

# 2024 Local Agency Biennial Notice

RECEIVED

AUG 05 2024

Name of Agency: Klamath-Trinity Unified School District  
Mailing Address: P.O. Box 1308 Hope, CA 95546  
Contact Person: Jennifer Lane, Superintendent Phone No. 530-625-5600 ext. 1001  
Email: jlane@kt.usd.k12.ca.us Alternate Email: dmigueltena@ktusd.k12.ca.us

HUMBOLDT COUNTY  
ELECTIONS

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) reclassification of positions

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

## Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Jennifer Lane  
Signature of Chief Executive Officer

8-1-24  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **August 5, 2024** to:

Humboldt County Office of Elections  
Attn: Wojciech Czyz  
2426 6th Street, Eureka, CA 95501

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

[www.fppc.ca.gov](http://www.fppc.ca.gov)  
FPPC Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) (866.275.3772)

Exhibit 9270-E(1): Conflict Of Interest

Status: ADOPTED

Original Adopted Date: 07/01/2010 | Last Revised Date: 05/01/2016; 7-24-24 | Last Reviewed Date: 05/01/2016; 8-1-24

RESOLUTION # 2024 – 11  
ADOPTING A  
CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code 87300-87313, requires each public agency in California to adopt a conflict of interest code; and

WHEREAS, the Governing Board of the Klamath-Trinity Joint Unified School District has previously adopted a local conflict of interest code; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the district's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code 87300 and 87306; and

WHEREAS, the Klamath-Trinity Joint Unified School District has recently reviewed its positions, and the duties of each position, and has determined that changes to the current conflict of interest code are necessary; and

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the district's conflict of interest code shall be rescinded and superseded by this resolution and Appendix; and


NOW THEREFORE BE IT RESOLVED that the Klamath-Trinity Joint Unified School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.

PASSED AND ADOPTED THIS 1<sup>st</sup> day August, 2024 at a meeting, by the following vote:

AYES: 6 NOES: 0 ABSENT: 1

Attest:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Clerk

**Conflict of Interest Code of the  
Klamath-Trinity Joint Unified School District**

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

**APPENDIX**

**Disclosure Categories**

1. Category 1: A person designated Category 1 shall disclose:
  - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
  - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
  
2. Category 2: A person designated Category 2 shall disclose:
  - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
  - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.
  
3. Full Disclosure: Because it has been determined that the district's Board members and/or Superintendent "manage public investments," they and other persons designated for "full disclosure" shall disclose, in accordance with Government Code 87200:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
- b. Investments, business positions, and sources of income, including gifts, loans, and travel payments.

**Designated Positions**

Designated Position	Disclosure Category
Governing Board Members	1
Superintendent of Schools	1
Assistant/Associate Superintendent	1
Chief Business Officer	1
Purchasing Agent	1
Director	2
Manager	2
Principals	2
Assistant Principal	2
Maintenance and Operations Director	2
Program Coordinator	2
Project Specialist	2
Supervisor	2
Dean of Students	2

**Disclosures for Consultants**

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law

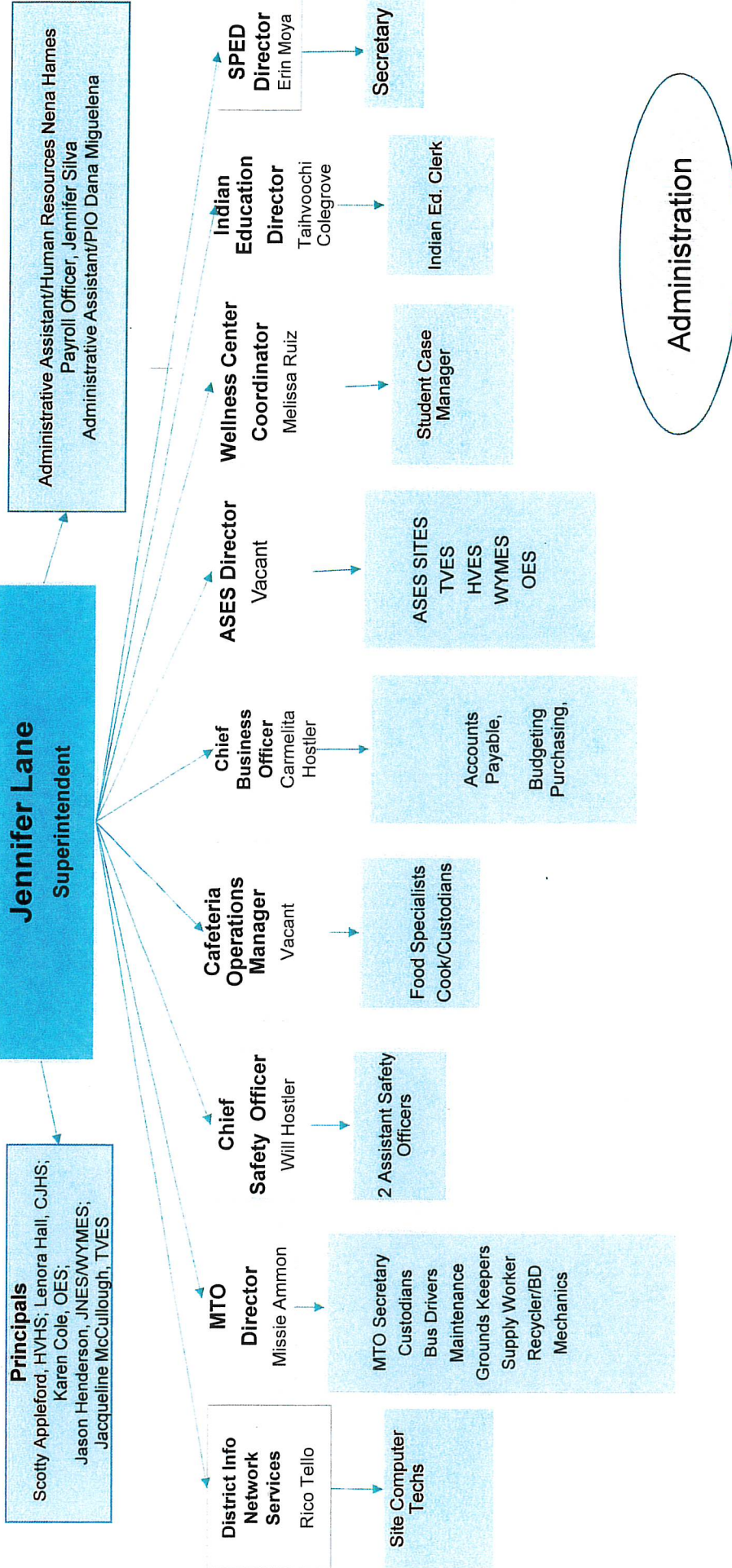
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

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# Klamath-Trinity Joint Unified School District Board of Trustees

Trustees: Martha McLaughlin, Kedescha Colegrove, Leslie Jackson, Debra Myers, Frank Richards  
 Lori Hodge, President; Terry Bray, Clerk



AUG 05 2024

HUMBOLDT COUNTY ELECTIONS

MEETING MINUTES

NOTICE: The district adheres to the Americans with Disabilities Act. Should you require special accommodations or more information about accessibility, please contact the Superintendent's Administrative Assistant at 530-625- 5600 ext. 1001. All efforts will be made for reasonable accommodations.

NOTICE: Any writing, not exempt from public disclosure under Government Code Section 9253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, 6254.22, which is distributed to all or a majority or consideration at an open regular meeting of the Board is available for public inspection at 11800 Hwy 96, Hoopa, CA 95546

NOTICE: All attempts will be made to broadcast the meetings on KTJUSD's YouTube Channel. Link:https://www.youtube.com/KTJUSDYouTubeChannel. Technical difficulties occasionally may or may not allow viewing on our KTJUSD YouTubeChannel.

ALL PUBLIC COMMENTS: Shall be made in person. Please fill out the Request for Public Comment Form with the required information, date and sign the form.

1. Meeting Called to Order

Meeting called to order by President Hodge at 10:01 am.

a. Flag Salute/Land Acknowledgement

Lori Hodge, President, Flag Salute
Leslie Jackson, Trustee, Land Acknowledgment

b. Roll Call

Voting Members Present:
Lori Hodge, President
Terry Bray, Clerk
Frank Richards, Trustee
Leslie Jackson, Trustee
Keduescha Jackson, Trustee
Debra Myers, Trustee

Voting Members Absent:
Martha McLaughlin, Trustee

Non Voting Members Present:
Jennifer Lane, Superintendent
Will Hostler, Chief Resource Officer
Rico Tello, IT Director
Dana Miguelena, Administrative Assistant/Public Information Officer

**c. Adoption of Agenda**

Motion to adopt the agenda with addition of Item 7.c., 1st reading of the Hoopa Valley High School Coaches Handbook 2024/2025.

By: Trustee Bray

2nd: Trustee Myers

Motion unanimously approved.

**2. Public Comment on Agenda Items will be called for during each individual agenda item.**

**3. Public Comment on Closed Session Items**

No Public Comment.

**4. Adjourn to Closed Session**

Adjourned to Close Session at 10:05 am.

**5. Closed Session**

**a. Public Employee Employment (Gov. Code 54957.6) New Hires/Resignations/Transfers**

**b. Conference with labor Negotiator (Gov. Code 54957.6) District Negotiator: Superintendent;  
Employee Organization: KTTA**

**c. Conference with Labor Negotiators (Gov. Code 54957.6) District Negotiator: Superintendent;  
Employee Organization: CSEA**

**6. Return to Open Session**

Returned to Open Session at 12:22 pm.

**a. Announcement of Action Taken in Closed Session**

2 Motions to approve Closed Session 5.a. the following Public Employee Employment (Gov. Code 5497.6) New Hires/Resignations/Transfers as posted by the Human Resources Administrative Assistant:

1st Motion:

Motion to approve the following for 5.a.:

Custodian / Classified / OES / New Hire / Mary Georgina Ferrara

Bus Driver/Maintenance / Classified / JNES / Cindy Niles

Behavioral Assistant / Classified / HVHS / Retirement / Michele Johnson

TPP/Workability Case Manager / Classified / HVHS / Retirement / Angela Wilder-Cervantes

PDC Chair / Stipend / DW / New Hire / Rosalie Leazer

5th Grade Teacher / Certificated / HES / New Hire / Rebecca Cape

Instructional Assist/Severely Handicapped / Classified / HVHS / New Hire / Charity Rose Chambers

1st Grade Teacher / Certificated / TVES / Transfer / Jill Henning

Cross Country Coach / Stipend / HVHS / New Hire/ Melodie George-Moore

Frosh Boys Basketball / Stipend / HVHS / New Hire / Aaron Smith

Freshman Class Advisor / Stipend / HVHS / New Hire / Amber McCovey

PBIS Site Lead / Stipend / HES / New Hire / Aran Ruiz



By: Trustee Bray  
2nd: Trustee Jackson  
Motion unanimously approved.

2nd Motion.

Motion to approve JV Football Coach with conditions that the coaches' ASES/LP duties are completed before leaving to coach football for practices except for league games and the coach adheres to the language in the CSEA contract for employees who also coach.

By: Trustee Colegrove  
2nd: Trustee Myers  
Motion unanimously approved.

5.b. Conference with labor Negotiator (Gov. Code 54957.6) District negotiator: Superintendent;  
Employee Organization: KTTA  
Nothing to report.

5.c. Conference with Labor Negotiators (Gov. Code 54957.6) District Negotiator: Superintendent;  
Employee Organization: CSEA  
Nothing to report.

## 7. Information, Correspondence and Discussion

### a. 1st Reading Regulation: Bullying 5131.2 Draft. Presenter Dana Miguelena, Administrative Assistant/Public Information Officer.

Regulation: Bullying 5131.2 Draft was handed out to the Board members for review before the 2nd reading and approval.

### b. 1st Reading Policy: Bullying 5131.2 Draft: Presenter Dana Miguelena, Administrative Assistant/Public Information Officer

Policy: Bullying 5131.2 Draft was handed out to the Board before the 2nd reading and approval.

### c. 1st Reading of the Hoopa Valley High School Coaches Handbook 2024/2025.

The Hoopa Valley High School Draft Coaches Handbook 2024/2025 was handed out to the members of the Board for review before the 2nd reading and approval.

## 8. Action Items

### a. Approve Resolution #2024 -11: Exhibit 9270 Conflict of Interest. Presenter: Dana Miguelena, Administrative Assistant/Public Information Officer.

Motion to adopt Resolution #2024-11: Exhibit 9270 Conflict of Interest with updates.

By: Trustee Myers  
2nd: Trustee Jackson

Motion unanimously approved.

### b. Approve Proposal for the Purchase of Cisco Switches and Cisco Meraki Wireless Access Points with Licenses. Customer Price Quote: \$98,517.02. Present Rico Tello, Information & Network Services Administrator.

Motion to approve the proposal for the purchase of Cisco Switches and Cisco Meraki Wireless Access Points with Licenses at a cost of \$14,775.55 and approve an additional \$3,000 for the Jack Norton site for a Star Link connection, bringing the total cost to \$17,775.55.

By: Trustee Colegrove

2nd: Trustee Jackson

Motion unanimously approved.

## **9. Adjournment**

The meeting was adjourned by Lori Hodge, President, at 12:39 pm.