISTRICT	135,915.38	

FUND	AMOUNT
01 GENERAL FUND	118,930.38
35 SCHOOL FACILITIES FUND	16,985.00
TOTAL DISTRICT	135,915.38

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

To: Dr. Ed Manansala, Superintendent of Schools

District: Rescue Union School District

Person Completing Form: Christina Mason, Assistant to the Superintendent

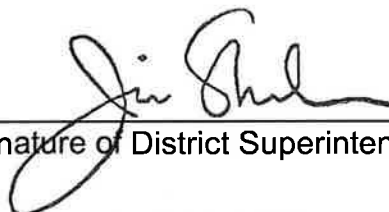
- Quarterly Report Submission Date:
- January 2026
 - April 2026
 - July 2026
 - October 2026

Date information to be publicly reported at governing board meeting: April 14, 2026

Please check the box that applies:

- No complaints were filed with a district school during the quarter ending in the month indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the complaint nature and resolution.

Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
TOTALS			



Signature of District Superintendent

April 14, 2026
Date

**PROCLAMATION OF
THE RESCUE UNION SCHOOL DISTRICT
REGARDING NATIONAL SCHOOL BUS DRIVERS DAY**

WHEREAS, each year on the fourth Tuesday in April, the nation officially recognizes school bus drivers for continued, excellent service to youth, and our drivers are deserving of special public recognition and the highest commendation; and

WHEREAS, this day is an opportunity to recognize and appreciate the hard work and dedication of school bus drivers who safely transport students to and from school; and

WHEREAS, our bus drivers are often the very first and last school employee to support students, providing a positive impact to students as they begin and end each day; and

WHEREAS, school bus drivers exhibit patience and kindness towards students, parents, and school staff; and

WHEREAS, personal time and energy are expended by school bus drivers in obtaining training, maintaining current licensing, perfecting skills, and keeping abreast of current school bus laws through continuing education course work; and

WHEREAS, weather and road conditions, student passengers, and other motorists can create special challenges to drivers as they carry out their duties; and

WHEREAS, school bus drivers consistently demonstrate an awareness of and direct attention to the mechanical maintenance of the school bus and safety conditions of school bus routes; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Rescue Union School District hereby proclaims the fourth Tuesday of April as "School Bus Drivers Day."

BE IT FURTHER RESOLVED that the Board of Trustees recognizes the contributions of school bus drivers and commends them for their dedicated service to the students in the Rescue Union School District.

PASSED AND ADOPTED forthwith by the Rescue Union School District Board of Education on this 14th day of April, 2026.

**PROCLAMATION OF
THE RESCUE UNION SCHOOL DISTRICT REGARDING
ADMINISTRATIVE PROFESSIONALS WEEK AND
ADMINISTRATIVE PROFESSIONALS DAY**

WHEREAS, Administrative Professionals Week gives an opportunity for members of the Administrative Support staff to be recognized for all their dedication and hard work; and

WHEREAS, Administrative Professionals Week is the last full week of April each year and Administrative Professionals Day is observed the Wednesday of this week; and

WHEREAS, this week and day of honor are observed globally as a way to show appreciation and support for all administrative support personnel; and

WHEREAS, by performing their duties with skill, courtesy, and professionalism, administrative professionals in Rescue Union School District contribute significantly and strive for excellence in all areas relative to the educational community; and

WHEREAS, administrative professionals are vital contributors in today's team-oriented work environment and are key front-line public relations ambassadors for their organizations, and

WHEREAS, the work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities, and most importantly, having the willingness to learn and accept new challenges, and

WHEREAS, the District is extremely proud of our talented and highly skilled Administrative Professional staff and officially recognize and appreciate their hard work, support and continued professional growth;

NOW, THEREFORE, BE IT RESOLVED that the Rescue Union School District Board of Education hereby recognizes and wishes to honor the contributions of our Administrative Professionals to quality education in the Rescue Union School District and declares the last full week of April as Administrative Professionals Week, and Wednesday in the last full week of April as Administrative Professionals Day.

PASSED AND ADOPTED forthwith by the Rescue Union School District Board of Education on this 14th day of April, 2026.

**PROCLAMATION OF THE RESCUE UNION SCHOOL
DISTRICT REGARDING NATIONAL SCHOOL
PRINCIPALS DAY**

WHEREAS, each year, the first day of May is designated National School Principals Day in recognition of school principals and vice principals, for their steadfast commitment to ensuring that every student receives a quality education; and

WHEREAS, it is imperative to acknowledge and appreciate the hard work, dedication, and leadership of principals and vice principals, across grade levels, who are vital to the success of schools; and

WHEREAS, principals and vice principals are responsible for the day-to-day operation of their schools, which includes leading instructional programs, managing educational initiatives, and building relationships with students, teachers, parents, and community partners to achieve excellence; and

WHEREAS, principals and vice principals work diligently to establish a positive culture and climate in their schools and provide a supportive and safe school environment where students learn, grow, and thrive; and

WHEREAS, principals and vice principals are the backbone of a school, implementing their vision to provide a positive and successful environment for students and teachers; and

WHEREAS, we are very proud of our principals and vice principals and sincerely appreciate their ongoing efforts to “prepare all students for a successful future” in Rescue Union School District, and to promote the importance and value of public school education in our community,

NOW, THEREFORE, BE IT RESOLVED that the Rescue Union School District Board of Trustees is pleased to join other boards of education across the United States in proclaiming May 1st as National Principals Day.

PASSED AND ADOPTED forthwith by the Rescue Union School District Board of Education on the 14th day of April, 2026.

**PROCLAMATION OF
THE RESCUE UNION SCHOOL DISTRICT
REGARDING NATIONAL SCHOOL LUNCH HERO DAY**

WHEREAS, the first Friday in May is annually designated as School Lunch Hero Day; and

WHEREAS, School Lunch Hero Day is an opportunity for all of us to recognize the hardworking school nutrition professionals across our district; and

WHEREAS, the staff of Rescue Union School District Food & Nutrition Services is committed to providing healthy, balanced meals to the district's students so they are ready to learn; and

WHEREAS, the District's Food and Nutrition Services staff who plan, prepare and serve school meals help nurture our students through their regular interaction and support; and

WHEREAS, their efforts and service to our children in daily contributions to overall well-being are extremely important; and

WHEREAS, these professionals are valued staff who take pride in ensuring that they provide the necessary sustenance for active children so they are properly nourished; and

WHEREAS, the District's Food and Nutrition Services staff are partners in our schools and care about the meals they serve, the orderly process of distribution and the maintenance of our cafeteria facilities; and

WHEREAS, we applaud the tireless work of our school nutrition professionals to make healthful meals an essential and prioritized part of the school day; and

WHEREAS, Rescue Union School District expresses its deep appreciation to these valuable employees and commends their excellent work on behalf of the district's students;

NOW, THEREFORE, BE IT RESOLVED that the Rescue Union School Board does hereby proclaim the first Friday in May as School Lunch Hero Day.

PASSED AND ADOPTED forthwith by the Rescue Union School District Board of Education on this 14th day of April, 2026.

**PROCLAMATION OF
THE RESCUE UNION SCHOOL DISTRICT
REGARDING TEACHER APPRECIATION WEEK**

WHEREAS, National Teacher Appreciation Week is typically proclaimed for the first full week of May each year, with National Teacher Day falling on the Tuesday of that week, and the California Day of the Teacher falling on May 13, 2026; and

WHEREAS, quality public education is vital to the quality of life for all citizens and communities; and

WHEREAS, our country's future depends upon providing excellent education to all students; and

WHEREAS, teachers spend countless hours preparing lessons, teaching, evaluating progress, counseling and coaching students and performing community service; and

WHEREAS, teachers in all learning environments help students grow their talents, pursue their interests, and support their needs, equipping them to lead successful and fulfilling lives; and

WHEREAS, teachers are trusted, respected professionals who must be supported in doing their best work and providing innovative learning experiences that serve all students; and

WHEREAS, teachers, who oftentimes know their students best, must be empowered to work together to do what is right for each student, regardless of a child's zip code, income, or background; and

WHEREAS, the success of dedicated teachers in helping students realize their limitless potential dictates the future of our communities; and

WHEREAS, every person knows a great teacher who made the difference in their life or in the life of a loved one, and we thank those educators during Teacher Appreciation Week; and

WHEREAS, our community recognizes and supports its teachers in educating its children;

NOW, THEREFORE, the Rescue Union School District Board of Trustees proclaims the first full week of May as Teacher Appreciation Week, and the Tuesday that week as Teacher Appreciation Day;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Trustees strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers for their dedication and devotion to their work.

PASSED AND ADOPTED by the Rescue Union Board of Education on this 14th day of April, 2026.

**PROCLAMATION OF
THE RESCUE UNION SCHOOL DISTRICT
REGARDING NATIONAL NURSES WEEK AND SCHOOL NURSE DAY**

WHEREAS, National Nurses Week is observed the week of May 6-12 each year, and School Nurse Day is celebrated on the Wednesday of this week; and

WHEREAS, students represent the future, and by investing in their health today, we help shape a better world for tomorrow; and

WHEREAS, families deserve to feel confident that their children will be cared for while at school; and

WHEREAS, all students have a right to have their health needs safely met in the school setting; and

WHEREAS, students today face complex and life-threatening health problems at school; and

WHEREAS, school nurses have served a critical role in improving public health and in ensuring student's academic success for more than 100 years; and

WHEREAS, school nurses act as a liaison to the school community, families, and health care providers on behalf of children's health by promoting wellness and improving health outcomes for children; and

WHEREAS, school nurses support the health and educational success of children and youth by providing access to care when children's cognitive development is at its peak; and

WHEREAS, school nurses are members of school-based teams to address student needs; and

WHEREAS, school nurses understand the link between health and learning and are in a position to make a positive difference for children every day;

NOW, THEREFORE, BE IT RESOLVED that Rescue Union School District does hereby honor the week of May 6-12 each year as National Nurses Week, and celebrates the Wednesday of that week as School Nurse Day.

PASSED AND ADOPTED by the Rescue Union Board of Education on this 14th day of April, 2026.

Policy 4119.21: Professional Standards**Status:** DRAFT**Original Adopted Date:** 10/13/2009 | **Last Revised Date:** 04/10/2018 | **Last Reviewed Date:** 04/14/2026

The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

Inappropriate Conduct

The Board prohibits inappropriate conduct between employees, adult volunteers, and district contractors and between adults employed, volunteering, or under contract with the district. (Education Code 32100)

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity. Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

15. Other conduct prohibited in Board Policy 4119.24/4219.24/4319.24 - Maintaining Student Appropriate Adult-

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

Policy Reference These references are not intended to be part of the policy itself, nor do they indicate the basis or for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject of the policy.

State	Description
5 CCR 80300	Committee of credentials; definitions
5 CCR 80303	Reports of change in employment status; alleged misconduct
5 CCR 80331-80338	Rules of conduct for professional educators
Bus. Code 25608	Alcohol on school property; use in connection with instruction
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32100	Professional boundaries between adults and students and the safety of learning environments
Ed. Code 44010	Sex offense; definition
Ed. Code 44011	Controlled substance offense; definition
Ed. Code 44050	Employee code of conduct; interaction with students
Ed. Code 44420-44440	Revocation and suspension of credentials
Ed. Code 44811	Disruption of classwork or extracurricular activities
Ed. Code 44932	Grounds for dismissal of permanent employees
Ed. Code 44939.5	Certificated applicant screening
Ed. Code 48980	Parent/Guardian notifications
Ed. Code 49060-49070	Student records
H&S Code 104559	Tobacco use prohibition

State

Pen. Code 11164-11174.4

Pen. Code 270-273.76

Pen. Code 311-312.7

Federal

20 USC 1232g

34 CFR 99.1-99.8

Management Resources

CA School Employees Association

Publication
Commission on Teacher Credentialing

Publication
Commission on Teacher Credentialing

Publication
Commission on Teacher Credentialing

Publication
National Policy Board for Educational

Administration
National Education Association Publication

Website

Website

Website

Website

Website

Website

Website

Website

Website

Website

Website

WestEd Publication

Cross References

0200

0410

0420.4

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0420.41

0420.41-E PDF(1)

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0450

1113

1113

1114

Description

[Child Abuse and Neglect Reporting Act](#)

Abandonment and neglect of children

Obscene matter

Description

[Family Educational Rights and Privacy Act \(FERPA\) of 1974](#)

[Family Educational Rights and Privacy Act](#)

Description

[Code of Ethics, 1954](#)

[California Professional Standards for Education Leaders, 2014](#)

[California Professional Standards for Educational Leaders, February 2014](#)

[California Standards for the Teaching Profession \(CSTP\), April 2024](#)

[Professional Standards for Educational Leaders, 2015](#)

[Code of Ethics for Educators, 2020](#)

[National Education Association](#)

[CSBA District and County Office of Education Legal Services](#)

[Council of Chief State School Officers](#)

[California Federation of Teachers](#)

[California School Employees Association](#)

[California Teachers Association](#)

[Commission on Teacher Credentialing](#)

[Association of California School Administrators](#)

[WestEd](#)

[California Department of Education](#)

[CSBA](#)

[Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2015](#)

Description

[Goals For The School District](#)

[Nondiscrimination In District Programs And Activities](#)

[Charter School Authorization](#)

[Charter School Authorization](#)

[Charter School Oversight](#)

[Charter School Oversight](#)

[Comprehensive Safety Plan](#)

[Comprehensive Safety Plan](#)

[District And School Websites](#)

[District And School Websites](#)

[District-Sponsored Social Media](#)

Cross References

	Description
1114	<u>District-Sponsored Social Media</u>
1240	<u>Volunteer Assistance</u>
1240	<u>Volunteer Assistance</u>
1312.1	<u>Complaints Concerning District Employees</u>
1312.1	<u>Complaints Concerning District Employees</u>
1312.1-E PDF(1)	<u>Complaints Concerning District Employees - Complaint Concerning District Employee</u>
1313	<u>Civility</u>
2111	<u>Superintendent Governance Standards</u>
3513.3	<u>Tobacco-Free Schools</u>
3513.3	<u>Tobacco-Free Schools</u>
3513.4	<u>Drug And Alcohol Free Schools</u>
3515.2	<u>Disruptions</u>
3515.2	<u>Disruptions</u>
3515.7	<u>Firearms On School Grounds</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
4020	<u>Drug And Alcohol-Free Workplace</u>
4040	<u>Employee Use Of Technology</u>
4040	<u>Employee Use Of Technology</u>
4040-E PDF(1)	<u>Employee Use Of Technology</u>
4111	<u>Recruitment And Selection</u>
4112	<u>Appointment And Conditions Of Employment</u>
4112.2	<u>Certification</u>
4112.2	<u>Certification</u>
4112.41	<u>Employee Drug Testing</u>
4112.41	<u>Employee Drug Testing</u>
4112.42	<u>Drug And Alcohol Testing For School Bus Drivers</u>
4112.42	<u>Drug And Alcohol Testing For School Bus Drivers</u>
4112.5	<u>Criminal Record Check</u>
4112.5-E PDF(1)	<u>Criminal Record Check</u>
4112.6	<u>Personnel Files</u>
4113.5	<u>Working Remotely</u>
4115	<u>Evaluation/Supervision</u>
4115	<u>Evaluation/Supervision</u>
4116	<u>Probationary/Permanent Status</u>
4116	<u>Probationary/Permanent Status</u>
4117.7	<u>Employment Status Reports</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>

Cross References

4119.1
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Description

[Civil And Legal Rights](#)
[Sexual Harassment](#)
[Sexual Harassment](#)
[Dress And Grooming](#)
[Unauthorized Release Of Confidential/Privileged Information](#)
[Political Activities Of Employees](#)
[Political Activities Of Employees](#)
[Temporary/Substitute Personnel](#)
[Temporary/Substitute Personnel](#)
[Staff Development](#)
[Staff Development](#)
[Publication Or Creation Of Materials](#)
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[Unauthorized Release Of Confidential/Privileged Information](#)
[Political Activities Of Employees](#)
[Political Activities Of Employees](#)
[Staff Development](#)
[Staff Development](#)
[Publication Or Creation Of Materials](#)
[Nonschool Employment](#)

Cross References

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Description[Employee Security](#)[Employee Security](#)[Recruitment And Selection](#)[Employee Drug Testing](#)[Employee Drug Testing](#)[Drug And Alcohol Testing For School Bus Drivers](#)[Criminal Record Check](#)[Criminal Record Check](#)[Personnel Files](#)[Working Remotely](#)[Evaluation/Supervision](#)[Employment Status Reports](#)[Civil And Legal Rights](#)[Sexual Harassment](#)[Sexual Harassment](#)[Dress And Grooming](#)[Unauthorized Release Of Confidential/Privileged Information](#)[Political Activities Of Employees](#)[Political Activities Of Employees](#)[Staff Development](#)[Publication Or Creation Of Materials](#)[Nonschool Employment](#)[Employee Security](#)[Employee Security](#)[Child Abuse Prevention And Reporting](#)[Child Abuse Prevention And Reporting](#)[Safety](#)[Safety](#)[Nondiscrimination/Harassment](#)[Nondiscrimination/Harassment](#)[Test Integrity/Test Preparation](#)[Use Of Copyrighted Materials](#)[Use Of Copyrighted Materials](#)[Facilities Master Plan](#)

Policy 4119.24: Maintaining Appropriate Adult-Student Interactions**Status:** DRAFT**Original Adopted Date:** Pending | **Last Reviewed Date:** 04/14/2026

For purposes of this policy employees include interns, volunteers, contractors, and other persons with an employment relationship with the district.

The Governing Board desires to provide a safe and positive school environment that promotes the learning, engagement, safety, and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting, in accordance with this policy and Board Policy 4119.21/4219.21/4319.21 - Professional Standards. Such adults shall not engage in threatening, unsafe, unlawful, or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety. Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district websites. (Education Code 44050)

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students.

The Board prohibits inappropriate conduct between employees and students. (Education Code 32100)

Inappropriate employee conduct includes, but is not limited to:

1. Initiating inappropriate physical contact
2. Attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature
3. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
4. Being alone with a student outside of the view of others
5. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent
6. Maintaining personal contact with a student during or outside the school day that has no legitimate educational purpose, by phone, letter, text message, social media internet platforms, electronic communications, or other means of communication, without including the student's parent/guardian In accordance with Board Policy/Administrative Regulation 4040 - Employee Use of Technology, employees shall use district equipment or technological resources, when available, when communicating electronically with students. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.
7. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee
8. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
9. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames

to individual students

10. Addressing a student in an overly familiar manner, such as by using a term of endearment
11. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
12. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
13. Transporting a student in a personal vehicle without prior authorization
14. Encouraging students to confide personal or family problems and/or relationships
15. Disclosing personal, family, or other private matters to students or sharing personal secrets with students
16. Engaging in any conduct that endangers or threatens to endanger students, including, but not limited to, physical violence or threats of violence
17. Engaging in harassing or discriminatory behavior towards students, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
18. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
19. Using profane, obscene, or abusive language against students

Violations of Policy

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Board prohibits retaliation against anyone who reports a violation of this policy. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. Additionally, the Superintendent or designee may also notify law enforcement as appropriate.

Policy Reference These references are not intended to be part of the policy itself, nor do they indicate the basis or for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject of the policy.

State	Description
5 CCR 80303	Reports of change in employment status; alleged misconduct
5 CCR 80304	Notice of sexual misconduct
Ed. Code 32100	Professional boundaries between adults and students and the safety of learning environments
Ed. Code 44030.5	Reporting change in employment status due to alleged misconduct
Ed. Code 44050	Employee code of conduct; interaction with students
Ed. Code 44242.5	Reports and review of alleged misconduct
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 48980	Parent/Guardian notifications
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act

Management Resources

Website

Cross References

0420.4
0420.4
0420.41
0420.41-E PDF(1)
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4112.5
4112.5-E PDF(1)
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4212.5-E PDF(1)
4212.6
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4219.21
4219.21-E PDF(1)
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4312.5
4312.5-E PDF(1)
4312.6
4319.21
4319.21-E PDF(1)

Description

[CSBA District and County Office of Education Legal Services](#)

Description

[Charter School Authorization](#)
[Charter School Authorization](#)
[Charter School Oversight](#)
[Charter School Oversight](#)
[Comprehensive Safety Plan](#)
[Comprehensive Safety Plan](#)
[Volunteer Assistance](#)
[Volunteer Assistance](#)
[Employee Use Of Technology](#)
[Employee Use Of Technology](#)
[Employee Use Of Technology](#)
[Recruitment And Selection](#)
[Appointment And Conditions Of Employment](#)
[Criminal Record Check](#)
[Criminal Record Check](#)
[Personnel Files](#)
[Probationary/Permanent Status](#)
[Probationary/Permanent Status](#)
[Professional Standards](#)
[Professional Standards](#)
[Temporary/Substitute Personnel](#)
[Temporary/Substitute Personnel](#)
[Recruitment And Selection](#)
[Appointment And Conditions Of Employment](#)
[Criminal Record Check](#)
[Criminal Record Check](#)
[Personnel Files](#)
[Probationary/Permanent Status](#)
[Dismissal/Suspension/Disciplinary Action](#)
[Professional Standards](#)
[Professional Standards](#)
[Recruitment And Selection](#)
[Criminal Record Check](#)
[Criminal Record Check](#)
[Personnel Files](#)
[Professional Standards](#)
[Professional Standards](#)

Cross References

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5145.7

5145.7

7110

Description[Conduct](#)[Child Abuse Prevention And Reporting](#)[Child Abuse Prevention And Reporting](#)[Safety](#)[Safety](#)[Sexual Harassment](#)[Sexual Harassment](#)[Facilities Master Plan](#)

Policy 5131.8: Mobile Communication Devices

Status: DRAFT

Original Adopted Date: Pending | Last Reviewed Date: 04/14/2026

The Governing Board recognizes that student use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, and could be harmful and disruptive to the instructional program in some circumstances.

The Superintendent or designee may undertake measures or strategies in accordance with law, to limit student access to smartphones and other mobile communication devices on campus. (Education Code 48901.7)

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

A student's personal electronic device shall not be searched without the consent of the student's parent/guardian, except pursuant to a lawfully issued warrant, when a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information, or when the search is otherwise permitted pursuant to Penal Code

1546.1.

When a student uses a mobile communication device in an unauthorized manner while at a school site or under the supervision and control of a district employee, the student may be disciplined and the district employee may temporarily confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The district will not be responsible or liable for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

The Board shall review and, as necessary, update this policy at least once every five years.

A student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

Specific policies for Elementary and Middle School shall be provided to families via the district website, school website or student handbooks.

Policy Reference These references are not intended to be part of the policy itself, nor do they indicate the basis or for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject of the policy.

State	Description
5 CCR 300-307	Duties of students
Civ. Code 1714.1	Liability of parent/guardian for act of willful misconduct by a minor
Ed. Code 200-262.4	Prohibition of discrimination
Ed. Code 32280-32289.5	School safety plans
Ed. Code 35181	Governing board authority to set policy on responsibilities of students
Ed. Code 35291-35291.5	Rules
Ed. Code 44807	Teachers' duty concerning conduct of students
Ed. Code 48900-48925	Suspension and expulsion
Ed. Code 48901.5	Prohibition of electronic signaling devices
Ed. Code 48901.7	Limitation or prohibition of student use of smartphones
Ed. Code 48901.8	Limitation or prohibition of student use of social media
Ed. Code 51512	Prohibited use of electronic listening or recording device
Pen. Code 1546.1	Electronic Communications Privacy Act
Pen. Code 288.2	Harmful matter with intent to seduce
Pen. Code 313	Harmful matter
Pen. Code 647	Use of camera or other instrument to invade person's privacy; misdemeanor
Pen. Code 653.2	Electronic communication devices; threats to safety
Veh. Code 23123-23124	Prohibitions against use of electronic devices while driving
Federal	Description
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
Management Resources	Description
California Department of Education Publication	Bullying at School, 2003
Court Decision	Safford Unified School District V. Redding (2009) 557 US 364
Court Decision	Mahanoy Area School District v. B.L. (2021) 594 U.S. 180
Court Decision	J.C. v. Beverly Hills Unified School District (2010) 711 F.Supp.2d 1094
Court Decision	New Jersey v. T.L.O. (1985) 469 U.S. 325
Court Decision	Tinker v. Des Moines Independent Community School District (1969) 393 U 503
CSBA Publication	Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010
CSBA Publication	Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
U.S. Department of Education Publication	Planning Together: A Playbook for Student Personal Device Policies, December 2024
Website	CSBA District and County Office of Education Legal Services
Website	National School Safety Center
Website	Center for Safe and Responsible Internet Use

Management Resources

Website

Website

Website

Cross References

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5145.12

5145.2

5145.2

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6159

6163.4

6163.4

6163.4-E PDF(1)

Description

[California Department of Education, Safe Schools](#)

[CSBA](#)

[U.S. Department of Education](#)

Description

[Comprehensive Safety Plan](#)

[Comprehensive Safety Plan](#)

[Conduct](#)

[Bullying](#)

[Bullying](#)

[Student Disturbances](#)

[Student Disturbances](#)

[Academic Honesty](#)

[Positive School Climate](#)

[Suicide Prevention](#)

[Suicide Prevention](#)

[Search And Seizure](#)

[Freedom Of Speech/Expression](#)

[Freedom Of Speech/Expression](#)

[Individualized Education Program](#)

[Individualized Education Program](#)

[Student Use Of Technology](#)

[Student Use Of Technology](#)

[Student Use Of Technology](#)

(530) 622-1963
 FAX 622-0927
 CALIFORNIA LICENSE NO. 213766

GENERAL ENGINEERING CONTRACTOR
 P.O. BOX 206 • 315 PLACERVILLE DR.
 PLACERVILLE, CA 95667

JOB ORDER NUMBER

11629

Attn: Jeremiah Patterson

PROPOSAL SUBMITTED TO Rescue Union School District		PHONE (530) 919-0125	DATE 2/18/2026
STREET 2390 Bass Lake Rd.		JOB NAME E.V. Station	
CITY, STATE AND ZIP CODE Rescue CA 95672		JOB LOCATION Marina Village School	
ARCHITECT jpatterson@my.recuesd.org	DATE OF PLANS	FAX	JOB PHONE

We hereby submit specifications and estimates for the following work:

New E.V. Stations:

1. Dismantle Approx. 80 linear feet of existing fence.
2. Demo and remove 15 linear feet of concrete island in Fire Lane and 44 linear feet of curb along sidewalk. Haul away spoils.
3. Excavate and prepare for new concrete wall/curb, Approx. 73 linear feet.
4. Form and pour wall as per detail on plan.
5. Demo and haul away Approx. 2,173 Sq. Ft. of existing asphalt.
6. Reshape and compact existing base materials, adding 0" - 12" of additional compacted 3/4" aggregate base to achieve compliance.
7. Clean and tack existing asphalt edges with SS-1H tack oil.
8. Place 2 1/2" of compacted 1/2" asphalt. 34 tons of asphalt estimated.
9. Layout and stripe as per provided plan.

Total \$ 59,815.00

Notes: Locate services to mark utilities prior to work. We will not be responsible to rebuild the fence. We are not doing any work to existing ADA or existing sidewalks. You will need to coordinate meeting with fence company and concrete company to confirm plan to mount new fence. Existing electrical boxes will need to be adjusted to meet new grades. Prevailing wage included.

Exclusions: Fence repair, concrete work of any kind on existing sidewalks, permits, over excavation beyond description, bonds, fees, compaction testing, repair and relocation of any existing utilities, soils testing, anything not specifically described in the proposal.

JLW

If accepted, please sign and return second copy

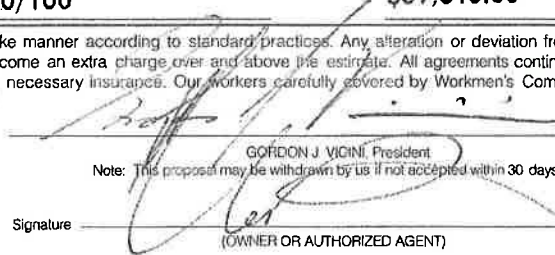
Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is: Contractors' State License Board, 1020 N. Street, Sacramento, California 95814

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: **\$59,815.00**
Fifty-nine thousand, eight hundred fifteen & 00/100

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers carefully covered by Workmen's Compensation insurance.

**Payment to be made within 30 days.
 No credit or debit cards accepted.**

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.


 GORDON J. VICINI, President
Note: This proposal may be withdrawn by us if not accepted within 30 days
 Signature _____
 (OWNER OR AUTHORIZED AGENT)
 Signature _____

Date of acceptance 2/20/26

"NOTICE TO OWNER"

Under the Mechanics' Lien Law (California Code of Civil Procedure, Section 1181 et seq.), any contractor, subcontractor, laborer, supplier or other person who helps to improve your property but is not paid for his work or supplies, has a right to enforce a claim against your property. This means that, after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your own contractor in full, if the subcontractor, laborer, or supplier remains unpaid.



Exhibit A Frontline Customer Order Form

Q-253949

MSA-001f400000S9Gt3

02/27/2026

550 E. Swedesford Road, Suite 360, Wayne, PA 19087

Customer:	Order Form Details:
Rescue Union Elementary School District 2390 Bass Lake Rd RESCUE, California, 95672-9571 United States Contact: Lisa Donaldson Title: Asst. Superintendent-Business and Finance Phone: (530)672-4803 Email: ldonaldson@my.rescueusd.org	Pricing Expiration: 3/08/2026 Quote Currency: USD Account Manager: Lucas Berger Startup Cost Billing Terms: One-Time, Invoiced after signing Subscription Billing Frequency: Annual Sale Type: New Initial Term: 5/01/2026 – 6/30/2027

Pricing Overview	Amount
One-Time Fees	\$8,500.45
Annual Recurring Fees	\$19,050.30
(Initial Term Prorated Fees)	\$3,183.75

One-Time Fees Itemized Description	Quantity	Amount (each)	Amount
Frontline Implementation	1	\$8,500.45	\$8,500.45

Annual Recurring Fees Itemized Description	Subscription Start	Subscription End	Amount
(Frontline Central Solution Prorated Term)	5/01/2026	6/30/2026	\$1,533.91
(Absence & Substitute Management, unlimited usage for internal employees Prorated Term)	5/01/2026	6/30/2026	\$1,649.84
Frontline Central Solution	7/01/2026	6/30/2027	\$9,178.30
Absence & Substitute Management, unlimited usage for internal employees	7/01/2026	6/30/2027	\$9,872.00



Exhibit A Frontline Customer Order Form

Q-253949

MSA-001f400000S9Gt3

02/27/2026

550 E. Swedesford Road, Suite 360, Wayne, PA 19087

Additional Order Form Information

Tax Information

Tax Exemption: Your order may be eligible for a tax exemption. Please ensure we have the most recent tax exemption form on file. Please send your completed exemption form to salestax@frontlineed.com. Otherwise, the appropriate tax will be applied at the time of invoicing.

PO Information

PO Status: Purchase order to follow

PO #:

Note: If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment



Exhibit A Frontline Customer Order Form

Q-253949

MSA-001f400000S9Gt3

02/27/2026

550 E. Swedesford Road, Suite 360, Wayne, PA 19087

Invoicing Schedule	Due Date	Amount
Invoice: One Time Frontline Implementation	Upon Signing	\$8,500.45 + applicable sales tax \$8,500.45
Invoice: Prorated Frontline Central Solution Absence & Substitute Management, unlimited usage for internal employees	5/31/2026	\$3,183.75 + applicable sales tax \$1,533.91 \$1,649.84
Invoice: Annual Frontline Central Solution Absence & Substitute Management, unlimited usage for internal employees	7/31/2026	\$19,050.30 + applicable sales tax \$9,178.30 \$9,872.00



550 E. Swedesford Road, Suite 360, Wayne, PA 19087

MASTER SERVICES AGREEMENT

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, its subsidiaries and affiliates with an address at 550 E. Swedesford Road, Suite 360, Wayne, PA 19087 (collectively "Frontline"), and the client identified below ("Client"). Frontline and Client are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the terms and conditions contained in the Frontline Master Services Agreement ("Master Services Agreement", which is available at <https://www.frontlineeducation.com/master-services-agreement/> and is incorporated herein by reference. The attached Order Form, exhibits (if any), Statements of Work and the referenced Master Services Agreement are collectively the "Agreement". To place orders subject to this Agreement, at least one Order Form (as defined in the Master Services Agreement) must be incorporated into this Agreement. Client may make future purchases of products and services from Frontline (and its subsidiaries and affiliates) under this Master Services Agreement by executing an Order Form and any future Order Forms without an attached or referenced Master Services Agreement will be deemed subject to this Master Services Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.



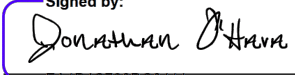
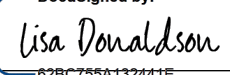
Exhibit A Frontline Customer Order Form

Q-253949

MSA-001f400000S9Gt3

02/27/2026

550 E. Swedesford Road, Suite 360, Wayne, PA 19087

<p>Frontline Technologies Group LLC dba Frontline Education</p> <p>Signed by: Signature: <u></u> <small>EA1B4C708DC8411...</small></p> <p>Name: <u>Jonathan O'Hara</u></p> <p>Title: _____</p> <p>Address: <u>550 E. Swedesford Road, Suite 360</u> <u>Wayne, PA 19087</u></p> <p>Email: <u>billing@frontlineed.com</u></p> <p>Effective Date: <u>2/27/2026</u></p>	<p>Rescue Union Elementary School District</p> <p>DocuSigned by: Signature: <u></u> <small>62BC755A132441E...</small></p> <p>Name: <u>Lisa Donaldson</u></p> <p>Title: <u>Asst. Superintendent-Business Services</u> Address: <u>2390</u> <u>Bass Lake Rd</u></p> <p><u>RESCUE, California 95672-9571</u></p> <p>Email: <u>ldonaldson@my.rescueusd.org</u></p>
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STATEMENT OF WORK



Frontline Education

Implementation Services



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Introduction

Frontline Education offers a complete customer experience, with professional resources to collaborate with your project team during the implementation. Frontline uses a three-part method to provide a lasting solution that helps Clients achieve their strategic objectives.



Implementation: Frontline will collaborate with the Client leadership and project personnel to grasp the strategic objectives of the project. Client will apply Frontline proven methods for carrying out the solution whenever feasible.

Learning & Capability Building: Frontline provides a mixed learning approach for clients. By combining independent learning and interactive working sessions, Frontline has an effective way of making sure the successful enablement of Clients.

Change Enablement: With all changes, it is necessary to manage that change effectively within your organization. Frontline offers a Change Management plan for their Clients to successfully communicate, manage, and monitor the adoption of the Frontline system.

Project Governance

Project Planning

Frontline understands that effective project planning lays the foundation for a successful implementation and is vital to reducing risk. We develop detailed project plans for every implementation that establish objectives and outcomes with a clear schedule of deliverables for both Frontline and client stakeholders for each stage of the project.





Upon initiation of the project, Frontline will work with the Client project leaders and other key stakeholders to identify and document all key project components and project team members. As detailed below, various stakeholder and work groups will be established and will work collaboratively to refine and finalize project plans for each program component including all timelines and milestones.

Governance Objectives

A strong governance structure overlays roles and responsibilities to the project management plan, providing complete transparency regarding who will do what and when. Frontline has embedded procedures within our implementation methodology, so that defined controls alert the key stakeholders if problems arise or if scheduled targets are missed. Having this risk management capability, at the highest levels of the project, provides assurance that there is a system of checks and balances, and that the teams are meeting expectations.

Project Governance Methodology

Our team will provide ongoing monitor and control activities and deliverables for the duration of the project to keep the project on track. These activities provide a view into the health and progress of the project so that management can take effective, efficient, and timely actions when the project's performance deviates from the plan or when a proactive measure to manage risks is required.

Risk & Issue Management

The Risk and Issue Management Plan processes help to identify risks to the project, how those risks may be responded to and how mitigation plans can be outlined and controlled. Examples of risk include loss of a critical resource, technology changes, dependence on a third party, project sponsorship or management changes.

Project Team – Roles & Responsibilities

A strong Project Team will be integral to the successful management of this project. The team structure will align appropriate levels of Frontline managers and consultants to your management team and staff in a manner proven effective in other large-scale implementation projects.

Frontline's recommended team structure - outlined below - identifies the type of personnel that are commonly involved with the project. It should be anticipated that other personnel will be involved based on the client organizational structure and on an ad-hoc basis to provide specific insights, knowledge or support as the project moves through its different phases.

Frontline - Executive Sponsor

The Client will be assigned an Executive Sponsor – from the Frontline executive leadership team – to liaise with your senior leadership, act as project champion, and drive overall success of the program.

The Executive Sponsor will provide focus and oversight to the project while building the executive relationship between Client and Frontline and will participate in Executive Steering Committee meetings to review project progress, and significant risks and issues as needed.

Frontline - Project Manager (if purchased)

An implementation project management resource will be assigned to coordinate all planning, communication, scheduling, risks, project reporting and ensure project success.

- Acting as the day-to-day point of contact for the Client project team to ensure on-time delivery of the Frontline project deliverables
- Managing the implementation project plan and project dashboard for ongoing project status reporting, and conducting recurring Project Status Meetings





- Partnering with Client project team to track risks, issues, action items, and key project decisions
- Managing and tracking project scope change requests
- Partnering with the Client project team to develop on the training schedule and change management plan

Frontline - Implementation Consultants

Implementation consultants will provide subject matter expertise and will serve as the primary point of contact for all functional and system configuration work, lead consulting and training activities, as well as become the primary means of support during the initial go-live period.

Implementation Consultants responsibilities include:

- Partnering with Client in conducting Discovery and Requirements Gathering sessions
- Conducting configuration, consulting, training, and work sessions as defined by the project plan
- Review data templates with the client and explain expected data.
- Partner with the client and provide consistent and timely validation of the data provided to ensure it meets the minimum requirements for import.
- Provide data errors in an organized format, indicating which data points are non-compliant and require additional review/correction.
- Online training and consultation will be provided to show the client how to maintain data on an ongoing basis after the initial import.
- Partnering with the Client project team to perform unit testing and UAT as defined by the project plan
- Providing support following go-live and transition to Frontline Support through the Support Handoff meeting

Frontline – Strategic Consultants (if purchased)

Strategic Consultants engage in multi-solution implementations. The Strategic Consultant will work with the Client to determine strategic goals for the Frontline solution, review current processes for redundancy and waste, and make strategic process driven recommendations to achieve overall district objectives.

Client - Executive Sponsor

The Executive Sponsor provides focus and oversight to the project while building the executive relationship between Client and Frontline, ideally Superintendent, Assistant Superintendent of HR, CFO, etc.

The Executive Sponsor will work with all relevant parties to expedite and resolve issues that require the highest executive level involvement, such as contract amendments and scope adjustments. The Executive Sponsor will serve as project champions to promote the visibility and credibility of the Program.

- Provides leadership and promotes project goals within organization ensuring necessary resources are available
- Participates in Executive Sponsor meetings with Frontline Executive Sponsor/Steering Committee to review project progress, and significant risks and issues as needed
- Serves as a point of escalation beyond the Client Project Manager, if needed.
- Promotes Organizational Change Management in support of project success

Client - Project Manager (if purchased)

The Client Project Manager will oversee the implementation and execution of all project-related activities, while ensuring the successful completion of each phase and related activities to reach the project milestones successfully.

Additional responsibilities include:

- Acts as the primary project contact responsible for client-side communications, scheduling, deliverable tracking and advancing the project according to plan





- Works collaboratively with Frontline Project Manager to ensure that the project remains on track and risks are identified and mitigated early
- Ensures timely completion of Client project tasks and action items as identified by Project Plan
- Partners with Frontline Project Manager and project teams to track risks, issues, action items, and key project decisions., and works collaboratively with the Frontline Program Director to mitigate risks and resolve issues
- Partners with Frontline Project Manager on Project Change Management Plan, cascading project communications to the Executive Sponsor, Client project team and project stakeholders
- Partners with Frontline Project Manager on training schedule, identifying attendees, availability, and attendance for training sessions

Client - Implementation Process Owners

Working closely with the Frontline Implementation Consultants, the business process experts will be responsible for the following:

- Define organizational policies and answering policy-based questions and or clarifications
- Understands business requirements and can provide guidance about the future direction of the business area
- Responsible for identifying business impacts and deciding on configuration options in a timely manner
- Provides and coordinates functional support after the project go-live

Client - Functional and Subject Matter Experts

Working closely with the Frontline Implementation Consultants the subject matter experts will be responsible for the following:

- Provide specialist business process knowledge
- Responsible for configuration decisions and execution of test scenarios
- Ensure configuration and supports business impacts review
- Responsible for data validation

Client - System Administrator(s)

Working closely with the Frontline Implementation Consultants the system administrators will be responsible for the following:

- Responsible for day-to-day operations, upkeep of system, and user management.
- Create/edit/delete new records, packets, and forms
- Sending/tracking/completing forms
- It is necessary to include functional area system owners (e.g., recruiting, hiring and onboarding, compensation, time and attendance, etc.) who can define current policies, processes, and business needs
- Timely completion of project tasks and action items in support of the project plan and schedule
- Partners with IT Department and Frontline Consultant to verify data imports and data exchange
 - Provide named resource(s) responsible for data extraction.
 - Data must be provided using Frontline's standard templates.
 - The client will extract the data in the format requested, or work with their current vendor to extract the data.
 - If the client cannot generate the data based on the specification, there is no guarantee that Frontline Education staff will be able to import it.
 - It is the responsibility of the client to have reviewed the content of the data before sending to Frontline.
 - The district will work with Frontline Education to map any data that does not match a dropdown/look-up value in Frontline.
 - Any data transformation will be the responsibility of the client. This includes merging data sets, reformatting data, breaking apart or combining fields or removal of duplicate records.





- Once the data has been imported, the client will review the data as it exists in the system for accuracy. If any discrepancies are found between what was sent and what was imported, Frontline will research and provide resolution or feedback. Once the data imported is deemed accurate, the client will provide sign-off.

Client - IT Department

Working closely with the Frontline Team the Client technical team will system administrators will be responsible for the following:

- Maintain user access, security, and workflow
- Ensure Frontline Education domains/IP addresses have been incorporated into any firewalls and/or spam filters
- Responsible for updating whitelist from Frontline
- Provide technical support in instances where local network/technology configurations impact usage of our solutions
- Engage with 3rd party vendor and manage the relationship for data transfers
- Work with the 3rd party vendor directly to provide Frontline with clearly defined specifications for data files
- Act as “subject matter expert” for all data content questions from Frontline representatives.
- Coordinate testing of files with the 3rd party vendor.
- Provide any SFTP credential information back to the vendor or facilitate the transfer of the data directly to the vendor.
- Subject Matter Expert for the implementation – including requirements, testing and go-live Support (as needed)

Scope of Work

Overall System Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities.

The system is collaboratively designed and built out over the course of multiple configuration calls and follow up actions. Natural spaces are planned in the project cadence for review and acceptance of configuration for individual data elements and pieces of functionality. Reference materials with step-by-step walk throughs are provided to help validate system is functioning to accomplish desired goals. Final User Acceptance Testing materials are provided to help both the Frontline and Client project teams walk through and ensure integrity of system configuration as planned.

Frontline Solution	Configuration Scope	Client to Provide
Frontline Central	<p>User Provisioning: Frontline will provision users provided in initial import template. Frontline will train the client on how to import future staff.</p> <p>General Configuration Fields: Frontline will configure users provided in initial import template. Frontline will assist the client with importing additional general configuration fields.</p> <p>Frontline Forms Library: Client has access to download an unlimited number of forms to create additional Processes.</p> <p>Templates: Frontline will provide a set of 23 templates for various processes. The district will be provided with the knowledge to customize these.</p> <ul style="list-style-type: none"> ● Employee Data Collection Form 	<ul style="list-style-type: none"> □ User information for all employees in data template, to include Name, Employee ID, Work email (required), Address, EEO, Phone, Emergency Contact information □ Custom forms □ Additional data points to be





	<ul style="list-style-type: none"> • Inventory Management and Help Desk Tech Request Form • General Benefits Template Form • General Onboarding Checklist Form • General Credential Verification Form • Letter of Reasonable Assurance - [School Year] - Employee • Salary Notice • Getting Started for Employees - Absence Management • Getting Started for Employees and Substitutes - Time & Attendance • Getting Started for Educators - Professional Growth • Employee Self-Initiated Forms Listing • Address Change Request Form • Name Change Request Form • General Reimbursement Form • General FMLA Request Form • General Event Request Form • General Employee Resignation Form • Absence/Leave Documentation • Long Term Sub Request • Professional Growth - Offboarding • General Offboarding- Technology Turn In • Inactivate & Ungrant Frontline Solutions • General Exit Interview Form <p>Processes: Frontline will configure Onboarding and Contract Processes, including associated forms and workflows. The configuration will include standard workflows and up to two complex workflows.</p> <ul style="list-style-type: none"> ○ Onboarding Process Includes: <ul style="list-style-type: none"> • Employee Personal Information • Federal I9 (PDF Overlay) • ID Verification • Federal W4 (PDF Overlay) • State Tax Form (PDF Overlay) • State Retirement System Form (PDF Overlay) • Direct Deposit • Policy Acknowledgements • Employee Handbook Acknowledgement • Benefit Package Receipt Acknowledgement • Credential Verification • Inventory Management and Help Desk Tech Request Form • Up to (5) Additional District Specific Forms ○ Contract Process Includes: <ul style="list-style-type: none"> • Frontline will build your Contract for Certified Staff • Tools for the client to replicate and adjust for additional contract types <p>As part of our blended learning approach, Frontline will train the client on building processes. Frontline will configure 75% of the processes, while the client will configure the remaining 25%. This approach equips the client with the skills needed to create and manage new processes independently in the future.</p> <p>Reports: Three (3) standard reports are available: Employee Data, Employee Assignments, Employee Credentials.</p> <p>Permissions: Frontline will configure user permissions.</p> <p>Data Transfers: Data Transfer abilities are available in Frontline Solutions. Frontline will set up (1) data transfer which is setup as either a flat file transfer or an export/import into an applicable vendor system. Examples include:</p>	<p>discussed during Implementation</p>
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	<ul style="list-style-type: none"> ○ Employee Data ○ Employee Assignments ○ Employee Credentials 	
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Frontline Solution	Configuration Scope	Client to Provide
<p>Frontline Absence Management</p>	<p>Employee Type: Frontline will import up to (500) employee types. School: Frontline will import up to (100) School locations. Absence Reasons: Frontline will import up to (50) absence reasons. Skills: Frontline will import up to (100) Must Have Skills. Permissions: Frontline will configure all administrative users with best practice default permissions. Pay Codes: Frontline will import Pay Codes required for payroll interfacing. Account Codes: Frontline will import Account Codes required for payroll interfacing. Data Imports: (1) Initial data import to include data listed below. After each data import, data must be maintained/updated/added manually in Frontline until the system is live (dual maintenance).</p> <ul style="list-style-type: none"> ○ (1) import of Employee Types ○ (1) import of Schools ○ (1) import of Absence Reasons ○ (1) import of Must Have Skills ○ (1) import of Employee information and permissions ○ (1) import of Substitute information and permissions <p>(1) import of Campus User information Data Excluded:</p> <ul style="list-style-type: none"> ○ Historic data conversion, including inactive employees, past absences <p>Import of future absences created in another tool/system/process Reporting: All tables in Frontline are exportable (Excel or CSV). (15) standard reports included. Client may create additional ad hoc reporting with "Report Writer" utility. Data Transfer: Data Transfer abilities are available in Frontline Solutions. Frontline will set up (1) data transfer which is setup as either a flat file transfer or an export/import into an applicable vendor system. Specific examples of configurable Data Transfer types include:</p> <ul style="list-style-type: none"> ○ (1) established HRIS/Payroll extract report. ○ For a complete list of our vendor partners, please refer to: https://www.frontlineeducation.com/Partners/Find_a_Partner 	<ul style="list-style-type: none"> <input type="checkbox"/> User demographic data <input type="checkbox"/> Employee FTEs and work schedules <input type="checkbox"/> Leave policies <input type="checkbox"/> Absence approval workflow <input type="checkbox"/> School calendars <input type="checkbox"/> Current Leave Entry examples

Project Timelines

Based on Frontline experience with Implementing the solution, below is a high-level estimated project timeline and order of implementation. After the Kickoff call, the Frontline project team will work with the Client to finalize an agreed upon timeline and order of importance based on Client goals.

Client should be thinking about various scenarios that may impact the timeline and be prepared to share with the Frontline project team during Kickoff. Examples are:

- School vacation weeks – Client project staff unavailable to work on the project
- Planned leave of absences for Client project staff
- Availability of Client project staff during contract renewal season, back-to-school staffing season, etc....





- The availability of resources to work on each solution - is it possible to run them at the same time since there are different project leads for each implementation, or are there project leads who would handle more than one of the implementations

Frontline will Kick off the overall project within (14) days of contract signature.

Solution	Standard Duration
Recruiting & Hiring Kickoff - Go Live	12 weeks
Frontline Central Kickoff - Go Live	10 weeks
Absence Management Kickoff - Go Live	9 weeks
Time & Attendance Kickoff - Go Live	9 weeks
Employee Evaluation Management Kickoff - Go Live	7 weeks
Professional Learning Management Kickoff - Go Live	6 weeks
HRMS Kickoff - Go Live	6 months
HCA Kickoff - Go Live	2 weeks

Project Scope Changes - Change Orders

Frontline shall perform the services specified in this SOW. Any other services or changes identified by the parties will require a duly executed Change Order. If the parties mutually agree to change this SOW, then, Frontline will create a Change Order documenting the change in Statement of Work, additional (or exchanged) services to be delivered and resources required, any changes to the project plan and/or deliverable dates (if applicable), and additional estimated fees (if applicable).

Both parties must properly execute the Change Order before any resources will be assigned or any additional/changed services will be performed.

Reasons for the execution of a Change Order include but are not limited to, any of the following changes to scope:

- Request to delay the Planned Go Live, 30 days or more from the original date
- Changes to the requirements once Discovery has been signed off and Configuration has begun
- Changes to decisions made by the Client that require rework or otherwise affect deliverables
- Changes to client team leading to the need for a pause in implementation, additional training, rework and/or changes to requirements

Steps to the Change Order Process: Project Scope Change Request Form

- Identify the change of scope
- Document the change
- Scope the change and quote
- Submission to Frontline and Client Executive Sponsors
- Executive Sponsor review
- Executive Sponsor approval / denial

Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education have planned timelines based on presumed effort and availability of client resources. Time and effort will vary depending on actual availability and effort required to collect data and complete data entry and validation.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.





- Some dual entry will be required during the transition from Legacy system to Frontline system. The amount will depend on decisions made regarding the transition.
- Data will only be loaded once, and delta files will not be used to update existing data
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

Completion Criteria

- Frontline will make deliverables available to the Client for review and acceptance in accordance with the Implementation Plan timeline.
- Client will provide an adequate number of resources to review Deliverables to confirm conformity in all material respects based on mutually agreed upon requirements and specifications
- Client will provide written notice of acceptance or rejection within ten (10) business days of delivery.
- Deliverables which are not rejected by the Client within the above time frame shall be deemed accepted.
- During final sign-off, Client will approve of the work completed and Frontline will make the Production Environment live.
- Frontline will consider the project complete after final acceptance or under the following conditions:
 - Client has delayed for greater than 60 days without agreement on a Change Order
 - Client has become unresponsive for greater than 60 days
 - Frontline has requested final signoff and acceptance, or rejection has not been provided within 10 days

