

**AGENDA for the Joint Meeting of the
Sierra County Board of Education
and the
Sierra-Plumas Joint Unified School District Governing Board**

August 13, 2024

5:00pm CLOSED Session

6:00pm Regular Session

Meeting Location:

Downieville: Downieville School, 130 School St, Downieville CA 95936

Zoom for the public:

Link: <https://us02web.zoom.us/j/82453573764>

Phone dial-in: 669-900-9128 (*Press *6 to unmute*)

Webinar ID: 824 5357 3764

Board Members:

Area 1: Patty Hall (*Clerk*) – phall@spjUSD.org

Area 2: Rhynie Hollitz – rhollitz@spjUSD.org

Area 3: Christina Potter (*Vice President*) – cpotter@spjUSD.org

Area 4: Kelly Champion (*President*) – kchampion@spjUSD.org

Area 5: Richard Jaquez – rjaquez@spjUSD.org

Any individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent(s) or designee in writing.

Any student or parent/guardian who wishes to have directory information or personal information, as defined in Education Code 49061 and/or 49073.2, be excluded from the minutes should contact the Superintendent(s) or designee in writing.

Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at Sierra County Office of Education, Room 3, 109 Beckwith Road, Loyalton, CA, 96118, and posted with the online agenda at <http://www.sierracountyschools.org> (Government Code 54957.5).

A. CALL TO ORDER

Please be advised that this meeting will be recorded.

B. ROLL CALL

C. APPROVAL OF AGENDA

D. PUBLIC COMMENT FOR CLOSED SESSION

At this time, the meeting opens for any public comments regarding the Closed Session item(s).

E. CLOSED SESSION

The Board will move into Closed Session to discuss the following item(s):

1. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator(s) for the Board: James Berardi, County Superintendent
Sean Snider, District Superintendent

Employee Organizations:

Unrepresented Employees: District Superintendent

2. Government Code 54956.8
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 105 Beckwith St, Loyalton CA 96118
Sierra COE Negotiator: James Berardi, Superintendent
Party with whom Sierra COE is Negotiating: City of Loyalton
Under Negotiation: Price and Terms of Payment

F. RETURN TO OPEN SESSION and ADJOURN FOR BREAK

G. 6:00PM – RECONVENE

H. FLAG SALUTE

I. REPORT OUT FROM CLOSED SESSION

J. INFORMATION ITEMS

1. Superintendent Reports
 - COUNTY—SCOE
 - a. Advocacy
 - DISTRICT—SPJUSD
 - b. Presentation of 2024-2025 Superintendent Goals**
 - c. Facilities update
2. Business Report
 - a. Account Object Summary-Balance from 07/01/2024 to 07/31/2024
 1. SCOE**
 2. SPJUSD**
 - b. Most recent Inter-District Attendance Agreements approved**
3. Staff Reports
 - a. SCOE
 - b. SPJUSD
4. SPTA Report
5. Committee/Board Member Reports
6. Public Comment – This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board. Three (3) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

K. CONSENT CALENDAR

1. Approval of minutes for the Regular Joint Meeting held July 30, 2024**
2. Approval of Board Report-Checks Dated 07/01/2024 through 07/31/2024
 - a. SCOE**
 - b. SPJUSD**
3. Authorization for the Superintendent to enter into the 2024-2025 Interlocal Contract with Washoe County School District, Contract 2025-007D**
4. Approval to surplus E-Waste for SCOE and SPJUSD**

5. Approval of the following SPJUSD personnel items:
 - a. Assignment of Carrie Blakley, Cook, Downieville School, .68 FTE (5.4 hours/day), effective January 12, 2024
 - b. Assignment of Touthulong Vang, Agriculture Teacher, Loyalton High School, 1.0 FTE, effective August 19, 2024
 - c. Assignment of Loyalton Schools 2024-2025 Coaches (see list)**

L. ACTION ITEMS

1. New Business

COUNTY & DISTRICT

PUBLIC HEARING – Declaration of Need for Fully Qualified Educators

- a. Public Hearing to receive public comment regarding the Declaration of Need for Fully Qualified Educators for the 2024-2025 School Year
- b. Adoption of Resolution No. 25-002C/25-002D, Declaration of Need for Fully Qualified Educators for the 2024-2025 School Year**
- c. Approval of the Declaration of Need for Fully Qualified Educators for the 2024-2025 school year. *A diligent search to recruit fully prepared teacher(s) was made and an insufficient number of certificated persons met the employment criteria for the position(s).*
 1. SCOE**
 2. SPJUSD**
- d. Approval of CBEST Waiver for Substitute Teachers
The Sierra COE and Sierra-Plumas JUSD have been unable to recruit enough day-to-day substitute teachers who have not had an opportunity to take and pass all sections of the California Basic Educational Skills Test. The SCOE and SPJUSD anticipates employing no greater than five (5) day-to-day substitutes on variable term CBEST waiver for the 2024-2025 school year.
- e. Approval of updated Injury & Illness Prevention Plan (IIPP) for 2024-2025**

DISTRICT—SPJUSD

- f. Prop 28 Annual Report**
- g. Approval of contract with Fullmind for 2024-2025 math courses for Downieville High School, Contract No. 2025-006D**

BOARD POLICIES AND BYLAWS

Board Bylaw 9310: “The Superintendent or designee shall develop and present a first reading at a public Board meeting and action may be taken on the proposed policy. The Board may require additional readings if necessary.”

Batch from July 30th – Second Reading

- h. 4111~4211~4311—Recruitment and Selection (*All Staff*)**
- i. 4118—Dismissal/Suspension/Disciplinary Action (*Certificated*)^^
- j. 4218—Dismissal/Suspension/Disciplinary Action (*Classified*)^^
- k. 4121—Temporary/Substitute Personnel (*Certificated*)^^
- l. 4127~4227~4337—Temporary Athletic Team Coaches (*All Staff*)^^
- m. 4140~4240~4340—Bargaining Units (*All Staff*)^^
- n. 4157~4257~4357—Employee Safety (*All Staff*)^^
- o. 4161~4261~4361—Leaves (*All Staff*)^^

New for August 13th

- p. 2121—Superintendent’s Contract**
- q. 5113—Absences and Excuses**
- r. 5126—Awards for Achievement**
- s. 5144—Discipline**
- t. 5145.6—Parent/Guardian Notifications**
- u. 6000—Concepts and Roles**
- v. 6115—Ceremonies and Observances**
- w. 6141.2—Recognition of Religious Beliefs and Customs**
- x. 6164.2—Guidance/Counseling Services**
- y. 6175—Migrant Education Program**
- z. 6177—Summer Learning Programs**
- aa. 7214—General Obligation Bonds**

M. ADVANCED PLANNING

1. The next Regular Joint Board Meeting will be held on September 10, 2024, at Sierra County Office of Education, Room 4, 109 Beckwith Rd, Loyalton CA 96118 at 6:00pm. If needed, Closed Session may be held before the Regular session beginning at 5:00pm. Zoom videoconferencing will be available for the public.
2. Suggested Agenda Items

N. ADJOURN



James Berardi,
County Superintendent



Sean Snider,
District Superintendent

** enclosed

* handout

^^ prior meeting handout

James Berardi, County Superintendent – jberardi@spjUSD.org

Sean Snider, District Superintendent – ssnider@spjUSD.org

Kristie Jacobsen, Executive Assistant to the Superintendents – [kjacobson@spjUSD.org](mailto:kjacobsen@spjUSD.org)

Randy Jones, Director of Business Services/CBO – rjones@spjUSD.org

Office: 530-993-1660 x0

Email schoolinfo@spjUSD.org to be added to the agenda email list.

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

P.O. Box 955
109 Beckwith Road
Loyalton, California 96118

Sean Snider
Superintendent

Phone: (530) 993-1660
FAX: (530) 993-0828
Email: ssnider@spjUSD.org

Superintendent's Goals for 2024-2025 Sean Snider Presented to the Board of Trustees August 13, 2024

*Updates on goals will be provided in October, January, March, and May in order to establish two-way feedback on the progress of each.

1. Provide instructional leadership and support for increased student academic achievement.
 - a. Be visible and present on school campuses and in classrooms no less than 3 times monthly.
 - b. Coordinate no less than 2 professional development opportunities for staff by June 1, 2025.
 1. K-12 Literacy
 2. Introduction to the Revised Mathematics Framework
2. Maintain positive working relationships with school staff, community agencies, and the school community as a whole.
 - a. Attend no less than 2 Board of Supervisors' meetings by June 30, 2025.
 - b. Attend no less than 2 Loyalton City Council meetings by June 30, 2025.
 - c. Attend no less than 5 community events / fundraisers by June 1, 2025.
3. Make progress on the facilities needs of the district.
 - a. Provide a list of facility priorities for each school site for the 2024-2025 school year at the September 10, 2024 Board meeting.
 - b. Report on the progress of this year's facilities improvement projects no less than 3 times during the 2024-25 school year.
4. Continue to reduce deficit spending, with the goal of presenting a balanced budget for the 2025-2026 school year.
5. Provide mentoring and support for new Director of Student Improvement and 2 new principals.
 - a. Daily check-ins
 - b. Weekly Principals' meetings
 - c. Monthly individualized coaching meetings
 - d. Ongoing support as needed

Balances through July						Fiscal Year 2024/25
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	445,349.00	445,349.00	427,342.99	5,380.84	12,625.17
1115	Certificated Extra Duty	500.00	500.00		1,500.00	1,000.00-
1120	Certificated Substitutes	8,621.00	8,621.00			8,621.00
1200	Certificated Pupil Support Ser	26,175.00	26,175.00	23,993.97	2,181.27	.24-
1300	Certificated Supervisor Admini	227,244.00	227,244.00	211,448.38	19,222.58	3,426.96-
	Total for Object 1000	707,889.00	707,889.00	662,785.34	28,284.69	16,818.97
2100	Instructional Aides' Salaries	188,908.00	188,908.00	163,987.67	1,778.66	23,141.67
2200	Classified Support Salaries	46,604.00	46,604.00	46,604.37		.37-
2201	BUS DRIVER	79,292.00	79,292.00	80,259.00	333.72	1,300.72-
2220	Classified Substitute Salaries	2,000.00	2,000.00			2,000.00
2300	Classified Supervisors' Admini	148,879.00	148,879.00	142,659.45	4,074.41	2,145.14
2400	Clerical Technical Office Staf	247,939.00	247,939.00	232,851.44	19,743.33	4,655.77-
2900	Other Classified Salaries	14,933.00	14,933.00			14,933.00
	Total for Object 2000	728,555.00	728,555.00	666,361.93	25,930.12	36,262.95
3101	STRS Certificated Positions	193,472.00	193,472.00	119,669.93	5,402.37	68,399.70
3102	STRS Classified Positions	2,292.00	2,292.00			2,292.00
3202	PERS Classified Positions	184,742.00	184,742.00	169,629.62	7,912.62	7,199.76
3302	OASDI Classified Positions	45,521.00	45,521.00	39,392.28	1,541.24	4,587.48
3311	Medicare Certificated Position	9,981.00	9,981.00	9,101.99	394.75	484.26
3312	Medicare Classified Positions	10,658.00	10,658.00	9,215.13	360.89	1,081.98
3401	Health & Welfare Benefits Cert	119,871.00	119,871.00	120,345.48	2,748.28	3,222.76-
3402	Health & Welfare Benefits Clas	158,351.00	158,351.00	165,939.82	6,576.21	14,165.03-
3501	SUI Certificated	354.00	354.00	331.51	14.15	8.34
3502	SUI Classified	377.00	377.00	333.21	12.93	30.86
3601	Workers' Compensation Certific	27,359.00	27,359.00	23,365.54	1,013.37	2,980.09
3602	Workers' Compensation Classifi	29,254.00	29,254.00	23,657.02	926.44	4,670.54
	Total for Object 3000	782,232.00	782,232.00	680,981.53	26,903.25	74,347.22
4100	Approved Textbooks Core Curric	9,021.00	9,021.00			9,021.00
4300	Materials and Supplies	123,314.00	123,314.00	6,629.46		116,684.54
4320	Custodial Grounds Supplies	1,250.00	1,250.00			1,250.00
4330	Office Supplies	1,750.00	1,750.00	480.00		1,270.00
4350	Vehicle Upkeep	5,000.00	5,000.00	2,663.94		2,336.06
4400	Noncapitalized Equipment	30,734.00	30,734.00			30,734.00
	Total for Object 4000	171,069.00	171,069.00	9,773.40	.00	161,295.60
5100	Subagreements for Services	40,000.00	40,000.00			40,000.00

Balances through July						Fiscal Year 2024/25
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
5200	Travel and Conference	23,117.00	23,117.00	5,925.00		17,192.00
5300	Dues and Membership	36,068.00	36,068.00	24,559.04	1,127.64	10,381.32
5400	Insurance	25,000.00	25,000.00			25,000.00
5500	Operation Housekeeping Service	16,400.00	16,400.00	12,000.00		4,400.00
5600	Rentals, Leases, Repairs, Nonc	2,500.00	2,500.00	244.73	48.26	2,207.01
5801	Legal Services	17,671.00	17,671.00	5,000.00		12,671.00
5805	Personnel Expense	1,000.00	1,000.00			1,000.00
5808	Other Services & Fees	1,500.00	1,500.00			1,500.00
5810	Contracted Services	842,016.00	842,016.00	131,578.75	35,007.05	675,430.20
5899	SPJUSD to Reimburse	150,000.00	150,000.00	7,823.28	30,316.66	111,860.06
5900	Communications	15,600.00	15,600.00			15,600.00
	Total for Object 5000	1,170,872.00	1,170,872.00	187,130.80	66,499.61	917,241.59
6200	Building and Improvement of Bu	25,000.00	25,000.00			25,000.00
6400	Equipment	20,000.00	20,000.00			20,000.00
6500	Equipment Replacement	15,000.00	15,000.00			15,000.00
	Total for Object 6000	60,000.00	60,000.00	.00	.00	60,000.00
7310	Direct Support/Indirect Costs					.00
7350	Transfers of Indirect	23,653.00-	23,653.00-			23,653.00-
	Total for Object 7000	23,653.00-	23,653.00-	.00	.00	23,653.00-
	Total for Fund 01 and Expense accounts	3,596,964.00	3,596,964.00	2,207,033.00	147,617.67	1,242,313.33
Fund 11 - ADULT ED						
1100	Teachers Salaries	58,800.00	58,800.00		1,151.97	57,648.03
1300	Certificated Supervisor Admini	114,534.00	114,534.00	104,989.50	9,544.50	.00
	Total for Object 1000	173,334.00	173,334.00	104,989.50	10,696.47	57,648.03
2100	Instructional Aides' Salaries	1,000.00	1,000.00			1,000.00
2200	Classified Support Salaries	3,572.00	3,572.00			3,572.00
2400	Clerical Technical Office Staf	50,158.00	50,158.00	31,920.79		18,237.21
	Total for Object 2000	54,730.00	54,730.00	31,920.79	.00	22,809.21
3101	STRS Certificated Positions	38,307.00	38,307.00	20,053.00	2,043.03	16,210.97
3202	PERS Classified Positions	14,892.00	14,892.00	8,347.24		6,544.76
3302	OASDI Classified Positions	2,907.00	2,907.00	1,554.59		1,352.41
3311	Medicare Certificated Position	2,516.00	2,516.00	1,522.40	155.10	838.50
3312	Medicare Classified Positions	743.00	743.00	363.55		379.45
3401	Health & Welfare Benefits Cert	15,443.00	15,443.00	14,155.90	1,286.90	.20

Selection Filtered by User Permissions, (Org = 1, Online/Offline = N, Fiscal Year = 2025, Period = 1, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

Balances through July						Fiscal Year 2024/25
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 11 - ADULT ED (continued)						
3402	Health & Welfare Benefits Clas	17,537.00	17,537.00	17,536.53		.47
3501	SUI Certificated	87.00	87.00	52.47	5.35	29.18
3502	SUI Classified	28.00	28.00	15.93		12.07
3601	Workers' Compensation Certific	6,879.00	6,879.00	3,907.97	398.15	2,572.88
3602	Workers' Compensation Classifi	1,902.00	1,902.00	933.39		968.61
Total for Object 3000		101,241.00	101,241.00	68,442.97	3,888.53	28,909.50
4300	Materials and Supplies	41,189.00	41,189.00	777.83		40,411.17
4330	Office Supplies	238.00	238.00			238.00
4350	Vehicle Upkeep	708.00	708.00			708.00
4400	Noncapitalized Equipment	7,354.00	7,354.00			7,354.00
Total for Object 4000		49,489.00	49,489.00	777.83	.00	48,711.17
5200	Travel and Conference	1,648.00	1,648.00			1,648.00
5300	Dues and Membership	708.00	708.00	1,400.00		692.00-
5500	Operation Housekeeping Service	6,707.00	6,707.00	7,200.00		493.00-
5600	Rentals, Leases, Repairs, Nonc	1,178.00	1,178.00	1,100.00		78.00
5801	Legal Services	238.00	238.00			238.00
5805	Personnel Expense	50.00	50.00			50.00
5810	Contracted Services	18,885.00	18,885.00	1,188.00	5,447.00	12,250.00
5900	Communications	1,648.00	1,648.00	1,648.00		.00
Total for Object 5000		31,062.00	31,062.00	12,536.00	5,447.00	13,079.00
6200	Building and Improvement of Bu	64,106.00	64,106.00	4,000.00		60,106.00
7350	Transfers of Indirect	23,653.00	23,653.00			23,653.00
Total for Fund 11 and Expense accounts		497,615.00	497,615.00	222,667.09	20,032.00	254,915.91
Fund 16 - FOREST RES						
7211	Transfers of Pass-through Rev	100,000.00	100,000.00			100,000.00
7619	Other Authorized Interfund Tra	46,000.00	46,000.00			46,000.00
Total for Fund 16, Expense accounts and Object 7000		146,000.00	146,000.00	.00	.00	146,000.00
Total for Org 001 - Sierra County Office of Education		4,240,579.00	4,240,579.00	2,429,700.09	167,649.67	1,643,229.24

Balances through July						Fiscal Year 2024/25
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD						
1100	Teachers Salaries	2,222,499.00	2,222,499.00	1,854,894.74		367,604.26
1115	Extra Duty Hourly	44,527.00	44,527.00		11,987.88	32,539.12
1120	Certificated Substitutes	57,288.00	57,288.00			57,288.00
1300	Certificated Superv/Admin Sala	423,435.00	423,435.00	463,523.61	42,138.51	82,227.12-
1310	Teacher In Charge/Head Teacher	7,500.00	7,500.00			7,500.00
	Total for Object 1000	2,755,249.00	2,755,249.00	2,318,418.35	54,126.39	382,704.26
2100	Instructional Aides Salaries	281,940.00	281,940.00	211,503.60		70,436.40
2115	Inst. Aide Extra Duty	115.00	115.00			115.00
2120	Instructional Aides Substitute	1,352.00	1,352.00			1,352.00
2200	Classified Support Salaries	489,924.00	489,924.00	327,249.16	25,249.85	137,424.99
2201	Bus Driver	20,804.00	20,804.00			20,804.00
2215	Classified Extra Duty	701.00	701.00			701.00
2220	Classified Support Substitute	9,377.00	9,377.00		1,225.74	8,151.26
2300	Classified Sup/Admin Salaries	2,700.00	2,700.00	2,687.30	225.00	212.30-
2400	Clerical & Office Salaries	197,886.00	197,886.00	192,388.28	5,496.66	1.06
2420	Clerical & Office Sub Salaries	2,072.00	2,072.00			2,072.00
	Total for Object 2000	1,006,871.00	1,006,871.00	733,828.34	32,197.25	240,845.41
3101	State Teachers Retirement Syst	738,612.00	738,612.00	399,321.11	10,273.21	329,017.68
3102	State Teachers Retirement Syst	10,235.00	10,235.00			10,235.00
3201	Public Employees Retirement Sy	1,000.00	1,000.00	6,285.00		5,285.00-
3202	Public Employees Retirement Sy	219,644.00	219,644.00	161,428.23	7,828.65	50,387.12
3311	OASDI-Certificated Positions	2,778.00	2,778.00	6,250.60		3,472.60-
3312	OASDI-Classified Positions	57,023.00	57,023.00	42,744.92	1,826.22	12,451.86
3321	Medicare-Certificated Position	36,241.00	36,241.00	30,719.72	746.31	4,774.97
3322	Medicare-Classified Positions	14,055.00	14,055.00	10,004.35	428.40	3,622.25
3401	Health & Welfare -Certificated	475,648.00	475,648.00	414,117.32	5,845.52	55,685.16
3402	Health & Welfare-Classified Po	232,934.00	232,934.00	197,651.93	10,786.35	24,495.72
3501	State Unemployment Insurance-C	1,656.00	1,656.00	1,159.30	27.05	469.65
3502	State Unemployment Insurance-	491.00	491.00	366.72	15.97	108.31
3601	Workers' Compensation Insuranc	97,303.00	97,303.00	73,983.67	1,756.16	21,563.17
3602	Workers' Compensation Insuranc	34,731.00	34,731.00	23,541.65	1,008.09	10,181.26
3901	Other Benefits, Certificated P	17,537.00	17,537.00			17,537.00
	Total for Object 3000	1,939,888.00	1,939,888.00	1,367,574.52	40,541.93	531,771.55
4100	Textbooks	63,953.00	63,953.00	48,572.86		15,380.14
4300	Class Mat'l and Supplies	485,404.00	485,404.00	42,849.47		442,554.53

Balances through July						Fiscal Year 2024/25
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD (continued)						
4302	Class Paper/Toner	10,600.00	10,600.00	3,682.63		6,917.37
4305	Other Student M&S	30,476.00	30,476.00	7,000.00		23,476.00
4320	Custodial Grounds Supplies	59,160.00	59,160.00	26,646.80		32,513.20
4330	Office Supplies	16,552.00	16,552.00	2,828.23		13,723.77
4350	Vehicle Maint. M&S	12,306.00	12,306.00	3,867.00		8,439.00
4351	Vehicle FUEL	30,973.00	30,973.00	29,933.00		1,040.00
4399	M&S Misc -undesignated	2,500.00	2,500.00			2,500.00
4400	Non-Capital Equipment (Up to \$	157,673.00	157,673.00	17,586.66		140,086.34
	Total for Object 4000	869,597.00	869,597.00	182,966.65	.00	686,630.35
5200	Travel & Conferences	89,233.00	89,233.00	6,632.50		82,600.50
5300	Dues & Membership	24,129.00	24,129.00	5,055.18	4,369.63	14,704.19
5400	Insurance-Fire, liability, etc	178,500.00	178,500.00	43,499.75		135,000.25
5510	Power	201,472.00	201,472.00	147,184.50	289.50	53,998.00
5520	Garbage	9,974.00	9,974.00	5,974.00		4,000.00
5530	Water	61,000.00	61,000.00	61,000.00		.00
5540	Propane	217,501.00	217,501.00	217,500.00		1.00
5590	Miscellaneous Utilities	20,000.00	20,000.00			20,000.00
5600	Rentals, Leases & Repairs	111,884.00	111,884.00	63,497.23	200.00	48,186.77
5800	Services & Operating Expense	21,400.00	21,400.00			21,400.00
5810	Legal Expenses	26,463.00	26,463.00	10,000.00	632.50-	17,095.50
5812	Board Election Expense	2,000.00	2,000.00			2,000.00
5840	Audit Expense	25,000.00	25,000.00	2,162.86		22,837.14
5860	Solid Waste Tax	12,625.00	12,625.00	12,625.00		.00
5890	Contracts/Servic	1,356,981.00	1,356,981.00	116,251.80	5,497.16	1,235,232.04
5899	SCOE Interagency Reimburse	35,262.00	35,262.00	22,856.80	6,216.00	6,189.20
5900	Communications	8,827.00	8,827.00			8,827.00
5910	Telephone-Monthly Service	105,852.00	105,852.00	9,837.00		96,015.00
	Total for Object 5000	2,508,103.00	2,508,103.00	724,076.62	15,939.79	1,768,086.59
6400	Equipment	8,001.00	8,001.00	25,151.00		17,150.00-
6500	Equipment Replacement	32,671.00	32,671.00			32,671.00
	Total for Object 6000	40,672.00	40,672.00	25,151.00	.00	15,521.00
7110	Out-of-State Tuition	104,450.00	104,450.00	107,940.00		3,490.00-
7142	Other Tuition, Excess Cost, an	163,838.00	163,838.00		24,896.00	138,942.00
7310	Direct Support/Indirect Costs					.00
7616	Trans fr Gen Fund to Cafeteria	76,470.00	76,470.00			76,470.00

Balances through July						Fiscal Year 2024/25
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD (continued)						
Total for Object 7000		344,758.00	344,758.00	107,940.00	24,896.00	211,922.00
Total for Fund 01 and Expense accounts		9,465,138.00	9,465,138.00	5,459,955.48	167,701.36	3,837,481.16
Fund 13 - Cafeteria						
2200	Classified Support Salaries	91,155.00	91,155.00	88,886.49		2,268.51
2215	Classified Extra Duty	3,000.00	3,000.00			3,000.00
2220	Classified Support Substitute	2,000.00	2,000.00			2,000.00
Total for Object 2000		96,155.00	96,155.00	88,886.49	.00	7,268.51
3202	Public Employees Retirement Sy	21,237.00	21,237.00	15,634.30		5,602.70
3312	OASDI-Classified Positions	5,537.00	5,537.00	5,086.50		450.50
3322	Medicare-Classified Positions	1,296.00	1,296.00	1,189.61		106.39
3402	Health & Welfare-Classified Po	17,537.00	17,537.00	17,536.60		.40
3502	State Unemployment Insurance-	48.00	48.00	44.48		3.52
3602	Workers' Compensation Insuranc	3,328.00	3,328.00	2,799.29		528.71
Total for Object 3000		48,983.00	48,983.00	42,290.78	.00	6,692.22
4340	Food Service	10,636.00	10,636.00	5,365.98		5,270.02
4400	Non-Capital Equipment (Up to \$	2,000.00	2,000.00			2,000.00
4700	Food	108,785.00	108,785.00	69,221.00		39,564.00
Total for Object 4000		121,421.00	121,421.00	74,586.98	.00	46,834.02
5200	Travel & Conferences	1,014.00	1,014.00			1,014.00
5600	Rentals, Leases & Repairs	9,312.00	9,312.00			9,312.00
5800	Services & Operating Expense	400.00	400.00			400.00
5890	Contracts/Servic	500.00	500.00		406.00	94.00
Total for Object 5000		11,226.00	11,226.00	.00	406.00	10,820.00
Total for Fund 13 and Expense accounts		277,785.00	277,785.00	205,764.25	406.00	71,614.75
Fund 40 - Dist Build						
6200	Building & Improvements	945,227.00	945,227.00			945,227.00
Total for Fund 40, Expense accounts and Object 6000		945,227.00	945,227.00	.00	.00	945,227.00
Fund 73 - Bechen						
5800	Services & Operating Expense	35,000.00	35,000.00	6,500.00		28,500.00
Total for Fund 73, Expense accounts and Object 5000		35,000.00	35,000.00	6,500.00	.00	28,500.00
Fund 78 - Gottardi Fund						
5800	Services & Operating Expense	500.00	500.00	500.00		.00

Balances through July						Fiscal Year 2024/25
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
	Total for Fund 78, Expense accounts and Object 5000	500.00	500.00	500.00	.00	.00
	Total for Org 006 - Sierra-Plumas Joint Unified School District	<u>10,723,650.00</u>	<u>10,723,650.00</u>	<u>5,672,719.73</u>	<u>168,107.36</u>	<u>4,882,822.91</u>

Inter-District Attendance Agreements

2024-2025

New/Renewal	School Year	Grade Entering	District of Residence	Receiving District	Reason Given by Requestor	Backup Documentation Received?	In/Out?
Renewal	2024-25	12	Plumas	SPJUSD	Parent works in Loyalton	Yes	In
Renewal	2024-25	11	Washoe	SPJUSD	Ties to Vinton community	n/a	In
Renewal	2024-25	3	Washoe	SPJUSD	Ties to Vinton community	n/a	In

Report Date:
8/13/2024

**MINUTES for the Joint Meeting of the
Sierra County Board of Education
and the
Sierra-Plumas Joint Unified School District Governing Board**

July 30, 2024

5:00pm CLOSED Session

6:00pm Regular Session

*Loyalton: Sierra County Office of Education, Room 4, 109 Beckwith Rd, Loyalton CA 96118
Zoom videoconferencing was also available for the public.*

A. CALL TO ORDER

President KELLY CHAMPION called the meeting to order at 5:00pm.

B. ROLL CALL

PRESENT: *Area 1: Patty Hall (Clerk)
Area 2: Rhynie Hollitz
Area 4: Kelly Champion (President)
Area 5: Richard Jaquez*

ABSENT: *Area 3: Christina Potter (Vice President)*

C. APPROVAL OF AGENDA

*HALL/HOLLITZ
4/0*

D. PUBLIC COMMENT FOR CLOSED SESSION

Chuck Henson—Sierra County Chief Probation Officer: Statement opposing SCOE purchasing 105 Beckwith St.

Jeremy Miller—Sierra County Chief Technology Officer: Statement opposing SCOE purchasing 105 Beckwith St.

E. CLOSED SESSION

The Board moved into Closed Session *at 5:12pm* to discuss the following item(s):

1. Government Code 54956.9

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)

Number of potential cases: two (2)

2. Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator(s) for the Board: James Berardi, County Superintendent
Sean Snider, District Superintendent

Employee Organizations:

Unrepresented Employees: District Superintendent
Sierra-Plumas Teachers' Association
Classified Employees
Confidential Employees
Administrative Employees

3. Government Code 54956.8
 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
 Property: 105 Beckwith St, Loyalton CA 96118
 Sierra COE Negotiator: James Berardi, Superintendent
 Party with whom Sierra COE is Negotiating: City of Loyalton
 Under Negotiation: Price
4. Government Code 54957
 PUBLIC EMPLOYMENT PERFORMANCE EVALUATION
 Title: District Superintendent

- Superintendent draft presentation of 2024-2025 goals

F. RETURN TO OPEN SESSION *at 6:04pm* and ADJOURN FOR BREAK

G. 6:15PM – RECONVENE

H. FLAG SALUTE

I. REPORT OUT FROM CLOSED SESSION

CHAMPION: All items were for discussion only; no action was taken.

J. INFORMATION ITEMS

1. Superintendent Reports

COUNTY—SCOE

- a. Dashboard Local Indicators – Part 2

BERARDI: Defer to SNIDER to give overview for the board.

SNIDER: This is a required annual report for the County and District. This report shows the Teacher Assignment Monitoring outcomes data for 2022-2023 that is part of State Priority 1. Since the CDE did not have the data ready prior to Dashboard Local Indicator reporting in June, we are required to report it tonight at the next regularly scheduled board meeting.

- b. COE Annual Summary Report

BERARDI: This is a required annual report that explains support the COE provides to the district and how the COE is using the \$300K in Level 1 Differentiated Assistance funding received each year.

- c. Agreement with the County of Sierra for the 2024-2025 Fiscal Year for Friday Night Live services, Contract No. 2025-005C

- d. SCOE Personnel Items:

1. Assignment of Randy Jones, Director of Business Services/CBO, 1.0 FTE, effective July 22, 2024
2. Assignment of Cheyenne Wells, Instructional Aide, Loyalton Elementary School, .33 FTE (2 hours/day), effective August 21, 2024
3. Assignment of Kristen Sturcke, Severely Handicapped Aide, Loyalton Elementary School, .54 FTE (3.25 hours/day), effective August 21, 2024

DISTRICT—SPJUSD

- e. Dashboard Local Indicators – Part 2

See above description under County (item a).

- f. Facilities update

SNIDER: Carpet replacements starting tomorrow; asphalt sealing at and around LES completed; new wood chips in playground; LHS asphalt sealing

needs to be approved; tile work in Special Education building; continuing through process to get roof replacements going; softball field proposed drawings – planning for a community meeting to gather input.

- g. Student Internship Agreement with University of Massachusetts Global, Contract No. 2025-004D

SNIDER: Formal agreement to place interns in our district. This covers a teacher recently hired that needs to go through an internship program.

2. Business Report

- a. Account Object Summary-Balance from 07/01/2023 to 6/30/2024
 - 1. SCOE
 - 2. SPJUSD
- b. Most recent Inter-District Attendance Agreements approved

3. Staff Reports

- a. SCOE

SELPA—BETHKE: Second half of summer school program (EYS) starting next Monday. Summer building maintenance projects. Welcome Randy! We're happy to have you.

ADULT ED—JACKSON: None
- b. SPJUSD

LES—ARMSTRONG: Excited to step into this new role as principal! Lots of activity during the summer at the school sites that I was unaware of.

LHS—MESCHERY: Usual summer cleaning projects and scheduled carpet replacements. Welcome to our new teachers and CBO. Football practice starts next Monday – first game September 6th. Volleyball and soccer are also underway. Grizzlies Night August 15th at 5:30pm.

DES & DHS—BERARDI: Welcome to GRIFFIN and ARMSTRONG as the new LHS and LES principals. New flooring needed in a room due to water leak, but carpet was scheduled to be replaced anyway. Bigger project now than expected, but glad to get it done before school starts. Lots of summer activities in bringing in organizations using the school site. Looking forward to things calming down and getting the kids back in school.

FFA—GRIFFIN: The Plumas-Sierra County Fair went really well for our kids showing animals. Lots of wins and strong competition!

4. SPTA Report

PRESIDENT—PETTERSON: None

5. Committee/Board Member Reports

CHAMPION: Next Budget Committee meeting scheduled for August 6th.

HALL: Thank you ARMSTRONG and GRIFFIN for stepping up and taking on the leadership roles as principals!

6. Public Comment

Amy Mason—Parent: Letter signed recently by the board opposing a bill that ended up being signed into law anyway. Will there be anything drafted to let parents know what we won't be notified of? And will teachers, subs and coaches be made aware as well?

K. CONSENT CALENDAR

1. Approval of minutes for the Regular Joint Meeting held June 25, 2024
2. Approval of Board Report-Checks Dated 06/01/2024 through 06/30/2024
 - a. SCOE
 - b. SPJUSD
3. Approval of Quarterly Report on Williams Uniform Complaints for the quarter ending 06/30/2024
 - a. SCOE
 - b. SPJUSD
4. Approval of the following SPJUSD personnel items:
 - a. Resignation for Staci Armstrong, Instructional Support and Intervention Teacher, Districtwide, 1.0 FTE, effective June 30, 2024
 - b. Authorization to fill, Instructional Support and Intervention Teacher, Districtwide, 1.0 FTE
 - c. Assignment of Stephanie Shelby, Instructional Support and Intervention Teacher, Districtwide, 1.0 FTE, effective August 19, 2024
 - d. Staci Armstrong on a Variable Term Waiver for the assignment of Principal/Site Administrator at Loyalton Elementary School, 1.0 FTE, effective July 01, 2024
 - e. Resignation for Caroline Griffin, Agriculture Teacher, Loyalton High School, 1.0 FTE, effective July 10, 2024
 - f. Authorization to fill Agriculture Teacher, Loyalton High School, 1.0 FTE
 - g. Caroline Griffin on a Variable Term Waiver for the assignment of Principal/Site Administrator, Loyalton High School, 1.0 FTE, effective July 11, 2024
 - h. Assignment of Cheyenne Wells, Instructional Aide, Loyalton Elementary School, .63 FTE (3.75 hours/day), effective August 21, 2024
 - i. Assignment of Amber Williams, 2024-2025 Advisor Associated Student Body, Loyalton High School

HOLLITZ/HALL

4/0

L. ACTION ITEMS

1. New Business

COUNTY—SCOE

- a. Adoption of Resolution 25-001C, Fund Transfers between SCOE and SPJUSD for the 2024-2025 Fiscal Year

HOLLITZ/HALL

4/0

DISTRICT—SPJUSD

- b. Adoption of Resolution 25-001D, Fund Transfers between SPJUSD and SCOE for the 2024-2025 Fiscal Year

HOLLITZ/HALL

4/0

- c. Recommendation to increase substitute rate of pay
CHAMPION/HALL
3/0, 1 abstention – JAQUEZ
- d. Approval of proposal from TNTP for Literacy Professional Development
HOLLITZ/HALL
3/1 (CHAMPION)
- e. Approval of quote from Bertagnolli Paving for pavement sealing at Loyaltan High School
HOLLITZ/CHAMPION
SNIDER will see about getting more of the asphalt included in the project that is not currently highlighted on the project map.
4/0

BOARD POLICIES AND BYLAWS

Board Bylaw 9310: “The Superintendent or designee shall develop and present a first reading at a public Board meeting and action may be taken on the proposed policy. The Board may require additional readings if necessary.”

Postponed f-m to the August 13th meeting.

- f. 4111~4211~4311—Recruitment and Selection (*All Staff*)
- g. 4118—Dismissal/Suspension/Disciplinary Action (*Certificated*)
- h. 4218—Dismissal/Suspension/Disciplinary Action (*Classified*)
- i. 4121—Temporary/Substitute Personnel (*Certificated*)
- j. 4127~4227~4337—Temporary Athletic Team Coaches (*All Staff*)
- k. 4140~4240~4340—Bargaining Units (*All Staff*)
- l. 4157~4257~4357—Employee Safety (*All Staff*)
- m. 4161~4261~4361—Leaves (*All Staff*)

M. ADVANCED PLANNING

1. The next Regular Joint Board Meeting will be held on August 13, 2024, at Downieville School, 130 School St, Downieville CA 95936 at 6:00pm. If needed, Closed Session may be held before the Regular session beginning at 5:00pm. Zoom videoconferencing will be available for the public.
2. Suggested Agenda Items
None

N. ADJOURN

CHAMPION adjourned the meeting at 7:42pm.

James Berardi,
County Superintendent

Sean Snider,
District Superintendent

Patty Hall, Clerk

**SIERRA COUNTY BOARD OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD
Closed Session Reporting Form**

DATE: July 30, 2024

CLOSED SESSION BEGAN AT: 5:02 ¹² P.M.

BOARD MEMBERS PRESENT:

Patty Hall Rhynie Hollitz Christina Potter Kelly Champion Richard Jaquez

OTHERS PRESENT:

- James Berardi, County Superintendent
- Sean Snider, District Superintendent
- Randy Jones, Director of Business Service/CBO
- Terri Ryland, Ryland School Business Consulting, Interim CBO
- Carol Wieckowski, Evans, Wieckowski, Ward & Scofield LLP, Legal Counsel
- _____

I. SESSION TOPIC(S):

Item #1—Government Code 54956.9

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)

Number of potential cases: two (2)

RESULT:

- DIRECTION WAS GIVEN TO SUPERINTENDENT
- THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.
- A ROLL CALL VOTE WAS TAKEN:
HALL _____ HOLLITZ _____ POTTER _____ CHAMPION _____ JAQUEZ _____
- A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:
HALL _____ HOLLITZ _____ POTTER _____ CHAMPION _____ JAQUEZ _____

Item #2—Government Code 54957.6

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiator(s) for the Board:

James Berardi, County Superintendent
Sean Snider, District Superintendent

Employee Organizations:

Unrepresented Employees:

District Superintendent
Sierra-Plumas Teachers' Association
Classified Employees
Confidential Employees
Administrative Employees

RESULT:

- DIRECTION WAS GIVEN TO SUPERINTENDENT
- THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.
- A ROLL CALL VOTE WAS TAKEN:
HALL _____ HOLLITZ _____ POTTER _____ CHAMPION _____ JAQUEZ _____
- A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:
HALL _____ HOLLITZ _____ POTTER _____ CHAMPION _____ JAQUEZ _____

SIERRA COUNTY BOARD OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD
Closed Session Reporting Form

Item #3—Government Code 54956.8

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 105 Beckwith St, Loyalton CA 96118

Sierra COE Negotiator: James Berardi, Superintendent

Party with whom Sierra COE is Negotiating: City of Loyalton

Under Negotiation: Price

RESULT:

- DIRECTION WAS GIVEN TO SUPERINTENDENT
- THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.
- A ROLL CALL VOTE WAS TAKEN:
HALL _____ HOLLITZ _____ POTTER _____ CHAMPION _____ JAQUEZ _____
- A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:
HALL _____ HOLLITZ _____ POTTER _____ CHAMPION _____ JAQUEZ _____

Item #4—Government Code 54957

PUBLIC EMPLOYMENT PERFORMANCE EVALUATION

Title: District Superintendent

- Superintendent draft presentation of 2024-2025 goals

RESULT:

- DIRECTION WAS GIVEN TO SUPERINTENDENT
- THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.
- A ROLL CALL VOTE WAS TAKEN:
HALL _____ HOLLITZ _____ POTTER _____ CHAMPION _____ JAQUEZ _____
- A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:
HALL _____ HOLLITZ _____ POTTER _____ CHAMPION _____ JAQUEZ _____

II. ENDED CLOSED SESSION AT 6:15 P.M. AND RETURN TO OPEN SESSION

6:04 (10)

PRESIDED BY:

Kelly Champion
Kelly Champion, PRESIDENT

RECORDED BY:

Patty Hall
Patty Hall, CLERK

Checks Dated 07/01/2024 through 07/31/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00017106	07/15/2024	ALHAMBRA	11-9500	WATER SERVICE		11.97
00017107	07/15/2024	DONALD BERGSTROM	01-9500	GROUNDS MAINTENANCE	35.00	
				SPED/DO CLEANING	1,662.50	
			11-9500	GROUNDS MAINTENANCE	35.00	1,732.50
00017108	07/15/2024	EMCN FISCAL AGENT c/o SCHOOL SERVICES OF CA	01-5300	EMCN COALITION		105.00
00017109	07/15/2024	CASBO	01-5300	CASBO DUES		850.00
00017110	07/15/2024	CRESCO RESTAURANT EQUIPMENT	11-9500	CULINARY CLASS EQUIPMENT		24,755.88
00017111	07/15/2024	CURRENT ELECTRIC & ALARM	01-5810	ANNUAL ALARM FEE		650.00
00017112	07/15/2024	CHRISTOPHER DIEBLER DBA DIEBLER FLOORS	11-9500	FLOORING INSTALL		4,689.50
00017113	07/15/2024	EDWARDS, STEVENS AND TUCKER, LLP	01-9500	LEGAL FEES		1,261.50
00017114	07/15/2024	FRONTLINE TECHNOLOGIES GROUP LLC	01-5810	ESCAPE LICENSE/PROGRAMMING	30,171.85	
			01-5899	ESCAPE LICENSE/PROGRAMMING	30,171.87	60,343.72
00017115	07/15/2024	INTERMOUNTAIN DISPOSAL, INC.	11-9500	GARBAGE SERVICE		120.95
00017116	07/15/2024	LASSEN COUNTY OFFICE OF EDUCATION	01-5810	ADAPTIVE PE SERVICES	1.00	
			01-9500	ADAPTIVE PE SERVICES	481.10	482.10
00017117	07/15/2024	LAUREN JONES BEHAVIORAL CONSULTANT	01-9500	BEHAVIORAL CONSULTANT		4,251.00
00017118	07/15/2024	BARBARA MCKURTIS	01-9500	HEARING SCREENING		470.00
00017119	07/15/2024	NAVIGATE360. LLC	01-5810	PBIS SUBSCRIPTION		884.20
00017120	07/15/2024	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMPENSATION		12,530.25
00017121	07/15/2024	NOVAH ELECTRIC	11-9500	CLASSROOM ELECTRIC		45,305.00
00017122	07/15/2024	PITNEY BOWES, INC.	01-5600	POSTAGE MACHINE LEASE	48.26	
			01-5899	POSTAGE MACHINE LEASE	144.79	193.05
00017123	07/15/2024	PLUMAS-SIERRA TELECOMMUNICATIONS	11-9500	BROADBAND SERVICE		109.00
00017124	07/15/2024	PRESENCELEARNING, INC.	01-5810	PRESENCE LEARNING	3,300.00	
			01-9500	PRESENCE LEARNING	2,342.76	5,642.76
00017125	07/15/2024	UBEO WEST LLC	11-9500	COPIER/MAINTENANCE		55.05
00017126	07/15/2024	LOCALIQ	11-5810	ADULT ED WEBSITE MANAGEMENT		5,447.00
00017127	07/15/2024	REMSA CENTER FOR INTEGRATED HEALTH CARE & COMMUNITY EDU	11-9500	CPR CARDS		74.00
00017128	07/15/2024	SIERRA COUNTY OFFICE OF EDUCATION	01-9500	BANK SERVICE FEES		117.72
00017129	07/15/2024	SIERRA VALLEY HOME CENTER	01-9500	SHOP DEF MAINT SUPPLIES	1,013.68	
				SHOP SUPPLIES	42.27	
			11-9500	PAINT SUPPLIES	23.56	1,079.51
00017130	07/15/2024	TERMINIX PROCESSING CENTER	01-9500	PEST CONTROL		193.00
00017131	07/15/2024	TODDLER TOWERS, INC. SIERRAKIDS	01-9500	ELOP SPED AIDE		1,930.32
00017132	07/15/2024	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	HEALTH INSURANCE	2,080.56	
			76-9576	HEALTH INSURANCE	27,534.94	29,615.50
00017133	07/15/2024	U.S. BANK	01-9500	ADOBE SUBSCRIPTION	239.88	

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

Checks Dated 07/01/2024 through 07/31/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00017133	07/15/2024	U.S. BANK	01-9500	BATTERY	213.56	
				CCS TRAVEL	214.22	
				END OF SCHOOL EVENT	10,440.00	
				HOTEL ACCOMODATIONS	145.35	
			11-9500	BUILDING MATERIALS	1,004.72	
				TECH EQUIPMENT NEW PORTABLE	6,879.47	19,137.20
00017134	07/15/2024	U.S. BANK VOYAGER	01-9500	FUEL EXPENSE		183.86
Total Number of Checks					29	222,221.54

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	19	93,645.25
11	ADULT EDUCATION	12	88,511.10
76	Payroll Clearing	2	40,065.19
Total Number of Checks		29	222,221.54
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			222,221.54

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

Checks Dated 07/01/2024 through 07/31/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00086958	07/09/2024	FOLLETT SCHOOL SOLUTIONS	01-5890	DESTINY RENEWAL		5,198.70
00086959	07/15/2024	AIRGAS, USA, LLC	01-9510	TANK RENTAL LHS/DVL		355.48
00086960	07/15/2024	AMERIGAS	01-9510	PROPANE		4,034.08
00086961	07/15/2024	AT&T	01-9510	PHONE SERVICES		537.14
00086962	07/15/2024	B & C TRUEVALUE HOME CENTER	01-9510	MISC MAINT SUPPLIES		137.74
00086963	07/15/2024	PAMELA BRANDON	01-5600	TECH COTTAGE RENTAL		100.00
00086964	07/15/2024	CALIFORNIA SCHOOL BOARD ASSOC C/O WESTAMERICA BANK	01-5300	GAMUT/CSBA/CCBE/ELA MEMBERSHIP	4,110.25	
			01-5890	GAMUT/CSBA/CCBE/ELA MEMBERSHIP	2,105.75	
			01-5899	GAMUT/CSBA/CCBE/ELA MEMBERSHIP	6,216.00	12,432.00
00086965	07/15/2024	CITY OF LOYALTON	01-9510	WATER AND SEWER - LOYALTON SITES		4,847.06
00086966	07/15/2024	COMMERCIAL APPLIANCE SERVICE	13-9510	OVEN REPAIR/DIAGNOSE		1,138.59
00086967	07/15/2024	DOWNIEVILLE PUBLIC UTILITY DIS	01-9510	Water		1,009.85
00086968	07/15/2024	EDWARDS, STEVENS AND TUCKER, LLP	01-9510	LEGAL FEES		899.00
00086969	07/15/2024	JANET HAMILTON	01-5600	TECH COTTAGE RENTAL		100.00
00086970	07/15/2024	INTEGRITY HEATING & AIR	01-9510	ROOM 6 HVAC REPAIR		343.56
00086971	07/15/2024	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMP		27,724.25
00086972	07/15/2024	NV5, INC	01-9510	BLEACHER INSPECTION		1,589.48
00086973	07/15/2024	ODP BUSINESS SOLUTIONS LLC	01-9510	copy paper		169.84
00086974	07/15/2024	POWERSCHOOL GROUP LLC	01-5890	POWERSCHOOL MAINT/SUPPORT		3,391.41
00086975	07/15/2024	UBEO WEST LLC	01-9510	COPIER MAINT.		601.53
00086976	07/15/2024	SIERRA BOOSTER	01-9510	ADVERTISEMENTS/LEGAL/PUBLIC NOTICES		75.00
00086977	07/15/2024	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE	289.50	
			13-5890	FOOD FACILITY CHARGE	406.00	695.50
00086978	07/15/2024	INTERMOUNTAIN DISPOSAL, INC.	01-9510	GARBAGE SERVICE		632.76
00086979	07/15/2024	SIERRA HARDWARE	01-9510	Misc Maintenance supplies		377.00
00086980	07/15/2024	SIERRA VALLEY HOME CENTER	01-9510	MAINT. SUPPLIES	880.99	
				MAINT/CUSTODIAL SUPPLIES	334.72	
				MISC. AG SUPPLIES	37.53	1,253.24
00086981	07/15/2024	SIERRA-PLUMAS JOINT UNIFIED	01-9510	BANK SERVICE FEES	454.06	
				Grad Decor	1,300.00	1,754.06
00086982	07/15/2024	TINY EYES THERAPY SERVICES	01-9510	THERAPY SERVICES		1,080.00
00086983	07/15/2024	TODDLER TOWERS, INC. SIERRA KIDS	01-9510	ELOP PROGRAM		36,384.23
00086984	07/15/2024	TRI COUNTY SCHOOLS INS. GR.	01-9535	HEALTH INSURANCE	7,477.00	
			76-9576	HEALTH INSURANCE	79,992.74	87,469.74
00086985	07/15/2024	U.S. BANK VOYAGER	01-9510	BUS FUEL	1,957.86	

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

Checks Dated 07/01/2024 through 07/31/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00086985	07/15/2024	U.S. BANK VOYAGER	01-9510	FIELD TRIP FUEL	36.20	
				FUEL	42.01	
				FUEL FOR FFA	327.91	
				Fuel for Maintenance	210.01	2,573.99
Total Number of Checks					28	196,905.23

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	26	87,643.65
13	Cafeteria Fund	2	1,544.59
76	Warrant/Pass Through (payroll)	2	107,716.99
	Total Number of Checks	28	196,905.23
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		196,905.23

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



Washoe County School District

425 East Ninth Street * P.O. Box 30425 * Reno, NV 89520-3425
Phone (775) 348-0200 * Fax: (775) 348-0304 * www.washoeschools.net

Board of Trustees: Beth Smith, President * Diane Nicolet, Vice President * Joe Rodriguez, Clerk
Jeff Church * Adam Mayberry * Colleen Westlake * Alex Woodley * Susan Enfield, Ed.D., Superintendent

INTERLOCAL CONTRACT TO ATTEND WASHOE COUNTY SCHOOL DISTRICT

THIS INTERLOCAL CONTRACT (the "Agreement") made and entered into this day of August 13, 2024, by and between **SIERRA PLUMAS JOINT UNIFIED SCHOOL DISTRICT**, hereinafter referred to as the "Sierra Plumas JUSD" or "Adjoining District", and the **WASHOE COUNTY SCHOOL DISTRICT**, hereinafter referred to as the "Washoe CSD" or "Program," both of whom understand and agree as follows:

RECITALS

WHEREAS, Nevada Revised Statute 392.010 authorizes a school district to admit pupils living in an Adjoining State upon agreement of the parties approved by the Superintendent of Public Instruction; and

WHEREAS, Washoe CSD and Sierra Plumas JUSD are public agencies empowered to contract with another public agency for the performance of any governmental service, activity, or undertaking, which these public agencies are authorized by law to perform. See, NRS 277.180; and

WHEREAS, the Washoe CSD is able to provide educational facilities and services to pupils residing in the Adjoining District; and

WHEREAS, when related to special education students, the services of Washoe CSD specified hereinafter are both necessary and desirable, and the furnishing of these services by Washoe CSD to Sierra Plumas JUSD is in the best interests of serving pupils with disabilities; and

WHEREAS, A signed variance form has already been approved by both districts; and

WHEREAS, Washoe CSD represents that it is duly qualified and able to render the services specified hereinafter; and

WHEREAS, Washoe CSD and Sierra Plumas JUSD desire to enter into this Agreement pursuant to the terms and conditions set forth herein,

NOW, THEREFORE, for good and valuable consideration as specified herein, Washoe CSD and Sierra Plumas JUSD mutually agree as follows:

1. SERVICES PROVIDED:

- a) Regular Education Students: The Washoe CSD shall provide its usual educational facilities and services, except transportation, to pupils residing in the Adjoining District, for whom it is more practical to attend schools in Washoe County, Nevada, than to attend school in their school district of residence.
- b) Special Education Students: The Parties agree that, for the 2024-2025 school year, Washoe CSD and Sierra Plumas JUSD shall provide education and related services for **pupils on a variance from Sierra Plumas JUSD to Washoe CSD** in compliance with the Pupil's Individual Education Plan ("IEP") as defined by the Individuals with Disabilities Education Act, 20 U.S.C. §1400, et. seq. ("IDEA"), as specifically set forth in this Agreement.

2. For Special Education Students:

- a) Washoe CSD will be responsible for completing academic assessment. Sierra Plumas JUSD will be responsible for completing any other necessary evaluation activities, besides academic assessment, and convening the Pupil's IEP team at the Program in



accordance with IDEA, together with appropriate participation from WCSD staff.

- b) Sierra Plumas JUSD will be responsible for the costs of any related services provided in the Pupil's IEP, including transportation.
- c) Washoe CSD shall provide necessary special education teacher, general education teacher and any other related service provider participation in any of the Pupil's IEP meetings held at the Program during the term of this Agreement.
- d) Washoe CSD shall prepare and provide an Annual Report on the progress of the Pupil on the goals and objectives of the Pupil's IEP at the conclusion of each school year and no later than June 30 of each year. Annual reports of progress shall be provided to the Sierra Plumas JUSD, and the parents or guardians of the Pupil, and delivered within thirty (30) days following the conclusion of the school year.
- e) Washoe CSD shall report on students progression goals at least quarterly.
- f) Sierra Plumas JUSD shall be solely responsible for any other aspects, requirements, and/or obligations associated with the Pupil's IEP not specifically addressed herein.
- g) Sierra Plumas JUSD shall be responsible as the Local Education Agency ("LEA") for the student and providing a Free Appropriate Public Education ("FAPE") to the Pupil, as that term is defined by the Individuals with Disabilities Education Act, 20 U.S.C. §1400, et. seq., and Nevada law regarding the education of students with disabilities, NRS 388.440, et seq. However, based on the Pupil's placement in Washoe CSD's facilities as set forth in this Agreement, Washoe CSD shall serve as Pupil's Case Manager during the Pupil's enrollment and participation in the services described herein, with Sierra Plumas JUSD acting as Co-Case Manager. Accordingly, both Sierra Plumas JUSD and Washoe CSD may access any and all student education records necessary in performing its duties under this Agreement.
- h) The books, records, documents and accounting procedures and practices of Washoe CSD relevant to this Agreement shall be subject to inspection, examination, and audit by the State of Nevada, the Nevada Department of Education (NDE), the Attorney General of the State of Nevada, or the Nevada Legislative Auditor or a duly designated agent or representative, and Sierra Plumas JUSD.
- i) Washoe CSD agrees to indemnify, save, and hold Sierra Plumas JUSD, its agents, and employees harmless from any and all claims, causes of action, or liability arising from the negligence, breach of duty, or wrongful misconduct in the performance of this Agreement by Washoe CSD or the agents or employees of Washoe CSD.
- j) Sierra Plumas JUSD agrees to indemnify, defend, save, and hold Washoe CSD, its agents, and employees harmless from any and all claims, cause of action, or liability arising from the negligence, breach of duty, or wrongful misconduct in the performance of this Agreement by Sierra Plumas JUSD or the agents or employees of Sierra Plumas JUSD. This includes indemnification and defense for any special education complaints filed on behalf of the student attending Washoe CSD pursuant to a variance from Sierra Plumas JUSD naming Washoe CSD, including, but not limited to, any state complaints or due process complaints filed pursuant to NRS

Chapter 388 and NAC Chapter 388, complaints filed with the Office of Civil Rights, and any state or federal complaints filed alleging failure to comply with the provisions of the IDEA, NRS Chapter 388 and/or NAC Chapter 388.

- k) Sierra Plumas JUSD shall compensate Washoe CSD the estimated per pupil cost of \$7,710 for each general education student and \$9,014 for each special education student. Sierra Plumas JUSD shall forward the allocation to Washoe CSD on or before the end of each fiscal year.
- l) The terms of this Agreement shall commence upon the date of the last signature executed below. In the event the Pupil qualifies for an extended school year (“ESY”), the services specified in this agreement, and the reimbursements to Washoe CSD by Sierra Plumas JUSD for those services, including all costs associated with the hiring of any ESY teacher(s), will continue through the term of the ESY.

3. MISCELLANEOUS:

- a) This Agreement may be terminated by either party, with or without cause, upon providing the other party thirty (30) days’ written notice.
- b) If a parent, legal guardian, and/or student attending Washoe CSD pursuant to a variance from Sierra Plumas JUSD violates any of the Washoe CSD policies, regulations, or procedures, Washoe CSD may terminate this Agreement within ten (10) days written notice to Sierra Plumas JUSD.

4. The Parties agree that Washoe CSD, in performing the services herein specified, shall be an independent contractor and not an officer, agent or employee of Sierra Plumas JUSD.

5. Washoe CSD shall not assign, transfer, or delegate any rights, obligations or duties under this Agreement without the prior written consent of Sierra Plumas JUSD.

6. This instrument constitutes the entire agreement between the Parties and may be modified only by a written amendment properly executed by the Parties.

7. **PAYMENT:** Sierra Plumas JUSD shall compensate the Washoe CSD the estimated per pupil cost of \$7,710 for each general education student and \$9,014 for each special education student residing in the Sierra Plumas JUSD and enrolled in the Washoe CSD. Said payment shall be made within thirty (30) days of receipt of an invoice from the Washoe CSD. If additional educational services are required for the Sierra Plumas JUSD students and are provided by the Washoe CSD, Sierra Plumas shall pay for them when invoiced by the Washoe CSD.

8. **BILLING:** The Washoe CSD shall notify Sierra Plumas JUSD upon enrollment of student(s) of the amounts due under this Agreement. Payment is due within thirty (30) days of said notice.

9. TRANSPORTATION:

- a. Regular Education Students: The Washoe CSD does not assume any responsibility or expense for the transportation of students to and from school as a result of granting an out of district variance. Transporting students to and from school shall be the sole responsibility of the parent and they are solely responsible for any related transportation costs.

- b. Special Education Students: Sierra Plumas JUSD will provide daily, roundtrip transportation for the Pupil to the school outlined in the variance agreement and be solely responsible for all costs associated with this transportation.

10. TERM: This Agreement shall be for a period of one year commencing on July 1, 2024, and ending on June 30, 2025. This Agreement may be renewed on an annual basis.

11. DEFAULT: In the event either party breaches any provision of this Agreement, the other party may terminate this Agreement upon thirty (30) days' written notice.

12. INDEMNIFICATION: The Sierra Plumas JUSD will defend, indemnify, and hold harmless the Washoe CSD from and against any and all liabilities, damages, costs, expenses (including any and all attorney's fees), causes of action, suits, claims, demands or judgments of any nature whatsoever arising from (1) any negligence on the part of the Sierra Plumas JUSD or any of its agents, contractors, servants, employees, licensees or invitees and (2) any violations of this Agreement. The Washoe CSD will defend, indemnify and hold harmless Sierra Plumas JUSD from and against any and all liabilities, damages, costs, expenses (including any and all attorney's fees), causes of action, suits, claims, demands or judgment of any nature whatsoever, up to the limits set forth in NRS, Chapter 41, arising from (1) any sole negligence on the part of the Washoe CSD or any of its agents, contractors, servants, employees, licensees or invitees and (2) any violations of this Agreement.

13. NOTICES: All notices, demands, requests, consents, approvals or other communications (for the purposes of this Section collectively called "Notices") required or permitted to be given hereunder or which are given with respect to this Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, postage prepaid, addressed as follows:

TO: WCSD
Washoe County School District
P.O. Box 30425
425 East Ninth Street
Reno, NV 89512-3425
Attn: Joseph Ernst, Superintendent

TO: Adjoining District
Sierra Plumas Joint Unified School District
PO Box 955
Loyalton, CA 96118
Attn: Sean Snider, Superintendent

or to such other address as such party shall have specified most recently by like Notice. Notice mailed as provided herein shall be deemed given on the third business day following the date so mailed.

14. FINAL APPROVAL: The principal of the school where the student is seeking to enroll has the final decision to approve or deny enrollment.

15. GOVERNING LAW/VENUE: This Agreement shall be governed by, interpreted under, and construed and enforced in accordance with the laws of the State of Nevada applicable to agreements made and to be performed wholly within the State of Nevada. Venue shall be in Washoe County, Nevada.

16. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings, if any, with respect hereto. This Agreement may not be modified, changed, or supplemented, nor may any obligations hereunder be waived,

except by written instrument signed by the party to be charged or by its agent duly authorized in writing or as otherwise expressly permitted herein. The parties do not intend to confer any benefit hereunder or any person or entity other than the parties hereto.

17. RECITALS: The Recitals referred to herein and attached hereto are an integral part of this Agreement and are incorporated herein by this reference.

18. FURTHER ASSURANCES: The Washoe CSD and Sierra Plumas JUSD agree to do such further acts and things and to execute and deliver such additional agreements and instruments as the other may reasonably require consummating this Agreement or any other agreement contained herein in the manner contemplated hereby.

19. SUCCESSORS AND ASSIGNS; ASSIGNMENT: This Agreement shall be binding upon and shall inure to the benefit of each of the parties hereto and to their respective successors. Any attempt to transfer, convey or assign this Agreement shall be null and void, and shall result in termination of this Agreement.

20. DATE OF AGREEMENT: The effective date of this Agreement shall be the date of execution of the Superintendent of Public Instruction.

IN WITNESS WHEREOF, the Washoe CSD and Sierra Plumas JUSD have duly executed this Agreement as of the date and year indicated herein below.

WASHOE COUNTY SCHOOL DISTRICT

By Joseph Ernst
Joseph Ernst, Superintendent

Date 8/1/24

ATTEST:

Allyson
Witness Signature

SIERRA PLUMAS JOINT UNIFIED SCHOOL DISTRICT

By _____
Mr. Sean Snider, Superintendent

Date _____

ATTEST:

Witness Signature

APPROVED:

NEVADA DEPARTMENT OF EDUCATION

By _____
Jhone Ebert, Superintendent of Public Instruction

Date _____

E-Waste to surplus August 13, 2024

Device Type	Brand	Inventory Tag	Serial
MacBook	Apple	35977	W8014J4PFYN
MacBook	Apple	35975	W8014ANMFYN
MacBook	Apple	35955	W8924JQN9GU
MacBook	Apple	41103	451211H2F5W
MacBook	Apple	35837	45120DLBF5W
MacBook	Apple	35976	W8014AJFFYN
Speaker	Polycom	35526	8206480163EEAL
Speaker	Polycom	35528	820649016605AL
Camera	Polycom	35557	820745096327AK
Tablet	Polycom	--	8A170220CB9EDL
Camera	Kodak	32035	EKA65000662
Camera	Polycom	--	82405735
Splitter	Polycom	--	821711471921CV
Tower PC	DELL	35785	3Q5ZQF1
Tower PC	DELL	60032 (County)	34N6122
Printer	Samsung	--	1497BAZZ500032D
iMac	Apple	--	CO2JXH7XDNCR
iMac	Apple	--	CO2JXH96DNCR

Loyalton Schools 2024-2025 Coaches pending board approval August 13, 2024:

6th-8th Grade Volleyball

- Allison Ceresola
- Sarah Torricelli

6th-8th Grade Flag Football

- Reid Mason
- Ian Wright

U6 soccer

- Dannie Ball
- Illeana Vokel
- Kaycie Sellers

U8 Soccer

- Lauren Jones
- Miranda Prakash
- Illeana Vokel

U10 Soccer

- Dave Carter
- Graham Bell
- Jason Champion
- Miguel Hernandez

U12 Soccer

- Carlynn Wills

**SIERRA COUNTY OFFICE OF EDUCATION
and
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT**

**Resolution No. 25-002C/25-002D
DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS
FOR THE 2024-2025 SCHOOL YEAR**

WHEREAS, the Sierra County Office of Education (SCOE) and Sierra-Plumas Joint Unified School District (SPJUSD) make every effort to recruit fully prepared teachers; and

WHEREAS, when fully prepared teachers are not available, SCOE and SPJUSD recruit candidates who qualify for an intern credential; and

WHEREAS, there are teachers who have not yet completed Cross Cultural Language and Academic Development (CLAD) certification or other English Learner Authorization; and

WHEREAS, the Board of Trustees recognizes that there are an insufficient number of certificated persons who meet SCOE's and SPJUSD's specific employment criteria; and

WHEREAS, Title 5 Section 80026 and AB 471 (Scott) require that a Declaration of Need for Fully Qualified Educators and resolution by the Governing Board be submitted by an employing agency prior to the issuance of any emergency permit and/or limited assignments permit for that agency in a given school year; and

WHEREAS, Title 5 Section 80026 and AB 471 (Scott) specify that said Declaration of Need for Fully Qualified Educators and resolution be adopted by the Governing Board in a regularly scheduled public meeting of the Board on an annual basis; and

WHEREAS, said Declaration of Need for Fully Qualified Educators shall not be adopted by the Board as part of a consent calendar; and

WHEREAS, all employees invest their time, energy and countless hours to provide all students with quality programs and services that support their individual needs and educational goals;

NOW, THEREFORE, BE IT RESOLVED that the Sierra County Board of Education and Sierra-Plumas Joint Unified School District Governing Board hereby request that a Declaration of Need for Fully Qualified Educators be submitted to the Commission on Teacher Credentialing for the 2024-25 school year.

PASSED AND ADOPTED, by the Sierra County Board of Education and Sierra-Plumas Joint Unified School District Governing Board at their regular meeting held on the 13th of August, 2024.

VOTE:

Ayes _____ **Nays** _____ **Abstain** _____ **Absent** _____

Patty Hall,
SCOE & SPJUSD Clerk



State of California
 Commission on Teacher Credentialing
 Certification Division
 651 Bannon Street, Suite 601
 Sacramento, CA 95811

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 20242025
 Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Sierra Plumas Joint Unified School Dist. District CDS Code: 46-70177
 Name of County: Sierra County CDS Code: 46 10462

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 8/13/2024 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2025.

Submitted by (Superintendent, Board Secretary, or Designee):

<i>Name</i>	<i>Signature</i>	<i>Title</i>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<i>Mailing Address</i>		
<i>E-Mail Address</i>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County Sierra County CDS Code 46 10462
 Name of State Agency _____
 Name of NPS/NPA _____ County of Location sierra

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on 08 / 13 / 2024, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, 2025.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

James Berardi

Superintendent

Name

Signature

Title

530-993-0828

530-289-3473

Fax Number

Telephone Number

Date

PO Box 855 Loyalton, CA 96118

Mailing Address

jberardi@spjUSD.org

E-Mail Address

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subject(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

1

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

Teacher Librarian Services

Emergency Transitional Kindergarten (ETK)

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year’s actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an internship program.

National University

If no, explain why you do not participate in an internship program.



State of California
 Commission on Teacher Credentialing
 Certification Division
 651 Bannon Street, Suite 601
 Sacramento, CA 95811

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 20242025

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Sierra Plumas Joint Unified School Dist. District CDS Code: 46-70177

Name of County: Sierra County CDS Code: 46 10462

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 8/13/2024 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2025.

Submitted by (Superintendent, Board Secretary, or Designee):

Sean Snider Superintendent
Name Signature Title

530-993-0828 530-993-1660 _____
Fax Number Telephone Number Date

PO Box 955 Loyalton, CA 96118
Mailing Address

ssnider@spjUSD.org
EMail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, 2025.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

<i>Name</i>	<i>Signature</i>	<i>Title</i>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<i>Mailing Address</i>		
<i>E-Mail Address</i>		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	<u>2</u>
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____
Emergency Transitional Kindergarten (ETK)	<u>1</u>

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year’s actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	3
Special Education	
TOTAL	4

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	1
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English	1	Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	spanish/1

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program?

Yes No

If yes, how many interns do you expect to have this year? 2

If yes, list each college or university with which you participate in an internship program.

National University

If no, explain why you do not participate in an internship program.

**SIERRA-PLUMAS JOINT UNIFIED
SCHOOL DISTRICT
AND
SIERRA COUNTY OFFICE OF
EDUCATION**

**INJURY & ILLNESS
PREVENTION PROGRAM
(IIPP)**

109 BECKWITH ROAD, ROOM #3 * PO BOX 955
LOYALTON, CA 96118
(530) 993-1660 * FAX (530) 993-0828

8/2/2024

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INTRODUCTION

In order to maintain a safe and healthful work environment, the Sierra-Plumas Joint Unified School District and Sierra County Office of Education have developed this Injury and Illness Prevention Program (IIPP) for all employees. The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations §3203 and Section 6401.7 of the California Labor Code. And consists of the following eight elements:

Responsibility
Hazard Assessment/Inspection
Accident/Exposure Investigation
Hazard Correction
Communication
Training and Instruction
Compliance
Recordkeeping

Every employer has a legal obligation to provide and maintain a safe and healthful workplace for their employees. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals employed by Sierra-Plumas Joint Unified School District and Sierra County Office of Education.

Portions of this guide were adapted from Guide to Developing Workplace Injury and Illness Prevention Program, prepared by the Cal/OSHA Consultation Service, CS-1 revised August 2005.

A copy of the IIPP must be maintained at the district office as well as at each school site.

EMPLOYEE ACCESS TO THE PROGRAM

All employees have the right and opportunity to receive and review their employer's IIPP. Sierra Plumas JUSD and Sierra COE will provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or designated representative.
 - One printed copy of the plan must be free of charge, although the employer may charge a reasonable administrative fee for additional copies within (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided

2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program.

Sierra Plumas JUSD and Sierra COE will communicate the right and the procedures to access the Program to all employees.

Employees of Sierra Plumas JUSD and Sierra COE can receive and review our IIPP by making a written request themselves or designating an authorized representative that they give written authorization to make the request on their behalf. The written authorization request must include:

- The name and signature of the employee who is authorizing a designated representative to access the Program on their behalf
- The name of the designated representative authorized to receive the Program for the employee
- The date of the request
- The date when the written authorization will expire (if less than (1) year).

INJURY AND ILLNESS PREVENTION PROGRAM

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT AND
SIERRA COUNTY OFFICE OF EDUCATION
PO BOX 955 * 109 BECKWITH ROAD, ROOM #3
LOYALTON, CA 96118

LARAIN SEI
PO BOX 955 * 109 BECKWITH ROAD, ROOM #3
LOYALTON, CA 96118

ASSIGNMENT OF RESPONSIBILITY (Title 8 California Code of Regulations §3203(a) (1))

Our school district's lead Injury and Illness Prevention Program (IIPP) administrator is:

Sean Snider, SUPERINTENDENT
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
PO BOX 955 * 109 BECKWITH ROAD, ROOM #1
LOYALTON, CA 96118
530 993-1660 Ext 110 * Fax 530 993-0828

Co-Administrators

James Berardi, SUPERINTENDENT
SIERRA COUNTY OFFICE OF EDUCATION
PO BOX 955 * 109 BECKWITH ROAD
LOYALTON, CA 96118
530 289-3473 Ext 410 * Fax 530 530-0828

Randy Jones, BUSINESS MANAGER
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
SIERRA COUNTY OFFICE OF EDUCATION
PO BOX 955 * 109 BECKWITH ROAD, ROOM #1
LOYALTON, CA 96118
530 993-1660 Ext 120 * Fax 530 993-0828

The IIPP Administrator Sean Snider, Superintendent, Human Resources, Laraine Sei and school site administrators are responsible for implementing and maintaining the components of the IIPP program at their school sites. The responsibilities of our IIPP Administrator and site administrators include:

- Preparing and updating our district's IIPP
- Implementing the provisions in our IIP
- Making sure each site has a copy of our IIPP
- Making sure hazards, injuries and accidents in each site are routinely investigated
- Taking action to mitigate identified hazards
- Establishing a district wide Health and Safety Committee and designating a chairperson
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries and general safety concerns

Each school in our district has been assigned a safety coordinator. School-site safety coordinators are responsible for assisting in implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety coordinator has a copy of this IIPP. A list of all the district's school-site safety coordinators who will implement and maintain the IIPP at their school sites is attached as Form A.

The responsibilities of our school site safety coordinators include:

- Conducting at a minimum, quarterly safety inspections
- Participating on the district wide Health & Safety Committee
- Participating in the mitigation of identified hazards
- Communicating with employees about safety

The responsibilities of all school employees include:

- Reporting unsafe conditions, work practices or accidents to their supervisors or the school site safety coordinator immediately.
- Following safe work practices
- Using appropriate personal protective equipment as instructed by their supervisors

This IIPP applies to all schools in the Sierra-Plumas Joint Unified School District and the Sierra County Office of Education

HAZARD ASSESSMENT / INSPECTION (Title 8 CCR §3203(a) (4))

Inspections to identify and evaluate workplace hazards shall be performed by a competent observer. Periodic inspections to identify and evaluate hazards in our schools' sites will be performed by one or more of the following checked individuals:

School-site safety coordinators at their school sites and/or the site administrator, District's IIPP Administrator OR superintendent's designee.

Inspections are performed according to the following schedule:

- When we initially established our IIPP, site wide safety inspections
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- Whenever new, previously unidentified hazards are recognized
- Whenever occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

There are two types of inspections: overall facility inspections and specific work area inspections. For the purpose of the Sierra-Plumas Joint Unified School District and Sierra County Office of Education IIPP, the following inspections are to be conducted:

1. The overall facility inspection will be performed annually and when:
 - a. any new substances, processes, procedures, or equipment are introduced to the workplace that have occupational hazard potential.
 - b. a previously unrecognized hazard is discovered.
 - c. an accident or illness occurs.
2. Specific work area inspection by each Site or Department periodically, but not less than annually.

ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a) (5))

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by:

Sean Snider, Superintendent, Laraine Sei, Personnel Technician, or Randy Jones, Business Manager

Name and Job Title

Our procedures for investigating workplace accidents and hazardous substance exposures include: (see page 22)

- Visiting the scene as soon as possible
- Interviewing injured employees and witnesses
- Determining the cause of the accident/exposure
- Examining the workplace and the incident for underlying causes associated with the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording the findings and actions taken at health and safety committee meetings

All occupational injuries, illnesses, or exposures to hazardous substances must be reported to Human Resources within 24 hours after the incident becomes known to the Supervisor. For those injuries that cause an amputation, loss of an eye, or any serious degree of permanent disfigurement, that requires inpatient hospitalization other than medical observation or diagnostic testing but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone, Human Resources will contact Cal/OSHA within 8 hours.

HAZARD CORRECTION (Title 8 CCR §3203(a) (6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.
- We have identified the following potential hazards in our schools but not limited to:
 - Slip and fall hazards and ladder safety
 - Chemicals covered under Cal/OSHA's Hazard Communication standard, including pesticides, cleaning products, lab chemicals, etc.
 - Lead paint
 - Asbestos
 - Ergonomic hazards
 - Infectious diseases, including blood borne and aerosol transmissible diseases
 - Outdoor heat

- Violence
- Indoor air quality
- Power tools and machinery hazards, including electrical safety, lock-out tag-out of machinery, machine guarding, etc.

The IIPP Administrator, site administrator and/or school site safety coordinator will ensure that those current employees and/or new employees with exposure potential to these or other hazards will be trained by workshops, on-line course classes, on-site trainings, or other effective instruction.

COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a) (3))

All supervisors, school site safety coordinators, and/or site administrators are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors, school site safety coordinator and/or site administrator, about workplace hazards without fear of reprisal.

Our communication system includes all of the following items:

- New employee orientation including a discussion of safety and health policies and procedures
- Follow-through by supervisors to ensure effectiveness
- Worksite-specific health and safety training
- Regularly scheduled safety committee meetings will be held once per month or at minimum once a quarter.
- Effective communication of safety and health concerns between employees and supervisors, including language translation, will take place in one or all of the following:
 - Post and/or distribute safety information to school sites for distribution to employees
 - Site Administrators can include safety tip in staff meetings.
 - Safety Tips can be posted in staff rooms or handed out to employees
 - Periodic emails may be used to send out important safety information to employees.
- A system for employees to anonymously inform administration about workplace hazards. This system involves: 1) employees may submit concerns/safety issues directly to school administrator's office or the school safety coordinator 2) Report of Unsafe Condition or Hazard form (see Page 14), and a copy is provided in the employee new hire orientation binder. Copies also located at each school site main office.
- Our health and safety committee meetings are held more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses
- Other methods we use to ensure communication with and involvement of employees include: follow up with staff and/or administrators on safety concerns

AND

Our district also elects to use a health and safety committee to meet all the requirements of Title 8 CCR §3203(c) (1) – (7), thereby complying with the communication requirements of Title 8 CCR §3203(a) (3).

TRAINING AND INSTRUCTION (Title 8 CCR §3203(a) (7))

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according to the following schedule:

When our IIPP was first established.

- To all new employees.
- To all employees given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard
- Whenever anyone is made aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
- To all employees about the hazards specific to each employee's job assignment.

All employees will complete the following safety trainings upon onset of employment and again as is required by Cal OSHA regulations:

1. Fire Safety, Fire Extinguisher, and Fire Prevention.
2. Emergency Preparedness
3. Hazard Communication - Globally Harmonizing System (GHS) and Safety Data Sheets (SDS).
4. Injury & Illness Prevention Program
5. Blood Borne Pathogens
6. AB1825 Sexual Harassment - For Supervisory employees
7. SB1343 Sexual Harassment – For non-supervisory employees.
8. Mandated Reporter

Safety training will also include, but is not limited to:

- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- The availability of toilet, hand-washing, and drinking water facilities.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - stacking goods in an unstable manner
 - Storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training will also include but not limited to:

- The prevention of musculoskeletal disorders, including proper lifting techniques
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Proper food and beverage storage to prevent them from becoming contaminated
- On any other topics listed in the Hazard Correction section of this plan
- In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

Training will occur in the following applications:

1. General Campus-Wide Training Sessions.
2. Safety Meetings.
3. Individual employee training for specific job tasks.
4. Through Keenan SafeSchools Online training.

Training is an on-going process that will focus on specific employee jobs and procedures. The main point to safety training is to prevent unsafe situations, procedures, or acts. Always document any training, regardless of length or importance. Example Training Logs should be completed when safety training is provided. Copies of the completed training logs should be forwarded to Human Resources. The live trainings can be tracked on the Keenan SafeSchools Online Training Program.

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a) (2))

Site Administrators are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and administrators are expected to enforce the rules fairly and uniformly.

All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- Informing employees of the provisions of our IIPP
- Evaluating the safety performance of all employees
- Providing training to employees whose safety performance is deficient
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by the decision of Site Administrators or Superintendent
- Disciplining employees for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: 1) oral notice; 2) written notice; 3) disciplinary action

Sierra-Plumas Joint Unified School District and the Sierra County Office of Education will actively enforce the IIPP. An employee that fails to recognize safety rules and safe work practices, shall be disciplined. Any action taken will not violate employee rights under Cal/OSHA regulations and will be enforced in a non-discriminatory fashion. Disciplinary action (consistent with bargaining unit agreements) will include, but not be limited to, the following:

1. Retraining
2. Warning
3. Warning with reprimand placed in personnel file
4. Suspension from work with no compensation and record added to personnel file
5. Discontinue employment with record added to personnel file

RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

Recordkeeping is critical for demonstrating the effort of Sierra-Plumas Joint Unified School District and Sierra County Office of Education towards safety and program implementation.

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this IIPP are being implemented, the following records will be kept on file in the listed Department for at least the length of time indicated below:

1. Copies of IIPP Safety Inspection Forms, Unsafe Conditions Form and Hazard Mitigation Log. Retain for 2 years and maintained by Departments and Maintenance and Operations.
2. Copies of Accident Investigation Forms. Retain for 2 years
3. Copies of Employee Training Sign-in Sheets and related training documents. Retain for duration of each individual's employment by Human Resources.
4. Copies of Safety Postings and Safety Committee Meeting Minutes and Agendas. Retain 2 years by Human Resources.
5. Copies of Employee Exposure Records, or other required Employee Health and Safety Records. Retain for 30 years or for the duration of each individual's employment, if greater than 30 years. These records will be maintained in Human Resources.

The Safety Coordinator will be responsible for ensuring that all relevant records are completed and kept as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at Sierra-Plumas Joint Unified School District and Sierra County Office of Education, with responsibility shared by management and staff alike.

The master copy of this IIPP can be found at: DISTRICT OFFICE/SCOE OFFICE

Other copies of the IIPP can be found at: <http://www.sierracountyschools.org>

Form A: School Site Safety Coordinators

The following school-site safety coordinators are responsible for maintaining our district's Injury and Illness Prevention Program (IIPP) and communicating with employees about our IIPP at their sites:

SCHOOL	SAFETY COORDINATOR	DATE ASSIGNED
LOYALTON ELEMENTARY School Site	Isaac Price	
LOYALTON MIDDLE former site School Site	Isaac Price Name of Coordinator	
LOYALTON JR/SR HIGH/SIERRA PASS School Site	FILIMON MARTINEZ Name of Coordinator	
DOWNIEVILLE K-12 School Site	Shawn Maple Name of Coordinator	
DISTRICT/COUNTY OFFICE School Site	Randy Jones Name of Coordinator	
SEIRRA PLUMAS SITES School Site	Sean Snider/LARAIN SEI Name of Coordinator	
LOYALTON ELEMENTARY SPECIAL ED School Site	Isaac Price Name of Coordinator	
Adult Education School Site	Wendy Jackson/Wendy Church-Bergstrom	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
School Site	Name of Coordinator	
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School Site	Name of Coordinator	

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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109 Beckwith Road, Room #3 * PO Box 955
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www.sierracountyschools.org

REPORT OF UNSAFE CONDITION OR HAZARD

Optional: Employees may submit this form anonymously by forwarding to the Superintendent's Office, Sierra-Plumas Joint Unified School District/Sierra County Office of Education, PO Box 955, Loyalton, CA 96118

Employee's Name: _____

Job Title: _____

Location of condition believed to be unsafe or hazardous: _____

Date and time condition or hazard observed: _____

Description of unsafe condition or hazard:

What changes would you recommend to correct the condition or hazard? _____

Optional:

Signature of Employee: _____ Date: _____

District/County Superintendent of Schools Office's Response:

Name of Person Investigating Report: _____

Results of investigation (what was found? was condition unsafe or a hazard?): *(attach additional sheets if necessary)*

Action taken to correct hazard or unsafe condition, if appropriate (or, alternative, information provided to employees as to why condition was not unsafe or hazardous): *(attach additional sheets if necessary)*

Signature of Person Investigating Report: _____

Revised: _____

HAZARD ASSESSMENT AND CORRECTION RECORD

To be used in correlation with the Office/Classroom Inspection Checklist.

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

INJURY ASSESSMENT AND CORRECTION RECORD

(First section to be filled out by Safety Administrator and then sent to injured employee's supervisor)

Employee Name: _____ Position: _____

Type of Injury: _____ Date of Injury: _____

Location of Injury: _____

Explain How Injury Happened: _____

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Signature: _____ Date: _____

SAFETY TRAINING AND INSTRUCTION RECORD

Training Date: _____

Topic and/or Type of Training: _____

Trainer(s): _____

Please attach topic of discussion and anything passed out to employees.

(Employee's need to sign-in.)

<i>Employee Print</i>	<i>Employee Signature</i>
Attach any topic and/or training materials to this sheet	

OFFICE/CLASSROOM INSPECTION CHECKLIST

WORKSITE: _____ **DATE:** _____

BUILDING: _____ **ROOM:** _____

NAME(S): _____

Instructions: Check each item below as "Satisfactory or "Unsatisfactory." Add any pertinent comments and the location of hazards in the space provided for each item checked "Unsatisfactory."

	Satisfactory	Unsatisfactory	N/A		Comment/Location
FLOORS					
No wet/slip, fall hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No trip hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No cords across walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
STAIRS – RAMPS (if applicable)					
Lighting adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Non-slip surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Handrails - available and secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
GENERAL SAFETY					
No Aisles Obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Area free of falling hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
First Aid material available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency Lighting functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lighting okay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ladders/Stools in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Housekeeping is good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency phone numbers posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
FIRE EQUIPMENT/EXITS					
Fire extinguishers accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fire extinguishers tagged/serviced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exits properly illuminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exits clear and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
FIRE HAZARDS					
Flammable aerosols and liquids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Stored and handled properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storage areas labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No Defective electrical cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ELECTRICAL HAZARDS					
Cords are put away after use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No improper use of extension cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No extension cords plugged in that aren't being utilized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Outlets at sinks are GFI Protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All outlet and switch covers in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical panels are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
HAZARDOUS MATERIALS					
MSDS's available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Containers properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Containers properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

INSPECTOR(S) SIGNATURE: _____

INSTRUCTIONS FOR COMPLETING THE

OFFICE/CLASSROOM INSPECTION CHECKLIST

FLOORS:

Look for source of continual slip fall hazards such as leaking doorways, water draining from under sinks, refrigerators, or other equipment.

Look for trip hazards such as buckling or torn carpet or mats, or cords across walkways.

STAIRS AND RAMPS:

Look around work area and surrounding areas frequently used. Look to see if ramps are outlined to indicate change in elevation.

Check if stair edges are chipped or rounded off making it easy to slip off the edge of steps.

Check if hand rails are secure and not loose.

Look around work area and surrounding areas for adequate lighting at stairs and ramps.

GENERAL SAFETY:

Check if top of bookshelves or cabinets are overloaded with stored items. If so remove items.

Check if stacks of stored items are stable. If not, make stable.

Remove or make secure any stored items that may fall and hit students or employees in the event of an earthquake.

Check the location of the nearest First Aid Station. Check if the station is properly stocked.

Ask custodial or administration staff for the location of emergency lighting in the immediate work area or surrounding areas. Most emergency lighting will be in the interior halls or windowless rooms.

Ask custodial or administration staff how to test battery operated emergency lighting in the area.

Check light fixtures for any exposed wires, any flickering (may indicate an electrical short), any smoking or, odor.

Check stools and step ladders for stability. All rubber feet should be in place to prevent slipping. Damaged stools and ladders should be removed from use immediately. NEVER USE THE TOP STEP!!!!

All areas should be neat and orderly. Hallway should not be used for storage. Walkways should be clear of trip fall or slip fall hazards.

Emergency phone numbers for the local contact in addition to 911 should be posted in the classrooms.

Check with the local administration staff for emergency procedures.

FIRE EQUIPMENT/EXITS:

Know the location of the nearest fire extinguisher.

No items should be hung on or blocking fire extinguishers.

Fire extinguishers should be hung in an easily accessible location approximately 5 feet above the floor.

The location of the fire extinguisher should be marked with a sign.

Check the fire extinguisher tag to see if it has been serviced within the last year. If it has not, the extinguisher is in need of service.

Check the pressure gauge to see if the needle is in the green area of the gauge. If it is not, the extinguisher is in need of service.

Check if exits are marked with exit signs.

Check if the natural light during normal operating hours provides enough light to illuminate the exit sign in the event of a power failure. If not, the exit sign should be battery powered.

Remove any obstructions from the exits.

FIRE HAZARDS:

Remove any flammable aerosols and liquids from the classrooms.

Flammable aerosols and liquids should be stored in a flammable liquid storage cabinet in the custodian area only.

Check for any frayed, cut, or otherwise damaged electrical cord. If a light or appliance has a damaged cord, the light or appliance should be removed from the classroom.

ELECTRICAL HAZARDS:

Extension cord should not be used for permanent power to equipment; additional permanent electrical outlets should be provided.

Eliminate use of multiple extension cords and surge bars.

Never use multiple extension cords and surge bars end to end.

Check that extension cords are unplugged when there are no appliances or equipment attached.

Check if all electrical outlets at sinks are equipped with GFI, that is “Test” and “Reset” buttons. Push the “Test” and “Reset” buttons to see if they work. When the “Test” button is pushed there should be no electrical power to the outlet. After testing, push the “Reset” button to resume power to the outlet.

Check that all outlet and switch plate covers are in place and not broken thereby exposing live electrical wires.

Check that the electrical panel is not blocked by signs or art work and the panel is easily accessible to emergency response personnel.

HAZARDOUS MATERIALS:

There should be no hazardous materials (cleaning supplies, commercial paints, solvents, etc.) in the classrooms.

Hazardous materials should be stored in the custodial areas.

Safety Data Sheets (SDS) should be in a predetermined location for all hazardous materials. (In the same room supplies are used and stored.)

All containers, especially secondary containers (containers used for smaller amounts of materials), should be clearly labeled with the content name. EVEN WATER!!!

z:IIPP doc;7/02/2012;rev 10/15/2013; rev name change 2/2016; rev name change 11/2017
doc:worker comp/IIPP doc; rev and update name change 11/2019, rev 9/23/2021, 8/29/2022

Proposition 28: Arts and Music in Schools Funding Annual Report Fiscal Year 2023-24

Name: Sierra-Plumas Joint Unified
CDS Code: 4670177-0000000
Allocation Year: 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded. (2500 character limit).

Prop 28 funds were used to hire a new full-time music teacher for Loyalton Elementary and Loyalton High School, and to provide supplemental art and music instruction at Downieville Elementary and Downieville Junior-Senior High.

2. Number of full-time equivalent teachers (certificated).	1.0
3. Number of full-time equivalent personnel (classified).	0.0
4. Number of full-time equivalent teaching aides.	0.0
5. Number of students served.	353
6. Number of school sites providing arts education.	4

Date of Approval by Governing Board/Body 8/13/2024 12:00:00 AM

Annual Report Data URL

https://www.sierracountyschools.org/apps/pages/index.jsp?uREC_ID=4098612&type=d&pREC_ID=2555841

Submission Date 8/1/2024 7:59:58 AM




Date: 7/24/2024
Order Form# : Q-01174
Order Form Expiration Date: 6/28/2024
 Please Email All Pages
 to billing@fullmindlearning.com

Order Name

Customer Name: Sierra-Plumas Joint Unified School District	Contract Start Date: 8/21/2024 Contract End Date: 6/6/2025
Billing Address: Sierra-Plumas Joint Unified School District PO Box 955 Loyalton, California 96118 United States	Number Billable Days: Daily Billed Rate:

Prepared For: James Berardi jberardi@spjUSD.org	Prepared By Fullmind Monica Sherwood monica.sherwood@fullmindlearning.com
--------------------------------------------------------------	-------------------------------------------------------------------------------------------

Service	Total Quantity	List Price	Discount	Net Price	Net Total
Educator Prep Time	100.00	\$76.50		\$76.50	\$7,650.00
Whole Class Instruction - SG	400.00	\$154.50	15%	\$131.33	\$52,532.00
Implementation	1.00	\$6,018.20	10%	\$4,314.56	\$4,314.56
				TOTAL:	\$64,496.56

Customer Signature _____ Fullmind Signature 

Name (Printed/Typed) _____ Name (Printed/Typed) **Ysiad Ferreiras**

Title _____ Title **CEO**

Date _____ Date **7/24/2024**

This Sales Agreement ("Agreement") is entered into effective on the Contract Start Date last signed by Party below last signed by a Party below ("Effective Date") by and between iTutor.com, Inc. d/b/a Fullmind ("Fullmind", "we", "us" or "our") and the customer ("Customer", "you", or "your"). Fullmind and Customer are referred to throughout this Agreement individually as "Party" or "party" and collectively as "Parties" or "parties". The Parties agree as follows:



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Specific Terms & Conditions

We are excited to work with you and provide our services to help you achieve your goals. Below are important details about fees, invoicing, and payment:

Fees

You will find all fees specified in the Order Form. Unless otherwise stated, the fees are based on the services purchased, and payment obligations are non-cancelable. Any fees paid for services rendered are non-refundable, except as otherwise specified herein. Each Order Form is incorporated into this Agreement in its entirety as if fully set forth herein.

Invoicing & Payment

To make the payment process as smooth as possible, please provide us with a valid purchase order. We will invoice you in advance for prepaid services and according to the relevant Order Form. The invoiced charges are due Net 30 days from the invoice date, unless otherwise stated in the Order Form. Please provide complete and accurate billing and contact information.

Program Billing Start Date

You agree that the billing period commences at the agreed upon start date of the services purchased. We commit that, at the commencement of services, we will provide you with an educator that satisfies your criteria to perform services. If you require an alteration to the billing start date, we require written notice of seven (7) business days prior to the commencement of services. If a program is delayed due to an Educator not being placed by the Contract Start Date, the invoice terms will be adjusted accordingly.

Suspension of Service and Acceleration

If this Agreement, or any additional Agreement for services, is thirty (30) or more days overdue, we reserve the right to suspend services until balances are paid in full. However, we will provide ten (10) days prior notice of overdue amounts, in accordance with the Manner of Giving Notice section, before suspending services.

School Partner Service Disruptions

We understand that school logistics may change, requiring a disruption in agreed upon service dates and times. However, these service change requests require a significant amount of effort by our team and educators. We may, in our sole discretion, impose a service disruption fee, not to exceed 50%, of the value of the canceled classes.

Overdue Charges

If any invoiced amount is not received by us by the due date, then without limiting our rights or remedies, (a) those charges shall accrue a late interest penalty at the rate of 1.5% of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower, and/or (b) we may condition future services and Order Forms on payment terms shorter than those specified in this Agreement.

Payment Disputes

We understand that payment disputes may arise from time to time. We will not exercise our rights under the Overdue Charges or Suspension of Service and Acceleration sections if you are disputing the applicable charges reasonably and in good faith and are cooperating diligently to resolve the dispute.

Taxes



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Our fees do not include taxes, levies, duties, or similar governmental assessments of any nature. This includes value-added, sales, use, or withholding taxes, assessable by any jurisdiction. You are responsible for paying all taxes associated with your purchases hereunder.

If we have legal obligation to pay or collect taxes for which you are responsible under this section, we will send an invoice for the applicable amount, unless you can provide a valid tax exemption certificate. For clarity, we are solely responsible for taxes assessable against Fullmind based on our income, property, and employees.

Manner of Giving Notice

We promise to keep you updated and informed throughout our relationship. Except as otherwise specified in this Agreement, all notices, permissions, and approvals hereunder shall be in writing and deemed to have been given upon: the first business day after sending by email (provided email shall not be sufficient for notices of termination or an indemnifiable claim). Billing related notices will be addressed to the relevant billing contact provided. All other notices shall be addressed to the relevant services system administrator you designate.

To cancel scheduled services without penalty, the signing party must provide written notice at least one full school day (minimum of twenty-four (24) hours before scheduled class) in advance. If you cancel services after the notice period, you will be billed, in accordance with the scheduled service to be provided. Canceled services after the notice period may be rescheduled for an additional fee, subject to mutual agreement between Parties.

Term of Agreement

The term of this Agreement shall begin on the Contract Start Date and end on the Contract End Date.

Terms of Service

The term of each service will be specified in the relevant Order Form.

Termination

Notwithstanding the foregoing, either Party may terminate this Agreement by providing written notice at least 30 days in advance. Upon such termination, you shall pay Fullmind all amounts then owed and that are owed for services rendered through the date of termination. In the event that an educator is unable to continue providing services, we will have a 30-day period to find a replacement Educator without penalty.

Early Termination of Educator

If an educator is secured for in-person instruction, and no longer requires a Fullmind educator's services, then written notification to Fullmind of such termination with new effective end date is required. Upon receiving such notice, Fullmind and its educator will be compensated for fifteen (15) additional school days following the new effective end date at the appropriate per diem rate under this Agreement. The Fullmind educator will not actively teach students during this fifteen day period..

In the event the district requests a change in an educator, after attempting corrective action with the current educator to improve their performance both independently and with the support of Fullmind if required, we may charge additional fees. We kindly request immediate notice whenever there is an occasion of dissatisfaction with any educator.

Refund or Payment upon Termination

If you terminate this Agreement in accordance with the termination sections, we will refund you any prepaid fees covering the remainder of the term, after the effective date of termination.



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Usage Limits

Services are subject to usage limits, which may include quantities specified in Order Forms. If you are unable or unwilling to abide by the contractual usage limit, you will be responsible for any fees for excess usage at the rates set forth in this Agreement.

Unused Service Hours

Contractual funds must be fully utilized by the contract end date. Fullmind reserves the right to recognize all contractual funds regardless of implementation by the contract end date. Negotiations for other arrangements may occur on a customer-specific basis.

Non-Solicitation

During the term of this Agreement, and for a period of one (1) year following its termination or expiration, you agree not to directly or indirectly solicit, recruit, or hire any Fullmind employees or contractors involved in providing services to you, without our prior written consent. Additionally, you agree not to engage in any activity that is intended to induce any Fullmind employees or contractors to terminate their employment or contractual relationship with us. If you violate these provisions, whether intentionally or unintentionally, you agree to pay a one-time fee equal to the total compensation paid to the solicited employee or contractor in the twelve (12) months preceding the date of such solicitation, recruitment, or hiring.

This provision does not restrict your right to hire a Fullmind employee or contractor who has ceased working with us for a period of twelve (12) months or more.

Acceptance

You represent that the individual signing below has read the terms and conditions included in this Agreement and is authorized to accept this Agreement and all terms and conditions herein. Please email all pages to your Sales Representative and <mailto:billing@fullmindlearning.com>

Confidentiality of Student Data

Fullmind will maintain the confidentiality of all student records and student data in accordance with all applicable laws, including the Family Educational Rights and Privacy Act.

Compliance with Laws

Each Party will comply with all applicable federal, state, and local laws when fulfilling the terms of this Agreement.



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Fullmind Statement of Work

Core Instruction

Credit Recovery

- Credit Recovery entails instruction in a specific subject area for the purpose of earning credit for seat time in a class. The hour requirements for completion of credit recovery are determined by school personnel and Fullmind is responsible for fulfilling those requirements. Attendance and progress reporting are crucial to this program so the school can adequately determine students' course completion status.

Homebound/Home Based

- Homebound/Home Based support is first-time instruction in a specific subject area for the purpose of earning credit for seat time in a class. The hour requirements for completion of Homebound Services are determined by school personnel and Fullmind works with district administration to schedule instructional hours accordingly.
- The District should include their own preferred scheduling availability in the event Fullmind is unable to reach family during outreach; we will proceed with scheduling using schools preferred availability.
- The District will notify families that their child will be enrolled in Homebound/Home Based instruction that is provided virtually by Fullmind.
- Each student will be enrolled for a minimum of ten (10) hours per subject spanning their Homebound/Home Based assignment, unless alternate arrangements are requested and agreed to.
- The District will furnish scope and sequence and curriculum for all subjects taught by Fullmind.
- Attendance and progress reporting is crucial to this program so that the school can be sure of students' completion or inability to complete hours. Schools will support student attendance in the following ways: publicizing Fullmind services, monitoring student attendance provided by Fullmind, communicating with students and families about attendance trends, and instituting positive reinforcement systems to promote student attendance.
- Fullmind will train District personnel on student enrollment and assignment of hours. Then, Fullmind will coordinate student schedules directly with the families.
- Upon receipt of a student's IEP, Fullmind educators will implement all instructional accommodations and target academic goals.

Suspension Alternative

- The Fullmind Virtual Suspension Classroom (VSC) provides a safe and supportive virtual solution, for short-term suspensions, to limit the amount of lost instructional time and help students transition back into the classroom. A VSC will be created for students who are placed on short-term suspension (up to ten (10) school days) to continue uninterrupted schooling. If longer services are needed, suspended students will be served on a 1:1 basis such as Homebound/ome Based services.
- VSCs are at a pre-scheduled time(s) each day, that a student may be placed into, to receive academic and social emotional support.
- We recommend separate classes for HS, MS and ES students but the subjects may be mixed.
- Each class may support up to fifteen (15) students at any time; students may flow in and out of the class based on the term of their suspension.



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Virtual Staffing

- Full-time program designed with a Fullmind educator serving as the sole provider of instruction to the students in a given grade/subject. The educator works in collaboration with various team members within a school and may or may not serve as the teacher of record for the stated course (depending on state). The Fullmind educator will function just like an in-person educator.
- An educator requisition form will be completed by the district for each desired position, thus initiating the formal search and referral process. Fullmind will recruit, vet, and refer state-certified educators to the district based on the requirements of the school.
- Fullmind educators, state-certified (or in the process of obtaining reciprocity) to teach the assigned subjects will staff the Virtual Classroom.
- Out of state certified educators will begin the reciprocity process within fifteen (15) business days of their start date, with the goal of completing the process with the state sixty (60) business after starting the paperwork. Fullmind will provide regular updates to the district on the progress of educators reciprocity applications.
- Fullmind educators will start as soon as they complete the district's on-boarding process. This includes, but is not limited to, access to all district technology, email, curricula, etc.
- In the event that a placed teacher needs to be replaced during the school year, Fullmind shall refer an additional candidate to fill that position, who will work for the remaining period of the Agreement.
- Educators will follow the District's official calendar, spanning the school year (unless prorated), including District PD and parent-teacher conferences.
- Fullmind educators will staff up to a 7.5-hour workday, teaching the assigned grade and subject for a specific staffing assignment. This schedule will follow the regular school day, including a planning period.
- Fullmind educators may conduct progress monitoring of SWD students and attend IEP/CSE meetings, as appropriate.
- Fullmind educators will provide a professional learning environment.
- All instruction will be implemented in tandem with a school district facilitator, physically present in the classroom, and in full collaboration with the virtual educator.
- Instructional content, supplied by the District, will be aligned to the standards and curricula used by the District and the State.
- Fullmind educators, state-certified (or in the process of obtaining reciprocity) to teach the assigned subjects, will staff the Virtual Classroom.
- Fullmind will provide timely support to its educators, if feedback from any District administrator is received, that specific teaching and learning practices need improvement.
- Early Termination: In the event the District secures a teacher for in-person classes, and does not need the educator(s) for the remainder of the school year, the District shall provide written notice of such termination. Upon such notice, Fullmind and its educator will be compensated for fifteen (15) business days to transition from the classroom. These days will be billed at the per diem rate under this Agreement.
- Purchase of a Fullmind Virtual Staffing educator also includes Fullmind support to structure program schedules, coordinate technology, provision student and admin accounts, support onboarding and tech issues, provide ongoing reporting and recruitment, and validate and assign educators as needed.

Whole Class Instruction

- Whole Class Virtual Instruction assists in a specific subject area and can be for the purpose of earning credit for seat time in a class. The hour requirements for completion of WCVI are determined by school personnel and Fullmind is responsible for fulfilling those requirements.



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- Attendance and progress reporting can be crucial to this program, so the school can adequately determine students' course completion status.

Supplemental Instruction

Tutoring

- Tutoring is a supplemental service to provide support for students who need extra help, including supplemental instruction or enrichment, delivered during the traditional school day and/or after school. It may be provided in a 1:1 or small group (ideally 5 students but up to 1:10 ratio will be accommodated) setting.
- Schools will use single-sign on tools, or the Fullmind provided roster form to enroll students in small group settings.
- Fullmind recommends schools/districts provide pacing guides, scope and sequence, and/or a syllabus to better support Fullmind educators in planning for tutoring services that are aligned with the classroom.
- Students who receive tutoring typically attend recurring sessions, two sessions each week per subject, over several weeks or months (e.g. Monday/Wednesday for Math and Tuesday/Thursday for ELA).
- We recommend submitting pre/post assessment data or completing pre/post assessments for programs spanning twelve (12) weeks or longer, to ensure adequate time for students to demonstrate growth.

Resource Room

- Resource Room sessions provide mandated academic support for students with disabilities by an educator certified to support students with disabilities. Students take ownership of their learning by bringing materials they need support with to these sessions. Educators prepare extra help material, support students' mastery of IEP goals, and collect data.

Test Prep

- Test Prep for high stakes state and college admission sessions provide an individualized approach to preparation for standardized testing based on the needs of the student(s) and the specific test requirements. Sessions may be 1:1, small group, or whole class, ideally spanning a minimum of fifteen (15) hours per subject, including test-taking strategies and content specific to the subject matter.

Homework Help

- Students are expected to bring their questions to the session and the educator will respond. Educators will prepare a lesson based on the grade, subject, and areas that students historically need additional support with should students join with no specific questions or work to focus on.

Service Enhancements

Content

- Included per-session when a customer requests that Fullmind provide the content, such as educators creating lesson materials, assessments and lesson objectives.
- For custom content and/or creation and collection of asynchronous resource requests that are not included in the Fullmind course catalog, thirty (30) days prep time is required.



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Advanced, Advanced Placement, College Level, IB

- For sessions delivering advanced instruction.

Assessments (Pre-Testing + Post-Testing)

- Additional pre-testing or post-testing for sessions is recommended for programs spanning eight (8) weeks, or longer, to ensure adequate time for students to demonstrate growth.

Co-Teaching

- Fullmind educators will work in partnership with a district teacher to co-teach a classroom virtually (typically in an integrated co-teaching setting.) The Fullmind educator may serve as the general education teacher or the student with disabilities certified teacher, which is subject to an additional cost.

Educator Prep Time

- The cost of a Fullmind educator encompasses time to account for their preparatory work including, but not limited to, lesson planning, grading, and data analysis.

Multilingual Learners (Interpreter or Bilingual Educators)

- Additional resource for non-English speaking students.

Students with Disabilities

- Add-on for sessions that require Students with Disabilities Certified educators.

Small Group Additional Students

- Incremental add-on for students above the session size threshold.

Fullmind Service Level Agreements

General

- Whole class (WCVI) sessions are designed for up to thirty (30) students per session.
- Small group sessions are designed for up to ten (10) students per session.
- Students enrolled in 1:1 services must be assigned a minimum of ten (10) hours per subject with twelve to eighteen (12-18), or more, hours showing the deepest impact academically.
- Specific dates and times will be finalized between Fullmind and the customer no later than ten (10) days prior to the date of delivery for each session.
- Fullmind will provide a central point of contact for any implementation updates, changes, or escalations.
- Fullmind will provide self-paced orientations for students and staff within five (5) business days prior to the first scheduled session delivery.
- Live support is available upon request for assistance with navigating the iLMS or to resolve certain technology challenges.
- Content & Curriculum subjects will be limited to Fullmind's standard course offerings. Customized requests can be made, but may incur additional time and costs. Not all customized requests will be granted.



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Reporting, Utilization, and Scheduling

- Fullmind will document and submit attendance reports weekly to the customer's designated point of contact.
- Fullmind will provide monthly session usage reports to the customer's designated point of contact. Usage reports will detail usage of hours/sessions purchased and the remaining amount of hours/sessions left available within the contract.
- Cancellation, utilization, and expiration will adhere to the policies listed in the Specific Terms & Conditions.
- Requests to change session schedules should be made at least twenty-four (24) hours in advance. Fullmind will work to honor schedule changes but cannot guarantee that all requests will be fulfilled.

Fullmind Educator Expectations

- Fullmind Educators are highly qualified/certified to deliver instruction relevant to the services purchased.
- Fullmind Educators will provide a professional learning environment at all times.
- Every session that occurs on the Fullmind platform is recorded. Only enrolled students and Fullmind employees can access classroom recordings. Recordings are available within twenty-four (24) hours of session completion.
- Fullmind will abide by the [Fullmind Privacy Policy](#).
- Fullmind is fully accredited by Cognia as a digital learning institute, with the authority to award academic credit, be the teacher of record, and deliver whole course instruction in partnership with a local school district.
- In the event a student with an IEP/504 plan is enrolled, the Fullmind educator will progress monitor IEP goals and attend IEP/CSE meetings as needed.
- Fullmind Technology and Customer Support will be available Monday-Friday, from 7 am ET to 8 pm ET by emailing support@fullmindlearning.com.

Partners and Fullmind agree to the following expectations for Fullmind Educators to maintain a high quality instructional environment. In addition to all specific district requests, Fullmind Educators (independent contractors and/or employees) will:

- Report to class on time, every time. Absenteeism and tardiness place a burden on the partner, and may result in the educator's removal from assignment and/or termination from Fullmind.
- Conduct all classes in a professional manner and maintain a high standard of professional conduct at all times.
- Record a mini lesson for each session that no students attend. This recording will be available for students to review.
- Maintain a timely record of student performance, which may include grade books and exit tickets
- Communicate directly with TOR (when provided) to ensure alignment of instruction.
- Educators will maintain an active certification in the partner's state if required for the position.

Customer Deliverables

- The customer will provide a minimum of ten (10) days notice of the intended session dates, times, and number of students. Advanced notice of thirty (30) days, or more, is preferred.
- For Group Services, the customer will submit a roster of students detailing the subjects/cohorts each student will be enrolled in, using a template provided by Fullmind, at least ten (10) business days prior to the start of services.
- For 1:1 Services, the customer will enroll students into a class assignment via their LMS school admin account.
- The customer will provide points of contact for each program purchased. These contacts will be the central point of contact for any implementation updates, changes, or escalations.



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- Each student will need the following supplies for Fullmind sessions: computer, internet connectivity, speaker/microphone (headset with microphone recommended), notebook, and writing utensils.
- The customer will provide any additional supplemental course/instructional materials, or access to customer technology platforms (e.g. Google Classrooms, LMS), at least ten (10) days prior to delivery.
- During the first class sessions, if students are attending classes on a school site, Customer IT staff will be on-call to help address any technical issues.
- In the event that a student has specific IEP goals or a 504 plan, the program/site will convey all related information, documentation, and mandates through secure channels to Fullmind within ten (10) business days prior to delivery.
- For whole class instruction, the customer will provide a classroom facilitator (if students are onsite) and/or a teacher of record who will be responsible for managing the classroom environment and granting credit.
- The customer will ensure that students have the appropriate computer technology and internet services to access Fullmind. Chromebooks and PCs are best, while iPads are not encouraged.
- The customer will be responsible for any and all recognition and motivational activities to drive student engagement.
- The customer will ensure that students utilize the virtual orientation content and escalate any questions regarding technical concerns prior to their first classes, whenever possible.
- Any and all supplies will be purchased and distributed by the customer as needed.

Board Policy Manual
Sierra County/Sierra-Plumas Joint Unified School District

Personnel *(All Staff)***Policy 4111~4211~43111: Recruitment And Selection**

CSBA NOTE: The following optional policy may be revised to reflect district practice and should be aligned with relevant collective bargaining agreement provisions.

Additionally, the Governing Board should ensure that district hiring procedures are aligned with law, Board policy, and collective bargaining agreements. In C.A. v. William S. Hart Union High School District, the California Supreme Court held that a district can be held vicariously liable for the negligence of its administrators and supervisors in the hiring, retention, and supervision of a counselor who sexually harassed and/or abused a student.

The following paragraph reflects concepts from the California Department of Education's (CDE) publication, "How to Increase the Diversity of California's Educator Workforce," and the California Commission on Teacher Credentialing's (CTC) publication, "Strategic Plan: Ensuring Educator Excellence," related to the benefits students receive when staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

~~The Board of Education~~The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals, ~~and believes that students benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.~~

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

~~Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures, seek to establish and maintain a diverse staff, including the active recruitment from institutions and organizations that serve populations underrepresented among district employees.~~

When a vacancy occurs, the Superintendent or designee shall review, as appropriate, the job description for the position to ensure that it accurately describes the major functions and duties of the position. ~~He/she~~The Superintendent or designee shall also disseminate job announcements to ensure a wide range of candidates.

CSBA NOTE: Pursuant to Labor Code 432.3, an employer with 15 or more employees is required to include the pay scale for a position in any job posting.

~~The district's selection procedures-When posting an employment opportunity, the Superintendent or designee shall include screening processes, interviews, recommendations from previous employers, the pay scale for the open position. (Labor Code 432.2)~~

The Superintendent shall develop and ~~observations when maintain~~ appropriate, as necessary hiring procedures to identify the best possible ~~candidate~~candidates for a position. In doing so, ~~Superintendent or designee may establish~~ an interview committee may be established to rank candidates and recommend finalists.-

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential ~~in accordance~~and consistent with law.

No inquiry shall be made ~~with regard to~~about any information prohibited by state or federal nondiscrimination laws.

CSBA NOTE: Pursuant to Government Code 12954, the district may not discriminate against a person in hiring based on the person's use of cannabis when off the job or away from the workplace. Additionally, Government Code 12954, as amended by SB 700 (Ch. 408, Statutes of 2023), prohibits the district from requesting information from an applicant related to the applicant's prior use of cannabis, apart from the person's criminal history, unless the district is otherwise legally permitted to consider or inquire about that information. However, Government Code 12954 does not interfere with the district's right to maintain drug-free schools or to prohibit employees from possessing, being impaired by, or using cannabis while at work. Government Code 12954 does not preempt state or federal laws requiring applicants to be tested for controlled substances as a condition of employment or to applicants in the building and construction trades or for positions requiring a federal background investigation. The district may utilize drug screenings that do not rely on nonpsychoactive cannabis metabolite results. Districts with questions about applicant cannabis use or screening should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

Unless otherwise provided for in law, the district may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the district may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954)

However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

CSBA NOTE: Labor Code 432.3 prohibits districts from seeking a job applicant's salary history information and from relying on salary history as a factor in determining whether to offer employment to an applicant or the salary to offer. However, if the applicant discloses salary history information voluntarily and without prompting, the district is not prohibited from considering or relying on such information in determining the salary for that applicant. Labor Code 432.3 is not applicable to salary history information that is disclosable pursuant to the California Public Records Act (Government Code 7920.000 - 7930.170) or the Freedom of Information Act (5 USC 552).

The Superintendent or designee shall not inquire, orally or in writing, ~~in regard to about~~ an applicant's salary history information, including compensation and benefits. ~~He/she~~ Additionally, the Superintendent or designee shall ~~also~~ not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. ~~Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying. (Labor Code 432.3)(Labor Code 432.3)~~

CSBA NOTE: The following paragraph should be modified to reflect district practice.

~~For each district~~ For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

~~For each county position, the County Superintendent of Schools will advise the Sierra County Board of Education of a candidate that meets all qualifications for a position and has cleared the employment mandates established by law and the Sierra County Office of Education. No person shall be employed without the recommendation or endorsement of the County Superintendent of Schools or designee.~~

Incentives

CSBA NOTE: Consistent with any applicable collective bargaining agreements, the district may offer incentives (e.g., signing bonuses, assistance with beginning teacher induction costs, assistance with the process of obtaining a clear credential including covering credential costs, a mentoring program, additional compensation, and/or subsidized housing) to recruit teachers, administrators, or other employees in accordance with district needs.

SB 114 (Ch. 48, Statutes of 2023) establishes the Diverse Education Leaders Pipeline Initiative to train, place, and retain culturally responsive school administrators to improve student outcomes and meet the needs of California's education workforce.

Health and Safety Code 53573 permits districts to establish and implement programs that address the housing needs of teachers and other district employees who face challenges in securing affordable housing. Health and Safety Code 53574 enables housing projects on district property restricted to rentals for district employees to qualify for both federal and state low-income housing tax credits. For more information regarding housing for district employees, see the Center for Cities Schools (UC Berkeley), cityLAB (UCLA), and the Turner Center for Housing Innovation's (UC Berkeley), "Education Workforce Housing Handbook."

The following optional section may be revised to reflect local incentive programs.

With Board approval and in accordance with district needs and any applicable collective bargaining agreements, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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CSBA POLICY GUIDE SHEET – August 13, 2024

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 2121 - Superintendent's Contract

Policy updated to delete a portion of the language related to limitations for discussing superintendent salary or other compensation in closed session as this material exists in other policy materials. Additionally, policy updated to reflect **NEW LAW (SB 494, 2023)** prohibiting a governing board from taking action to terminate a superintendent under specified conditions.

Board Policy 5113 - Absences and Excuses

Policy updated to reference CSBA's new governance brief, "Seize the Data: Using Chronic Absence Data to Drive Student Engagement". Additionally, policy updated to clarify that absence from school is required to be excused when the absence is due to work in the entertainment or allied industry, as permitted by law. In addition, policy updated to add the requirement for teachers to provide identical or equivalent assignments and tests when a student has an excused absence.

Board Policy 5126 - Awards for Achievement

Policy updated to add that a budget be established for the purpose of student awards, and that no fee or other cost be charged to any student in relation to any requirements in qualifying for or receiving any district achievement awards. Additionally, policy updated to separate out the State Seal of Biliteracy material from district established awards for biliteracy, and to clarify that the Governing Board may prohibit the district committee which administers the district's scholarship and loan fund from accepting any donation under conditions it finds incompatible with the fund's intents and purposes as specified in Board Policy 3290 - Gifts, Grants and Requests.

Board Policy 5144 - Discipline

Policy updated to reflect **NEW LAW (SB 291, 2023)** which, beginning with the 2024-25 school year, prohibits a school staff member from denying a student's recess unless the student's participation poses an immediate threat to the physical safety of the student or one or more of the student's peers. Additionally, policy updated to clarify that the Governing Board may, but is not required, to review approved discipline rules for consistency with Board policy and state law. In addition, policy updated to include interventions and supports to students as a priority in determining appropriate discipline.

Board Policy 5145.6 - Parent/Guardian Notifications

Policy updated to clarify the importance of effective communication from the district and/or school to families, and that a parent/guardian's signature acknowledging receipt of the annual notifications is not required. Additionally, policy updated to delete a portion of the material related to how notifications are presented, due to redundancy.

Board Policy 6000 - Concepts And Roles

Policy updated to align concepts with other sample policies and incorporate concepts of equity and inclusion. Additionally, policy updated to reflect **NEW GUIDANCE** from the California Department of Education, including the importance of coordination, collaboration and alignment between the school, parents/guardians and the community, and district support for innovative programs and practices that promote student engagement, growth, understanding, achievement and career exploration.

Board Policy 6115 - Ceremonies and Observances

Policy updated to add events of present day significance to the Governing Board's recognition of the importance of students celebrating events of significance, as observances which districts are required to hold by law may include current laws and rights. Additionally, policy updated to reflect that specified commemorative exercises may be required by law and include educational components.

Board Policy 6141.2 - Recognition of Religious Beliefs and Customs

Policy updated to reflect **NEW GUIDANCE** from the U.S. Department of Education regarding constitutionally protected prayer and religious expression in public schools and Appendix F of the California Department of Education's History and Social Science Framework which offers guidance and support for educators regarding the recognition of religious beliefs and customs. Additionally, policy updated to add that instruction regarding the role of religion in society be consistent with adopted instructional materials and state standards. In addition, policy updated to reflect U.S. Supreme Court decision (Kennedy v. Bremerton) which held that the employee, a football coach, did not coerce students to pray when the employee knelt at midfield after games to offer a quiet personal prayer, rejected the district's argument that any visible religious conduct by a teacher or coach amounted to impermissible coercion on students, and concluded that the coach was acting in a private capacity and not in the capacity of an employee of the district when the prayer was offered during a time when school employees were free to attend to personal matters. Policy also updated to reflect **NEW COURT DECISION** (Fellowship of Christian Athletes v. San Jose Unified School District) in which the Ninth Circuit U.S. Court of Appeals held that it would be discrimination for a district to fail to recognize a student club with religiously based leadership requirements upon a finding that multiple student clubs imposed certain requirements for membership or leadership positions—i.e., discriminated against certain students—but that the district only objected to the Fellowship of Christian Athletes' requirements because of the *religious* basis of the requirements.

Board Policy 6164.2 - Guidance/Counseling Services

Policy updated to reflect **NEW LAW (AB 278, 2023)** which establishes the Dream Resource Grant Program with the goal of creating Dream Resource Centers at schools that serve students in grades 9-12, and **NEW LAW (SB 223, 2023)** which provides flexibility for pupil personnel services holders to receive authorization to provide child welfare and attendance services by either completing a Commission on Teacher Credentialing (CTC)-approved program of supervised field experience, or a CTC-approved program of professional preparation offered by a local educational agency. Additionally, policy updated to clarify that (1) guidance counseling regarding school programs and career, vocational, or higher education opportunities may not be differentiated based on any protected category specified in law or board policy, and that (2) the district may not use testing or other materials that permit or require impermissible or unlawful differential treatment of students, unless such different materials cover the same occupations and interest areas and the use of such materials is essential to the elimination of bias and discrimination. In addition, policy updated to reflect **NEW LAW (AB 1173, 2023)** which requires a district that serves students in any of grades 9-12 that is planning to hold a college or career fair to notify each community college district that has overlapping jurisdiction of the date, time, and location of the fair, and provide an opportunity for the community college district to participate. Policy also updated to reflect **NEW LAW (AB 665, 2023)** which aligns a section of the Family Code with a related Health and Safety Code section which allows a minor age 12 or older to consent to outpatient mental health counseling or treatment services without parent/guardian consent if, in the opinion of a school psychologist or other professional person, the minor is mature enough to participate intelligently in the services, without having to establish that the minor would present a danger of serious physical or mental harm to himself or others without the mental counseling or treatment services or that the minor is an alleged victim of incest or child abuse; however the child's parent/guardian is required to be involved unless the professional person determines after consulting with the minor that it would be inappropriate. Policy also updated to delete the requirement for school counselors to assist in the development of the comprehensive safety plan since this is not required by law, but maintained the requirement for school counselors to assist in the development of the disaster preparedness plan, which is part of the comprehensive safety plan.

Board Policy 6175 - Migrant Education

Policy updated to reference this group of highly mobile students as "students who are migratory" to align with language found within the Education Code and the California Department of Education's 2023-24 federal program monitoring instrument.

Board Policy 6177 - Summer Learning Programs

Policy updated to incorporate concepts related to learning recovery, including that the district will provide students with supplemental instruction and support in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports through a program of engaging learning experiences in a positive school climate. Policy also updated to reflect **NEW LAW (AB 723, 2023)** and **NEW LAW (AB 373, 2023)** which require a district to grant priority access for intersession programs to a foster youth and/or to a student experiencing homelessness, and that if during an intersession period the student will be moving, the student's educational rights holder will determine which school the student will attend for the intersession period. Additionally, policy updated to add that a district is required to provide any student who attends a school that is not operating an expanded learning opportunity (ELO) program transportation to attend at a location that is providing an ELO program and to return to the original location or another location that is established by the district.

Board Policy 7214 - General Obligation Bonds

Policy updated for clarity and organization, including that the Governing Board may direct the Superintendent to explore the possibility of a bond measure.

Board Policy Manual
Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Administration**Policy 2121: Superintendent's Contract**

CSBA NOTE: The following optional policy should be modified to reflect district practice.

The Governing Board believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent will work together as a governance team to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the value of stability in district administration, the best use of district resources, and the Board's duty to ensure accountability to the public for the performance of the district's schools.

CSBA NOTE: The following list of contract components is consistent with a template for superintendent contracts developed by CSBA. The annotated template contract with additional context and suggestions is available through CSBA's website. Districts are advised to consult CSBA's District and County Office of Education Legal Services or district legal counsel when reviewing and/or approving the Superintendent's employment contract.

The contract shall be reviewed by ~~the district's~~district legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031
2. Length of the work year and hours of work
3. Salary, health and welfare benefits, and other compensation for the position, including a statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board
4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with Board policies, regulations, and guidelines applicable to other professional administrative staff

The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the use of a personal vehicle.

5. Vacation, illness and injury leave, and personal leaves
6. Professional development
7. General duties and responsibilities of the position
8. Criteria, process, and procedure for annual evaluation of the Superintendent
9. A statement that there shall be no automatic renewal or extension of the contract, although the Board ~~can~~may enter into a new contract with the Superintendent prior to the expiration of the existing contract

CSBA NOTE: Pursuant to Education Code 35031, if the Governing Board decides not to reemploy the Superintendent, it must provide notification at least 45 days before the contract expires. If the Board fails to provide the required prior written notice, the Superintendent shall be deemed reemployed for a term of the same length as the one completed, under the same terms and conditions, and with the same compensation.

10. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 calendar days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board in writing and in a timely manner of the requirement to give notice

CSBA NOTE: See section on "Termination of Contract" below for limitations to maximum cash settlements.

11. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date
12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in the Superintendent's official capacity in the performance of employment-related duties

CSBA NOTE: Pursuant to Government Code 54957, personnel matters related to the appointment or employment of an employee may be discussed in closed session under the "personnel exception." However, Government Code 54957 prohibits the use of closed session for discussion or action on any proposed change in compensation other than a reduction of compensation that results from the imposition of discipline. In San Diego Union v. City Council, a California Court of Appeal held that the "personnel exception" provided in Government Code 54957 does not extend to discussions of salary and compensation.

Notwithstanding Government Code 54957, the Board is authorized pursuant to Government Code 54957.6, the "labor exception," to hold closed sessions with the district's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits to its represented and unrepresented employees, including the Superintendent. The Attorney General has opined in 57 Ops.Cal.Atty.Gen. 209 (1974) that a board may only meet in closed session for such purposes with a designated representative who is involved with the "bona fide" negotiations with represented and/or unrepresented employees. The Attorney General's publication, "The Brown Act: Open Meetings for Local Legislative Bodies" also states that the "labor exception" applies to meeting in closed session to instruct its representatives concerning negotiations with prospective employees. Boards wishing to discuss the Superintendent's salary in closed session under the "labor exception" are encouraged to consult CSBA's District and County Office of Education Legal Services or district counsel before doing so.

In addition, pursuant to Government Code 54956, the Board is prohibited from deliberating on the salary or other compensation of the Superintendent at a special meeting. See BB 9320 - Meetings and Notices, BB 9321 - Closed Session, and BB 9323.2 - Actions By The Board.

The following paragraph should be revised to reflect district practice.

The Board may deliberate about terms of the contract in closed session at a regular meeting.- However, discussions regarding the salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6 ~~(the "labor exception"), for the purpose of reviewing the Board's position and/or instructing the designated representative(s) prior to or during bona fide negotiations with the current or prospective Superintendent.~~ Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)

~~The Board may consult with district legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.~~

Terms of the contract shall remain confidential until the ratification approval process commences.

CSBA NOTE: Pursuant to Government Code 54953, the Board is required to, in open session, orally report a summary of the recommendation for final action on the Superintendent's salary or benefits and must make related records available to the public in accordance with the California Public Records Act. Thus, Government Code 54953 limits the Board's ability to approve changes to salary or benefits as part of a consent calendar and instead requires such approval to be a separate agenda item. For identical requirements regarding final action on the salary or benefits of other district executives, see BP 4312.1 - Contracts.

The Board shall take final action on the Superintendent's contract during an open session of a regularly scheduled Board meeting, and that action shall be reflected in the Board's minutes. At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on the Superintendent's salary or compensation in the form of fringe benefits.- (Government Code 3511.1, 53262, 54953)

Copies of the contract and other public records created or received in the process of developing the recommendation related to the Superintendent's salary, benefits, and other compensation shall be available to the public upon request.- (Government Code 53262, 54953)

Termination of Contract

CSBA NOTE: Pursuant to Government Code 53260, every employee contract must include a provision limiting the maximum cash settlement the employee may receive upon termination of the contract to an amount equal to the monthly salary multiplied by the number of months left on the contract. For a Superintendent contract, Government Code 53260 provides that the maximum cash settlement is the monthly salary multiplied by 12. Cash settlements may be less than these maximums. The district must make contracts of employment, which include the termination agreements, available to the public upon request. See AR 4117.5/4217.5/4317.5 - Termination Agreements.

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

In such an event, the maximum cash settlement that the Superintendent may receive upon termination of the contract shall not exceed the Superintendent's monthly salary multiplied by the number of months left on the contract or the Superintendent's monthly salary multiplied by 12, whichever is less.- (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first.- (Government Code 53260, 53261)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, no cash or noncash settlement of any amount shall be provided.- (Government Code 53260)

In addition, if the Superintendent is convicted of a crime involving an abuse of office or position, the Superintendent shall reimburse the district for payments received as paid leave salary pending investigation or as cash settlement upon termination, and for any funds expended by the district in defending the Superintendent against a crime involving the Superintendent's office or position. (Government Code 53243-53243.4, 53260)

CSBA NOTE: Pursuant to Education 35150, as added by SB 494 (Ch. 875, Statutes of 2023), the Board is prohibited from taking action to terminate the Superintendent as specified in the following paragraphs. For more information regarding restrictions and prohibitions on when the Board may take certain actions, see E(1) 9323.2 - Actions by the Board.

The Board shall not take action to terminate the Superintendent without cause at a special or emergency meeting of the Board. (Education Code 35150)

Additionally, the Board shall not take action to terminate the Superintendent without cause or within 30 days after the first convening of the Board after an election at which one or more Board members are elected or recalled. (Education Code 35150)

However, the Board may take action to terminate the Superintendent without cause at a regular meeting during any month in which a regular meeting of the Board is not scheduled. (Education Code 35150)

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

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Board Policy Manual

Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Students

Policy 5113: Absences And Excuses

CSBA NOTE: The following optional policy may be revised to reflect district practice. Pursuant to Education Code 48200, children ages 6-18 years are subject to compulsory, full-time education, except when otherwise exempted.

Verification of absences is necessary for purposes of enforcement of compulsory education laws and for the determination of whether a student is truant. Pursuant to Education Code 48260, students with a valid excused absence are not truant.

For strategies to reduce chronic absences, see BP/AR 5113.1 - Chronic Absence and Truancy and CSBA's governance brief, "Seize the Data: Using Chronic Absence Data to Drive Student Engagement." For information about the impact of absences on a student's grades, see BP 5121 - Grades/Evaluation of Student Achievement.

~~The Board of Education~~The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

~~Absence~~In accordance with law, Board policy, and administrative regulation, absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, ~~as permitted by law, Board policy, and administrative regulation. (as specified in Education Code 48205), and work in the entertainment or allied industry as permitted pursuant to Education Code 48225.5.~~

CSBA NOTE: When a student has an excused absence pursuant to Education Code 48205 or 48225.5, teachers are required to provide equivalent assignments and tests, as described below. While teachers are not required to do so for other excused absences, the following language extends this requirement to all excused absences for fairness, and to maintain student engagement in the educational program. Districts may modify the following paragraph to reflect that it only applies to excused absences pursuant to Education Code 48205 and 48225.5.

When a student's absence from school is excused, the student's teacher shall determine identical or reasonably equivalent assignments and tests to those missed during the absence which the student shall be permitted to complete for full credit within a reasonable amount of time as determined by the teacher. (Education Code 48205, 48225.5)

CSBA NOTE: The following paragraph is optional. Pursuant to Education Code 46014, districts, with the written consent of the student's parent/guardian, may excuse a student from school in order to participate in religious exercises or instruction. In order for the district to receive average daily attendance funding for such absences, the Governing Board is required to first adopt a resolution permitting an excused absence for this purpose. The Board is also mandated to adopt regulations governing students' attendance at such exercises or instruction and the reporting of these absences; see the accompanying administrative regulation.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

CSBA NOTE: Pursuant to Education Code 46010.1 and the California Supreme Court in American Academy of Pediatrics et al v. Lungren et al., minor students do not need parent/guardian consent to obtain confidential medical services, and schools are authorized to excuse a student from school to obtain such services.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

CSBA NOTE: 5 CCR 421 requires the Board to approve reasonable methods for verifying student absences due to illness or quarantine. See the accompanying administrative regulation for examples of methods of verification.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Board Policy Manual

Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Students

Policy 5126: Awards For Achievement

The Governing Board encourages excellence as a goal for all students and wishes to publicly recognize students for exemplary achievement in academic, artistic, extracurricular, athletic, and community service activities.

CSBA NOTE: Generally, state law requires that the educational program be made available to all students, regardless of their socioeconomic background. For example, Education Code 51455 and 51464, prohibit districts from charging students a fee or other cost in relation to any requirements in qualifying for or receiving the Golden State Seal Merit Diploma or the State Seal of Biliteracy. Additionally, Education Code 51007 requires that all students enrolled in the state's public elementary and secondary schools, regardless of their socioeconomic background, have equitable access to educational programs designed to strengthen technological skills. The following paragraph reflects the intent of these laws. For more information regarding the promotion of equity in district programs and activities, see BP 0415 - Equity.

No fee or other cost shall be charged to any student in relation to any requirements in qualifying for or receiving any district achievement awards.

District/School Awards

CSBA NOTE: Education Code 44015 authorizes the Governing Board to give district-level awards to students for "excellence" and mandates that the district adopt rules and regulations implementing any such awards program. See the accompanying administrative regulation for language implementing this mandate.

Pursuant to Education Code 44015, when such an awards program is established in a district, the Board is required to budget funds for this purpose, but may authorize awards from funds under its control regardless of whether budgeted funds have been provided or the budgeted funds are exhausted.

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, plaque, or monetary gift.

The Board shall establish a budget for this purpose. (Education Code 44015)

The Superintendent or designee shall develop criteria for the selection of student award recipients.

Golden State Seal Merit Diploma

CSBA NOTE: The following optional section is for use by districts that maintain high schools. Education Code 51450-51455 establish the Golden State Seal Merit Diploma which may be awarded by the Superintendent of Public Instruction (SPI) and the State Board of Education to students identified as demonstrating mastery of the high school core curriculum. See the accompanying administrative regulation for eligibility criteria.

At graduation from high school, students whose academic achievements in core curriculum areas have been outstanding shall receive special recognition.

The Superintendent or designee shall identify graduating high school students who have demonstrated mastery of the high school curriculum qualifying them for the Golden State Seal Merit Diploma.- (Education Code 51454)

State Seal of Biliteracy

CSBA NOTE: The following optional section is for use by districts maintaining one or more high schools. Education Code 51460-51464 establish the State Seal of Biliteracy, a voluntary program which recognizes high school graduates who have attained a high level of proficiency in one or more languages in addition to English. The SPI has created an insignia to be affixed to the diploma or transcript of eligible students which can be obtained by completing a State Seal of Biliteracy insignia request form, available on the California Department of Education's (CDE) website. See the accompanying administrative regulation for eligibility criteria for the award.

The district shall present the State Seal of Biliteracy to each graduating high school student who has attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English, as specified in the accompanying administrative regulation. (Education Code 51460-51464).

District Awards for Biliteracy

CSBA NOTE: The following optional paragraph is for use by districts that choose to present awards for biliteracy at other grade levels, and should be revised to reflect district practice. Californians Together, a statewide coalition working to enhance the success of English learners, recommends issuing local "pathway awards" recognizing benchmarks toward biliteracy at preschool, grade 3, end of elementary school, end of middle school, and when a student who is an English learner is reclassified as fluent English proficient.

~~In order to affirm the value of bilingualism and encourage students' enrollment in world language programs, the Superintendent or designee may present awards at appropriate grade levels to recognize the pursuit and/or attainment of grade level proficiency in one or more languages in addition to English. The Superintendent or designee may also present awards to English learners who are reclassified as fluent English proficient to recognize proficiency in both English and the student's native language.~~

State Seal of Civic Engagement

CSBA NOTE: The following optional section is for use by districts that recognize students who have demonstrated excellence in civics education and participation and an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. Education Code 51470-51475 establish the State Seal of Civic Engagement, a voluntary program which encourages and creates pathways for students in elementary and secondary schools to become civically engaged in democratic governmental institutions at the local, state, and national levels.

The SPI has created an insignia to be affixed to the diploma or transcript of eligible students which can be obtained by completing a State Seal of Civic Engagement insignia request form, available on CDE's website. See the accompanying administrative regulation for eligibility criteria for the award.

Education Code 51475 established the California Serves program which provides grants to eligible districts with the goal of expanding access for students to obtain a State Seal of Civic Engagement through service learning.

~~The Superintendent or designee shall present the State Seal of Civic Engagement to each student who demonstrates excellence in civics education and participation and has demonstrated an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. (Education Code 51470-51474)~~

CSBA NOTE: The following paragraph reflects information on CDE's website emphasizing that the criteria are written to ensure that no student is excluded from the opportunity to earn the State Seal of Civic Engagement based on academic ability, alternative school settings, or unique or unconventional expressions of civic engagement.

~~All district students shall be afforded the opportunity to earn the State Seal of Civic Engagement, regardless of their background, communities, or experiences. No student shall be denied such opportunity based on academic ability, alternative school setting, or unique or unconventional expression of civic engagement.~~

Scholarship and Loan Fund

CSBA NOTE: The following section is for use by districts that choose to establish and maintain a scholarship and loan fund pursuant to Education Code 35310-35319. If the district chooses to establish such a fund, it should revise the following paragraph to reflect only those purposes for which it wishes to make funds available.

~~The Board shall establish and maintain a scholarship and loan fund which shall be used to provide interest free loans for educational advancement, scholarship, and/or grants in aid to bona fide organizations, students, or graduates of district schools. (Education Code 35310, 35315)~~

CSBA NOTE: If the district establishes a committee to administer the scholarship and loan fund, or if the number of Board members who serve on the committee constitutes a majority of the Board, the committee is required to comply with open meeting laws pursuant to Government Code 54950-54963 (the Brown Act). See AR 1220 - Citizen Advisory Committees and BB 9130 - Board Committees.

~~The district's scholarship and loan fund shall be administered by a district committee composed of Board members, the Superintendent, and such other community, staff, administrative, and/or student representatives as determined by the Board. (Education Code 35310)~~

CSBA NOTE: If the district chooses to establish and maintain a scholarship and loan fund, it is mandated pursuant to Education Code 35310 to develop rules and regulations specifying the term of office and method of selection of the community, faculty, administrative, and student representative members of the committee appointed to administer the fund. The following paragraph may be revised to reflect district practice.

~~The Board shall select its own representatives to the committee. Staff, community, and/or student representatives shall be selected by the Superintendent. Members of this committee shall serve two-year terms.~~

~~The committee may accept gifts, donations, and bequests made for the purposes of the fund and may prescribe conditions or restrictions on these gifts and bequests. If the donor imposes any conditions, the committee shall review the conditions and make a recommendation to the Board as to the compatibility of such conditions with the intent and purpose of the fund. The Board may prohibit the committee from accepting any donation under conditions it finds incompatible with the fund's intents and purposes. (Education Code 35313)~~

~~The Superintendent or designee shall report to the Board at least annually regarding the status and activity of the fund. (Education Code 35319)~~

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

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Board Policy Manual

Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Students

Policy 5144: Discipline

CSBA NOTE: The following policy is optional. State law specifies behaviors for which a student may be suspended and/or recommended for expulsion; see BP/AR 5144.1 - Suspension and Expulsion/Due Process. State law also authorizes the use of age-appropriate alternatives to suspension, including those listed in Education Code 48900.5 and 48900.6.

Since a district's ability to meet its goals is impacted by its student discipline policies and practices, the Governing Board must be careful to enact rules that are effective in providing interventions and supports as well as maintaining safety and order on campus.

The U.S. Department of Justice's Civil Rights Division (DOJ) and the U.S. Department of Education's Office for Civil Rights (OCR), in their joint January 2014 Dear Colleague Letter, "Nondiscriminatory Administration of School Discipline" (which has been under review by DOJ and OCR since July 30, 2021), states that studies have suggested a correlation between exclusionary discipline policies and practices (such as suspension and expulsion) and an array of serious educational, economic, and social problems, including school avoidance, diminished educational engagement, decreased academic achievement, increased behavior problems, and increased likelihood of dropping out, substance abuse, and involvement with the juvenile justice system. Consequently, they recommend that districts adopt alternative disciplinary measures that provide students with appropriate interventions and supports as a means for preventing and addressing student misbehavior. OCR's publication, "Resource on Confronting Racial Discrimination in Student Discipline," provides additional resources and findings.

~~The Boards of Education~~ The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and ~~correcting~~ responding appropriately to student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies for ~~correcting~~ responding to student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

CSBA NOTE: Pursuant to Education Code 49056, as added by SB 291 (Ch. 863, Statutes of 2023), beginning with the 2024-2025 school year, a student may not be denied recess unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers. Education Code 44807.5, which authorized the Board to permit the use of recess restriction for disciplinary purposes, was repealed by SB 291.

A student shall not be denied recess unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers. If, due to such immediate threat, a student is denied recess, staff shall make all reasonable efforts to resolve the threat and minimize the student's exclusion from recess, to the greatest extent practicable. (Education Code 49056)

CSBA NOTE: Pursuant to Education Code 49005.2, use of seclusion and behavioral restraint as a means of discipline is prohibited. Education Code 49005.4 provides that seclusion or behavioral restraint may only be used to control behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response. See AR 5131.41 - Use of Seclusion and Restraint.

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. According to Public Counsel's model policy issued as part of the Fix School Discipline Project, a discipline matrix that lists violations and consequences could be a useful guide to school site administrators with regard to when suspension or expulsion referrals should be utilized.

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

CSBA NOTE: Education Code 35291.5 authorizes, but does not require, school sites to adopt rules and procedures for student discipline. Pursuant to Education Code 32282, any adopted site-level discipline rules must be included in the comprehensive safety plan; see BP/AR 0450 - Comprehensive Safety Plan. The following paragraph is optional.

~~The administrative staff~~The principal or designee at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and ~~district administrative~~ regulations. The Board, at an open meeting, ~~shall~~may review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

At all times, the safety of students and staff, providing interventions and supports to students, as well as the maintenance of an orderly school environment, shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate support and/or discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong, cooperative relationships with parents/guardians.

CSBA NOTE: Pursuant to Education Code 52060, the district must annually adopt a local control and accountability plan that includes a description of district goals for improving school climate, as provided in the following paragraph.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

At the beginning of each school year, the Superintendent or designee ~~shall~~may report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

SIERRA COUNTY OFFICE OF EDUCATION
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Board Policy Manual

Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Students

Policy 5145.6: Parent/Guardian Notifications

The Governing Board desires to promote effective communication ~~between~~from the ~~district and/or school and the home and~~to families to keep ~~parents/guardians~~families informed regarding educational programs, school operations, and the legal rights of students and ~~their~~parents/guardians. The Superintendent or designee shall send parents/guardians all notifications required by law and any other notifications the Superintendent or designee believes will promote ~~parental~~familial understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is not required. Any signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

Whenever a student enrolls in a district school during the school year, the student's parents/guardians shall be given all required parental notifications at that time.

CSBA NOTE: The following paragraph applies to notices required for certain federal programs, including, but not necessarily limited to, Title I notices pursuant to 20 USC 6311 and 6312, notices regarding the rights of parents/guardians of students with disabilities pursuant to 34 CFR 300.503 and 300.504, and notices of the educational rights of students experiencing homelessness pursuant to 42 USC 11432. The following paragraph may be revised to reflect district practice.

Notifications shall be presented in an understandable and uniform format ~~and, to the extent practicable,~~.

CSBA NOTE: Pursuant to state and federal antidiscrimination laws, including the Americans with Disabilities Act (42 USC 12101; 28 CFR 35) and Section 504 of the Rehabilitation Act of 1973 (29 USC 794), auxiliary aides and services must be provided to qualified individuals with disabilities to enable those individuals to effectively communicate and participate in public programs, services, or activities. For example, for the Medi-Cal Program, the Department of Health Care Services (DHCS), the state agency that administers the program, has issued Policy and Procedure Letters No. 21-017R and No. 23-004, which require districts to develop a plan to meet these alternative format requirements. For more information on the Medi-Cal Program, see AR 5141.6 - School Health Services.

When necessary, the district shall provide notifications to qualified individuals with disabilities in alternative formats, such as braille, large font, or audio recordings, to enable such individuals to effectively participate in any program, service, or activity, as required by law.

CSBA NOTE: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students must also be written in the primary language and may be answered by the parent/guardian in either language.

Education Code 48985 requires the California Department of Education (CDE) to notify districts, by August 1 of each year, of the schools and the languages for which the translation of notices is required based on census data submitted to the CDE in the preceding fiscal year.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

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Board Policy Manual

Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Instruction

Policy 6000: Concepts And Roles

CSBA NOTE: The following optional policy may be revised to reflect district practice.

~~The Governing Board of Education~~ desires to provide a comprehensive, research-based curriculum in a supportive, positive, and engaging manner that motivates every student to succeed. The district's educational program shall provide students with rigorous opportunities to attain the academic, social and emotional skills, knowledge, and abilities they need to be successful in school, postsecondary education and/or employment, and develop to their full potential.

Strategies for improving the educational program shall take into consideration the needs of individual students and subpopulations of students-, including, but not limited to, social, emotional, and behavioral needs. Students who are failing or at risk of failing to meet academic standards shall be provided with alternative programs and/or supplemental assistance designed to raise achievement.

~~Inasmuch as parents~~Parents/guardians are critical partners in their children's education, ~~parents/guardians and~~ shall be provided with opportunities to be meaningfully involved both in support of their children's education program at school and with learning at home.

CSBA NOTE: The following paragraph includes concepts from the California Department of Education's 2023 publication, "California State Plan for Career Technical Education: A Vision for Equity and Excellence in CTE."

The district's goal of student success may be achieved through regional coordination, collaboration, and alignment between the school, parents/guardians, and the community, including district support for innovative programs and practices that promote student engagement, growth, understanding, achievement, and career exploration.

~~The~~To support the district's educational program, the Board shall:

1. Establish standards of student achievement for core subjects at each grade level that are aligned with the district's vision for student learning, the specific needs and strengths of the students, the expectations of parents/guardians and the community, and available resources
2. Establish graduation requirements
3. Ensure that a process is in place, involving teachers, administrators, students, and parents/guardians, for the development and review of the district's curriculum-
4. Adopt the district curriculum and courses of study to be offered
5. Adopt textbooks and other instructional materials-
6. Support the professional staff's implementation of the curriculum by providing consistent policy direction, allocating resources based on educational program priorities, ensuring that collective bargaining agreements do not constrain the district's ability to achieve curricular goals, recognizing staff accomplishments, and including reasonable annual goals related to student learning in the Superintendent evaluation process
7. Provide a continuing program of professional development to keep instructional staff, administrators, and Board members updated about current issues and research pertaining to curriculum, instructional strategies, and student assessment

8. Review and evaluate the educational program on the basis of state and federal accountability measures, disaggregated student achievement data, and other indicators and ensure that evaluation results are used to improve programs, curriculum, and/or instructional practices as necessary to enhance student achievement-
9. Communicate clear information about district instructional goals, programs, and progress in student achievement to the community and media

The Superintendent or designee shall:

1. Review research related to curriculum issues
2. Select and/or develop curricula for recommendation to the Board in accordance with the district's curriculum development and review process
3. Ensure the articulation of the curriculum between grade levels and with postsecondary education and the workplace
4. Determine the general methods of instruction to be used
5. Assign instructors and schedule classes for all curricular offerings
6. Recommend instructional materials to the Board and direct the purchase of approved materials and equipment
7. Evaluate and report to the Board on student achievement as demonstrated through testing and other types of appraisal, and recommend necessary changes in curriculum, programs, and instruction as indicated by student performance data

Comparability in Instruction

CSBA NOTE: The following section is optional. 5 CCR 4424 requires districts to demonstrate comparability of services as a condition of receiving grants for compensatory education programs. In addition, 20 USC 6321 mandates districts receiving Title I funds to have policy on comparability in instruction; see BP/AR 6171 - Title I Programs for language fulfilling this mandate.

The district shall provide comparable educational opportunities for all students. Instruction in the core curriculum shall be in no way diminished when students receive supplementary services funded by special governmental programs. Services funded by any categorical program shall supplement, not supplant, the district-provided core curriculum and any services which may be provided by other categorical programs.

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Board Policy Manual

Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Instruction

Policy 6115: Ceremonies And Observances

The Governing Board ~~of Education~~ recognizes the importance of having students observe holidays, celebrate events of cultural ~~or~~ historical, or present day significance, and acknowledge the contributions of outstanding individuals in society.- On days designated by the Board, and as required by law, staff shall provide students with appropriate commemorative exercises and educational experiences so that they may acquire the knowledge, skills, and principles essential for informed, responsible citizenship in a democratic society.

CSBA NOTE: Education Code 37220 lists holidays on which district schools must be closed. See the accompanying administrative regulation. Pursuant to Education Code 37220, the Governing Board may designate any other day as a holiday.

District schools shall be closed on the holidays specified in Education Code 37220 and on any other day designated as a holiday by the Board.- The Board may, by adoption of a resolution, revise the date upon which schools close in observance of any holiday except Veterans Day, which shall be celebrated on its actual date.- (Education Code 37220)

In addition, the Board may, through the adoption of a resolution, authorize the display of symbolic flags or banners in support of specific awareness months.

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Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Instruction

Policy 6141.2: Recognition Of Religious Beliefs And Customs

CSBA NOTE: In May 2023, the U.S. Department of Education issued guidance on constitutionally protected prayer and religious expression in public schools, which includes the extent to which prayer in public schools is legally protected, constitutional principles that relate to religious expression in general, and requirements under federal and state laws relevant to prayer and religious expression. The guidance reaffirms that, pursuant to 20 USC 7904, districts must annually certify to the California Department of Education (CDE) that they do not have a policy that prevents, or otherwise denies participation in, constitutionally protected school prayer. While the guidance provides general direction to districts regarding issues surrounding religion in public schools, it may not reflect 9th Circuit Court of Appeals (of which California is a part) and state court decisions which are based on the California Constitution.

Additionally, Appendix F of CDE's History and Social Science Framework, adopted in July 2016, offers guidance and support for educators regarding the recognition of religious beliefs and customs with concepts from the Appendix reflected below.

Use of school facilities by student religious clubs and other religious groups is governed by the Equal Access Act (20 USC 4071-4074) and Civic Center Act (Education Code 38130-38138), respectively; see BP/AR 1330 - Use of School Facilities and BP/AR 6145.5 - Student Organizations and Equal Access. For policy regarding distribution of flyers, including flyers containing religious materials, see BP/AR 1325 - Advertising and Promotion. For policy regarding absences for religious instruction or exercises pursuant to Education Code 46014, see BP/AR 5113 - Absences and Excuses. For policy regarding invocation at graduation ceremonies, see BP 5127 - Graduation Ceremonies and Activities. For policy regarding religious attire in relation to school dress codes, see BP 5132 - Dress and Grooming.

The following optional policy should be carefully reviewed and modified to reflect district practice. Because constitutionally protected prayer and religious expression in schools can involve complex legal issues, districts are advised to consult CSBA's District and County Office of Education Legal Services or district legal counsel, accordingly.

The Governing Board of Education recognizes that students' education would be incomplete without an understanding of the role of religion in society. As appropriate for a particular course, teachers may objectively discuss the influences of various religions, using religious works and symbols to illustrate their relationship with culture, literature, or the arts. The Board expects that such instruction will identify principles common to all religions and foster respect for the diversity of religions and customs in the world **and be consistent with the adopted instructional materials and state standards, as applicable.**

In order to respect each student's individual right to freedom of religious practice, religious indoctrination is ~~clearly~~ forbidden in ~~the~~ public schools. ~~Instruction~~ **The Superintendent or designee shall ensure that instruction** about religion ~~shall~~**does** not promote or denigrate the beliefs or customs of any particular religion or sect, nor ~~should that~~ a preference be shown for one religious viewpoint over another. Staff members shall be highly sensitive to their obligation not to interfere with the religious development of any student in whatever tradition the student embraces, **and treat all religions and religious conviction, including nonbelief, with fairness and respect.**

Staff shall not endorse, encourage, or solicit religious or anti-religious expression or activities among students during class time. ~~As part of their official duties, staff~~

CSBA NOTE: In Kennedy v. Bremerton School District, the U.S. Supreme Court found that the employee, a football coach, did not coerce students to pray when the employee knelt at midfield after games to offer a quiet personal prayer and rejected the district's argument that any visible religious conduct by a teacher or coach amounted to impermissible coercion on students. The court concluded that the coach was acting in a private capacity and not in the capacity of an employee of the district when the prayer was offered during a time when school employees were free to attend to personal matters.

Staff shall not lead/coerce students in prayer or other religious activities as part of their official duties. However, Staff are not prohibited, when acting in their private capacity, from encouraging students' participation in personal prayer or other religious activity. Additionally, staff shall not prohibit or discourage any student from praying or otherwise expressing his/her/the student's religious belief as so long as this does not disrupt the classroom or other school sponsored activity.

Students may express their beliefs about religion in their homework, artwork, and other class work if the expression is germane to the assignment. Such work shall be judged by ordinary academic standards, relevance, and other legitimate pedagogical objectives.

While teaching about religious holidays is a permissible part of the educational program, celebrating religious holidays is not allowed in the ~~public schools district~~. School-sponsored programs shall not be, nor have the effect of being, religiously oriented or a religious celebration. School and classroom decorations may express seasonal themes that are not religious in nature.

~~Music, art, literature or drama programs having religious themes are permitted as part of the curriculum for school-sponsored activities and programs if presented in an objective manner and as a traditional part of the cultural and religious heritage.~~ The use of religious symbols that are part of a religious holiday is permitted as a teaching aid or resource provided that such symbols are displayed as an example of cultural and religious heritage of the holiday and ~~are~~ temporary in nature.

Classroom methods in instruction about religion shall not include religious role-playing activities or simulated religious devotional acts.

Music, art, literature or drama programs having religious themes are permitted as part of the curriculum for school-sponsored activities and programs if presented in an objective manner and as a traditional part of cultural and religious heritage.

CSBA NOTE: In Fellowship of Christian Athletes v. San Jose Unified School District, the Ninth Circuit U.S. Court of Appeals held that it would be discrimination for a district to fail to recognize a student club with religiously based leadership requirements. The court found that multiple student clubs imposed certain requirements for membership or leadership positions - i.e., discriminated against certain students - but that the district only objected to the Fellowship of Christian Athletes' requirements because of the religious basis of the requirements.

District schools shall not prohibit religious activities if the same or similar non-religious activities are permitted.

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Board Policy Manual
Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Instruction**Policy 6164.2: Guidance/Counseling Services**

CSBA NOTE: The following optional Board policy should be revised to reflect district practice. Education Code 49600 urges districts to offer students a comprehensive educational counseling program that is implemented in a structured and coherent manner within a Multi-Tiered Systems of Support framework (MTSS). Pursuant to Education Code 49600, specialized services offered under such a program must be provided by appropriately credentialed school counselors.

SB 114 (Ch. 48, Statutes of 2023) provides grant funding to eligible districts to establish safe, healthy, and supportive learning opportunities and environments in schools, which include, implementation of high quality integrated academic, behavioral, and social and emotional learning practices or services aligned to the MTSS.

The Governing Board recognizes that a structured, coherent, and comprehensive counseling program promotes academic achievement and growth, and serves the diverse needs of district students. The district shall provide an educational counseling program that offers students services and supports within a Multi-Tiered Systems of Support (MTSS) framework, in accordance with law. Counseling staff shall be available to provide students with individualized reviews of their educational progress toward academic and/or career and vocational goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning and well-being.

CSBA NOTE: Pursuant to Education Code 44266 and 5 CCR 80049-80049.1, persons authorized to provide services in school counseling, school psychology, or school social work must possess a Pupil Personnel Services (PPS) credential, with the appropriate specialization, issued by the Commission on Teacher Credentialing (CTC).

In order to have more qualified mental health professionals who are certified to provide child welfare and attendance services, Education Code 44266, as amended by SB 223 (Ch. 175, Statutes of 2023), permits flexibility for PPS credential holders to receive authorization to provide child welfare and attendance services by either completing: (1) a CTC-approved program of supervised field experience that includes direct classroom contact, jointly sponsored by a school district and a college or university, or (2) a CTC-approved program of professional preparation offered by a local educational agency.

The Superintendent or designee shall ensure that all persons employed to provide direct school counseling, school psychology, school social work services ~~to students, child welfare and attendance services~~, and/or ~~to~~ implement equitable school programs and services that support students' academic and social ~~and~~ emotional development and college and career readiness ~~shall~~ possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of such positions shall be clearly defined in a job description.

CSBA NOTE: The following optional list may be revised to reflect district practice. Education Code 49600 expresses the Legislature's intent that school counselors fulfill the following responsibilities.

Responsibilities of school counselors include, but are not limited to:

1. Engaging with, advocating for, and providing all students with direct services, such as individual counseling, group counseling, risk assessment, crisis response, and instructional services, including mental health and behavioral, academic, and postsecondary educational services, and indirect services, including but not limited to, positive school climate strategies, teacher and parent/guardian consultations, and referrals to public and private community services
2. Planning, implementing, and evaluating school counseling programs
3. Working within a MTSS that uses multiple data sources to monitor and improve student behavior, attendance, engagement, and achievement

4. Developing, coordinating, and supervising comprehensive student support systems in collaboration with teachers, administrators, other pupil personnel services professionals, families, community partners, and community agencies, including county mental health agencies
5. Promoting and maintaining a safe learning environment for all students by providing restorative practices, positive behavior interventions, and support services; and by developing and responding with a variety of intervention strategies, ~~and using those strategies~~, to meet individual, group, and school community needs before, during, and after a crisis
6. Intervening to ameliorate school-related problems, including problems related to chronic absences and retention
7. Using research-based strategies to promote mental wellness, reduce mental health stigma, and to identify characteristics, risk factors, and warning signs of students who develop, or are at risk of developing, mental health and behavioral disorders and who experience, or are at risk of experiencing, mistreatment, including mistreatment related to any form of conflict or bullying
8. Improving school climate and student well-being by addressing the mental and behavioral health needs of students during a period of transition, separation, heightened stress, and critical changes, accessing community programs and services to meet those needs, and providing other appropriate services
9. Enhancing students' social and emotional competence, character, health, civic engagement, cultural literacy, and commitment to lifelong learning and the pursuit of high-quality educational programs

CSBA NOTE: Item #10 below may be revised to specify only English learners, students eligible for free and reduced-price meals, and foster youth, as provided in Education Code 49600. However, a district is permitted to provide such services to other categories of students who may be in need, such as students experiencing homelessness

10. Providing counseling services for unduplicated students who are classified as English learners, ~~or foster youth, homeless children, and students~~ eligible for free and reduced-priced meals, foster youth, and/or experiencing homelessness, including interventions and support services that enhance equity and access to appropriate education systems and public and private services
11. Engaging in continued development as a professional school counselor

Educational And Career Counseling

CSBA NOTE: The following optional section is for use by districts that maintain any of grades 7-12 and may be revised to reflect district practice and the grade levels offered by the district.

Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)

CSBA NOTE: Items #1-5 below reflect required components of educational counseling programs specified in Education Code 49600.

The educational counseling program shall include academic counseling and postsecondary services, in the following areas (Education Code 49600):-

1. Development and implementation, with parent/guardian involvement, of the student's immediate and long- range educational plans
2. Optimizing progress towards achievement of proficiency standards and competencies
3. Completion of the required curriculum in accordance with the student's needs, abilities, interests, and aptitudes

4. Academic planning for access and success in higher education programs, including advisement on courses needed for admission to colleges and universities, standardized admissions tests, and financial aid

CSBA NOTE: Pursuant to Education Code 49600, educational counseling must include career and vocational counseling as described in Item #5 below.

5. High-quality career programs at all grade levels in which students are assisted in doing all of the following:
 - a. Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, career planning, course selection, and career transition
 - b. Becoming aware of personal preferences and interests that influence educational and occupational exploration, career choice, and career success
 - c. Developing work self-efficacy for the ever-changing work environment, the changing needs of the workforce, and the effects of work on quality of life
 - d. Understanding the relationship between academic achievement and career success, and the importance of maximizing career options
 - e. Understanding the value of participating in career technical education pathways, programs, and certifications, including, but not limited to, those related to regional occupational programs and centers, the federal program administered by the ~~United States~~ U. S. Department of Labor offering free education and vocational training to students, known as "Job Corps," the California Conservation Corps, work-based learning, industry certifications, college preparation and credit, and employment opportunities
 - f. Understanding the need to develop essential employable skills and work habits
 - g. Understanding entrance requirements to the U.S. Armed Forces ~~of the United States~~, including the benefits of the Armed Services Vocational Aptitude Battery (ASVAB) test

CSBA NOTE: In addition to the required components listed above, Education Code 49600 includes a list of optional components which a district may, at its discretion, offer as part of the educational counseling program.

The district's educational counseling program also may include, but not be limited to, identification of students who are at risk of not graduating with their peers, development of a list of coursework and experience necessary to assist students to satisfy the curricular requirements for college admission and successfully transition to postsecondary education or employment, and counseling regarding available options for students who fail to meet graduation requirements to continue with their education.

The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all high school students subject to compulsory continuation education. (Education Code 48431)

CSBA NOTE: Education Code 54680-54685, as added by AB 278 (Ch. 424, Statutes of 2023), establishes the Dream Resource Grant Program with the goal of creating Dream Resource Centers at schools that serve students in grades 9-12. The funds may be used to create a center or to supplement, but not supplant, funding for an existing center. The following paragraph is for districts that receive such grant funding.

To enhance the educational counseling program and assist students in reaching their educational and professional goals, the district shall provide students in grades 9-12 with financial aid support; social services support; state- funded immigration legal services; academic opportunities; and parent/guardian and family workshops. (Education Code 54680, 54683)

CSBA NOTE: Education Code 49600 permits districts to offer mental and behavioral health services as provided in the following paragraph. For more information regarding staff development related to the recognition of mental health warning signs, see BP 5141.5 - Mental Health and BP/AR 5141.52 - Suicide Prevention.

As part of the district's educational counseling program, students may be offered mental and behavioral health services under which a student may receive prevention, intervention, short-term counseling services, and mental health related classroom instruction to reduce stigma and increase awareness of counseling support services.

CSBA NOTE: Education Code 221.5 prohibits school counselors from offering vocational or school program guidance to a student of one sex that is different from that offered to a student of the opposite sex. Additionally, 5 CCR 4930 prohibits discrimination in counseling programs to the same extent that discrimination is prohibited in all other district programs and activities. Prohibited bases for discrimination in district programs are specified in BP 0410 - Nondiscrimination in District Programs and Activities.

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in ~~BP~~law or Board Policy 0410 - Nondiscrimination in District Programs and Activities.

~~In addition~~Additionally, counselors shall affirmatively explore with a student the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

For assessing or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. ~~(5 CCR 4931), unless such different materials cover the same occupations and interest areas and the use of such materials is essential to the elimination of bias and discrimination. (5 CCR 4931)~~

CSBA NOTE: 20 USC 7908 requires districts receiving funds under the Elementary and Secondary Education Act (ESEA) to provide military recruiters with the same access to students as is provided to colleges and prospective employers. Districts that do not grant similar access may lose those funds, and, pursuant to 10 USC 503, may be subject to specific interventions, such as notification to the Governor and Congress so that public officials can work with the district. Districts that do not receive ESEA funds and that choose to grant access to college and employment recruiters should do so on a nondiscriminatory basis. Education Code 49603 provides that military service recruiters may not be denied on-campus access to students in grades 9-12 if the district provides such access to other employers. For information regarding military recruiter access to student directory information, see BP/AR 5125.1 - Release of Directory Information.

Colleges and prospective employers, including military recruiters, shall have the same access to students for recruiting purposes. (Education Code 49603; 10 USC 503; 20 USC 7908)

CSBA NOTE: Pursuant to Labor Code 3074.2, districts are encouraged to provide students with opportunities to explore, make career choices, and seek appropriate instruction and training to support those choices, by hosting locally focused apprenticeship and/or career and technical education fair events, such as college and career fairs.

The Superintendent or designee shall collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities through college and/or career fairs.

CSBA NOTE: Labor Code 3074.2 requires any district planning to hold a college or career fair to identify approved apprenticeship programs in the county and notify such programs that they are hosting a college or career fair. To identify approved programs, the district is required to rely on the database of approved apprenticeship programs published by the Division of Apprenticeship Standards on its website.

When planning to hold a college or career fair, the Superintendent or designee shall notify each apprenticeship program in the county. The notification shall include the planned date, time, and location of the college or career fair. (Labor Code 3074.2)

CSBA NOTE: Education Code 52770, as added by AB 1173 (Ch. 23, Statutes of 2023), requires a district that serves students in any of grades 9-12 that is planning to hold a college or career fair to notify each community college district that has overlapping jurisdiction of the date, time, and location of the fair, and provide an opportunity for the community college district to participate. Districts that do not serve students in grades 9-12 should amend the following paragraph to reflect district practice.

Additionally, the district shall provide the notification to any community college district that has overlapping jurisdiction with the district and an opportunity for the community college district to participate in the college or career fair. (Education Code 52770)

Personal or Mental Health Counseling

CSBA NOTE: The following optional section may be revised to reflect district practice. A school counselor, school psychologist, or school social worker may offer personal or family counseling in accordance with the authorizations on their credentials. Additionally, districts may provide mental health services through school-based health centers and/or may collaborate with community agencies, organizations, and health care providers to ensure that services are available. For more information regarding school health centers, see BP 5141.6 - School Health Services.

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by their credential. Such services may include, but are not limited to, support related to the student's social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance.

CSBA NOTE: AB 665 (Ch. 338, Statutes of 2023) repealed and added Family Code 6924 to make it consistent with Health and Safety Code 124260 which allows a minor age 12 or older to consent to outpatient mental health counseling or treatment services without parent/guardian consent if, in the opinion of a school psychologist or other professional person, as defined, the minor is mature enough to participate intelligently in the services, without having to establish that the minor would present a danger of serious physical or mental harm to themselves or others without the mental counseling or treatment services or that the minor is an alleged victim of incest or child abuse. However, pursuant to Family Code 6924, as added by AB 665, the child's parent/guardian must still be involved unless the professional person determines, after consulting with the minor, that it would be inappropriate.

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code ~~6920-6929~~6924, Health and Safety Code 124260, or other applicable law.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by the student's parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)

A counselor shall consult with the Superintendent or designee and, as appropriate, with the district's legal counsel whenever ~~unsure of there is uncertainty regarding~~ how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the ~~comprehensive school safety plan~~, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

~~In addition~~Additionally, the Superintendent or designee shall identify crisis counseling resources to train district staff in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with a crisis if it occurs.

Teacher-Based Advisory Program

CSBA NOTE: The following optional section is for use by districts that choose to provide a teacher-based advisory program as authorized by Education Code 49600. The following section may be revised to reflect district practice, including the grade levels at which the program will operate. It should be deleted by districts in which all student counseling is provided by credentialed school counselors.

The Board recognizes that a supportive, ongoing relationship with a caring adult can provide a student with valuable advice, enhance student-teacher relationships, and build the student's feelings of connectedness with the school. The Board authorizes the development of a teacher-based advisory program in which teachers advise students in such areas as academic planning, character development, conflict resolution, and self-esteem. Any teacher participating in this program shall be under the supervision of a credentialed school counselor as appropriate, receive related information and training, and be subject to law and this Board policy ~~and law~~, including requirements pertaining to student confidentiality and nondiscrimination.

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Board Policy Manual
Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Instruction

Policy 6175: Migrant Education Program

CSBA NOTE: The following optional policy is for use by districts that have established migrant education programs pursuant to federal Title I, Part C (20 USC 6391-6399) and Education Code 54440-54445. In California, most districts that provide migrant education services operate pursuant to service agreements with regional service centers pursuant to Education Code 54444.1. The district submits a service application to the regional center, which then submits a regional application to the California Department of Education (CDE). The following policy and accompanying administrative regulation should be revised as necessary to reflect the district's agreement with its regional service center. During the Federal Program Monitoring (FPM) process, CDE will review whether the district is fulfilling the major legal requirements for implementation of the program. Education Code 51225.2 describes this group of highly mobile students as "a pupil who is a migratory child" and CDE's Uniform Complaint Procedures 2023-24 FPM instrument describes this group as "pupils who are migratory", which is reflected in the use of this description throughout the policy. The following policy may be revised to reflect terminology preferred by the district and local community. Pursuant to Education Code 41601.6, up to two local educational agencies may request authorization from CDE to provide an extended school year program to specified students who are migratory, which includes average daily attendance funding for such students; see the accompanying administrative regulation.

The Governing Board desires to provide a comprehensive program for students who are migratory that attempts to mitigate the impact of educational disruption, cultural and language barriers, social isolation, health-related problems, and other factors that may inhibit their ability to succeed in school. The district shall make use of available funds to provide supplementary services for students who are migratory.

The Superintendent or designee shall cooperate with the regional migrant service center in outreach and identification of eligible students who are migratory and in the provision of migrant education services. The Superintendent or designee shall also coordinate migrant education services with other programs within the district and with other public agencies that serve migrant workers and their families.

CSBA NOTE: 20 USC 6394 establishes priority for services for students who are migratory who are failing or at risk of failing to meet state standards or have dropped out of school. According to CDE's 2017, "State Service Delivery Plan," for purposes of establishing priority for services, students are considered to be failing or at risk of failing to achieve state standards if they (1) score at Level 1-2 (standard not met or standard nearly met) on the English language or mathematics summative assessments of the California Assessment of Student Performance and Progress, or (2) score at Levels 1-3 (beginning to moderately developed English skills) on the English Language Proficiency Assessments for California.

The district shall give first priority for services to students who are migratory who are failing, or are most at risk of failing, to meet state academic standards or have dropped out of school. (20 USC 6394)

CSBA NOTE: 20 USC 7881 requires that eligible private school students residing within the district be provided an opportunity to receive services on an equitable basis with public school students, as provided below. See AR 6171 - Title I Programs for further information about requirements pertaining to such participation.

The district shall provide services to eligible private school students residing within the district on an equitable basis with participating public school students. (20 USC 7881; 34 CFR 200.87)

CSBA NOTE: Education Code 54443.1 requires that local migrant education programs conduct an individual assessment of the educational and health needs of each student who is migratory and prepare a brief individual learning plan listing the services to be provided to each student; see the accompanying administrative regulation. These duties may be performed by either the district or the regional service center depending on their agreement.

The Superintendent or designee shall ensure that each student who is migratory is placed at the appropriate grade level upon enrollment and is provided services in accordance with an individual needs assessment and learning plan.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice, including specific indicators that the Governing Board and Superintendent or designee agree to use in evaluating program effectiveness.

The Superintendent or designee shall annually report to the Board regarding student performance on statewide assessments of core academic subjects and English language development, as appropriate, for students enrolled in the district's migrant education program. In addition, the Superintendent or designee shall periodically report to the Board regarding the alignment of district services with the needs of students as identified in student needs assessments conducted pursuant to Education Code 54443.1. As necessary, the Board shall seek technical assistance from the migrant education regional service center and/or make changes in the services provided by the district in order to improve student achievement.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Board Policy Manual
Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Instruction**Policy 6177: Summer Learning Programs**

CSBA NOTE: The following optional policy may be revised to reflect district practice. Education Code 46120 provides for the Expanded Learning Opportunities (ELO) Program, which includes expanded learning opportunities beyond the regular school day, including summer, vacation, and/or intersessional programs for students in grades transitional kindergarten (TK)-6.

Pursuant to Education Code 46120, on non-school days, intersessional programs of specified lengths of time must include in-person before or after school programs.

Districts are required to provide an ELO program to specified students. However, student participation in an ELO program is optional. For more information regarding ELO program requirements, see BP/AR 5148.2 - Before/After School Programs.

Pursuant to Education Code 46120, as amended by SB 141 (Ch. 194, Statutes of 2023), a district that is temporarily prevented from operating its ELO program because of a school site closure due to emergency conditions specified in Education Code 41422 or Education Code 8482.8(d), will not be subject to penalties as a result of the emergency if the Governing Board adopts a resolution and provides documentation substantiating the need for closure.

The Governing Board recognizes that an extended break from the instructional program may result in significant learning loss, especially among disadvantaged and low-achieving students, and desires to provide opportunities during the summer for students to practice essential skills, make academic progress, and develop focus on developing social, emotional, and physical needs and interests through hands-on engaging learning experiences.

CSBA NOTE: Education Code 52060-52077 require districts to develop a local control and accountability plan (LCAP) which includes goals aligned with state and local priorities, specific actions aligned to meet those goals, and a budget aligned to fund those specific actions; see BP/AR 0460 - Local Control and Accountability Plan. The purposes and content of the district's summer programs should be aligned with the priorities and goals as outlined in the LCAP and other applicable district and school plans.

Summer programs offered by the district shall be aligned with the district's local control and accountability plan (LCAP), other applicable district and school plans, and the educational program provided during the school year. When feasible, summer programs shall blend high-quality academic instruction in core curricular and/or elective subjects with recreation, nutrition programs, social and emotional development, and support services that encourage attendance, student engagement in learning, and student wellness.

Summer School

CSBA NOTE: Summer school programs may be funded through a variety of sources that include, but are not limited to, Title I funding (20 USC 6311-6322), After School Education and Safety Program supplemental funds (Education Code 8482-8484.6), 21st Century Community Learning Center supplemental funds (Education Code 8484.7- 8484.9; 20 USC 7171-7176), and ELO programs (Education Code 46120); for more information on funding for these programs see BP/AR 5148.2 - Before/After School Programs.

Pursuant to Education Code 46120, ELO programs must include at least nine hours of in-person expanded learning opportunities per day for at least 30 non-school days, inclusive of extended school year days provided pursuant Education Code 56345.

In addition, Education Code 54444.3 requires agencies receiving Title I Migrant Education funding to conduct summer school for eligible migrant students in grades K-12; see BP/AR 6175 - Migrant Education Program.

The Superintendent or designee, with Board approval, may establish summer school day and/or evening classes.

The district's summer school program may be used to provide supplemental instruction to students needing remediation and/or enrichment in core academic subjects.

~~As appropriate, priority for enrollment in summer school programs shall be given to county/district students who:~~

CSBA NOTE: The following paragraph is optional. Pursuant to Education Code 43522, until June 30, 2025, districts that receive ELO grant funding are required to implement a learning recovery program that provides supplemental instruction, support for social-emotional well-being, and to the maximum extent permissible as specified in U.S. Department of Agriculture guidelines, meals and snacks, to students who are eligible for free or reduced-price meals, English learners, foster youth, students experiencing homelessness, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020-21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff. Pursuant to Education Code 43522, districts may utilize ELO grant funding to provide students with extended instructional learning time based on student learning needs through summer school.

The district shall provide students with supplemental instruction and support in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports through a program of engaging learning experiences in a positive school climate.

CSBA NOTE: The following optional list establishes enrollment priorities for the provision of summer school instruction and may be revised to reflect district practice. Item #1 should be deleted by districts that do not maintain high schools.

~~As appropriate, priority for enrollment in summer school programs shall be given to district students who:~~

1. Need course credits in order to graduate from high school before the beginning of the next school year
2. Have been retained or are at risk of being retained at their grade level
3. Demonstrate academic deficiencies in core curriculum areas

CSBA NOTE: Optional Item #4 establishes priority for summer school enrollment to at-risk student groups identified in the district's LCAP. Pursuant to Education Code 52060, the LCAP must include annual goals to be achieved for all students and for each numerically significant subgroup, defined in Education Code 52052, as amended by SB 114 (Ch. 48, Statutes of 2023), to include "long-term English learners." Pursuant to Education Code 52052, as amended by SB 141 (Ch. 194, Statutes of 2023), a "long-term English learner" is defined as a student who has not attained English language proficiency within seven years of initial classification as an English learner. For schools or districts with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction with approval by the State Board of Education.

4. Are in ~~targeted~~ student groups identified in the district's LCAP as needing increased or improved services to succeed in the educational program

CSBA NOTE: A district that operates an intersession program, including summer school, is required to grant priority access to a foster youth pursuant to Education Code 48853.5, as amended by AB 723 (Ch. 812, Statutes of 2023), and to a student experiencing homelessness, pursuant to Education Code 48850, as amended by AB 373 (Ch. 327, Statutes of 2023). If any such student will be moving during an intersession period, the student's educational rights holder, or in the case of an American Indian student, Indian custodian, is authorized to determine which school the student attends for the intersession period.

5. Are foster youth and/or are students experiencing homelessness

If during an intersession period the student will be moving, the student's educational rights holder or, in the case of an American Indian child, Indian custodian, shall determine which school the student attends for the intersession period, if applicable. (Education Code 48850, 48853.5)

CSBA NOTE: Districts with a prior fiscal year local control funding formula (LCFF) unduplicated pupil percentage (UPP) of at least 75 percent are required to offer access to ELO programs to all classroom-based students in grades TK-6 inclusive, and to ensure that access is provided to any student whose parent/guardian requests placement in an ELO program. Districts with a prior fiscal year LCFF UPP of less than 75 percent are required to offer access to ELO programs to all unduplicated students in grades TK-6, inclusive, and ensure that access is provided to any unduplicated student whose parent/guardian requests placement in an ELO program.

5-6. Are transitional kindergarten (~~TK~~) or kindergarten children, or in any of grades 1-6 and are required to be offered or provided access to Expanded Learning Opportunities (ELO) Programs pursuant to Education Code 46120 and BP/AR 5184.2 - Before/After School Programs

The remaining openings shall be offered to other district students on a first-come first-served basis.

CSBA NOTE: The following optional paragraph should be modified to reflect district practice.

Because summer courses cover extensive instructional content in a relatively short time period, students who have more than three excused absences or one unexcused absence may not receive credit for summer session class(es) unless they make-up missed work in accordance with law, Board policy, and administrative regulation.

CSBA NOTE: State funding is not available for transportation to summer school. To accommodate students and parents/guardians who need to provide their own transportation, some districts rotate the sites at which summer sessions are offered, as provided in the following optional paragraph.

Sites for summer school programs may be rotated in an effort to make summer school programs more accessible to all students, regardless of residence or regular attendance area, and to accommodate the maintenance needs of district schools.

CSBA NOTE: Pursuant to Education Code 46120, any student who attends a school that is not operating an ELO program must be provided transportation to attend at a location that is providing an ELO program, and to return to the original location or another location that is established by the district.

The district shall provide any student who attends a school that is not operating an ELO program transportation to attend at a location that is providing an ELO program and to return to the original location or another location that is established by the district. (Education Code 46120)

CSBA NOTE: The following optional paragraph should be revised to reflect indicators for program evaluation that have been agreed upon by the Board and Superintendent, as well as a timeline for reports to the Board.

The Superintendent or designee shall annually report to the Board on summer school enrollment in the current year and previous year for the program as a whole and disaggregated by grade level, school that the students attend during the regular school year, and student population. In addition, the Superintendent

or designee may report on the extent to which students successfully achieved the outcomes established for the program.

Additional Summer Learning Opportunities

CSBA NOTE: The following optional section may be revised to reflect district practice and may be adapted for use during intersessions other than summer break. For further information about summer learning opportunities, see BP/AR 5148.2 - Before/After School Programs and CSBA's Summer Learning and Wellness Resource Guide.

Districts are prohibited from charging a fee for summer school programs. However, it is permissible for third parties that offer a summer school program to charge a fee for such program. CDE's, "Fiscal Management Advisory 22-01, Summer School, Third Parties, and Tuition Fees," provides that if a third party that is affiliated with a district charges tuition for a summer program, the district should make an individualized inquiry as to the relationship between the district and the third party to determine whether the educational activities are being offered by the district. In making this determination, districts may consider factors listed in "Fiscal Management Advisory 22-01." Districts with questions as to whether a fee may be charged for summer school should consult CSBA's District and County Office of Education Legal Services or district legal counsel. See also BP/AR 3260 - Fees and Charges.

The Superintendent or designee may collaborate with parents/guardians, ~~Sierra County Office of Education~~, city and county agencies, community organizations, child care providers, and/or other interested persons to develop, implement, and build awareness of organized activities that support summer learning.

Strategies to support summer learning may include, but are not limited to:

1. Providing information to students and parents/guardians about summer reading programs scheduled to be conducted by public libraries or community organizations
2. Collaborating with the local parks and recreation agency and/or community organizations to provide day camps, sports programs, or other opportunities for physical education and activity
3. Collaborating with workforce development agencies, businesses, and community organizations to provide summer job training opportunities that include an academic component
4. Encouraging reading in the home, such as providing lists of recommended reading to students and parents/guardians, establishing a target number of books or pages, and providing prizes for achievement of reading goals
5. Assigning summer vacation homework in core curricular subject(s) for extra credit
6. Conducting occasional, interactive "fun days" during the summer to provide activities related to art, music, science, technology, mathematics, environmental science, multicultural education, debate, or other subject
7. Arranging opportunities for community service

SIERRA COUNTY OFFICE OF EDUCATION
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Board Policy Manual
Sierra-Plumas Joint Unified School District & Sierra County Office of Education

Facilities**Policy 7214: General Obligation Bonds**

CSBA NOTE: The following optional policy may be revised to reflect district practice. Pursuant to the California Constitution, Article 16, Section 18, a school district may issue bonds for the construction of school facilities with either a 66.67 percent or 55 percent approval by local voters. To qualify for the lower 55 percent threshold pursuant to Proposition 39, districts are required to comply with additional accountability requirements as required by law and as specified in this Board policy and accompanying administrative regulation.

Education Code 15100 sets forth conditions under which the Governing Board may call for a bond election. Pursuant to Education Code 15266, these conditions must be satisfied if the Board is seeking either the 66.67 percent or 55 percent approval threshold.

In 88 Ops.Cal.Atty.Gen. 46 (2005), the Attorney General opined that a school district may use district funds to hire a consultant to assess the feasibility of developing a bond measure and to assess the public's level of support, but not to develop and implement a strategy to build a coalition to support the bond because such activities would be an impermissible use of public funds for campaign purposes in violation of Education Code 7054. However, in 99 Ops.Cal.Atty.Gen. 18 (2016), the Attorney General, while reaffirming the 2005 opinion, clarified that costs incurred from hiring consultants for pre-election services could not be paid from bond proceeds. For further discussion regarding use of district funds for political purposes, see BP 1160 - Political Processes. Districts with questions about use of bond proceeds should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

Additional information about debt financing for districts may be found in the California Debt and Investment Advisory's (CDIAC) publication, "California Debt Financing Guide."

~~The Board of Education~~The Governing Board recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. The Board may direct the Superintendent to explore the possibility of a bond measure, which may include, but is not limited to, conducting community focus groups, surveys, and Board presentations. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

CSBA NOTE: Pursuant to Government Code 8855, the Board is required to adopt a debt management policy prior to issuing any debt, including a general obligation bond. For sample policy language fulfilling this mandate, see BP 3470 - Debt Issuance and Management.

For bonds requiring a 55 percent majority, Education Code 15268 and 15270 set limits as to the maximum amount of the bond and the tax rate that may be levied as a result of the bond. Limitations for bonds requiring a 66.67 percent majority are detailed in Education Code 15102-15109.

The Board's decision to order a bond election, as well as its determinations regarding the appropriate amount, timing, and structure of the bond issuance, shall be consistent with law and the district's debt management policy.

CSBA NOTE: Pursuant to Education Code 15100, the following requirement applies to bond elections ordered by the Board regardless of whether the Board is seeking the 66.67 percent or 55 percent approval threshold.

Before ordering a bond election, the Board shall obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor. (Education Code 15100)

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot materials for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

Bonds Requiring 55 Percent Approval by Local Voters

CSBA NOTE: Pursuant to Education Code 15266, upon adoption of the resolution specified below, the district must comply with the accountability provisions required for the 55 percent threshold, even if the bond ultimately passes by a 66.67 percent majority of the voters.

The Board, by a two-thirds vote and subject to Education Code 15100, may ~~decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to adopt a resolution to incur bonded indebtedness and order an election. Pursuant to the California Constitution, Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agrees to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a-~~ a bond election authorized pursuant to Education Code 15266 requires the approval of at least a 55 percent majority of the voters- voting in the election. (Education Code 15266)

CSBA NOTE: Education Code 15266 requires bond elections to be held only during a regularly scheduled local election at which all of the electors (voters) in the district are entitled to vote. Therefore, those school districts whose boundaries encompass more than one city or county or whose board members are elected by trustee area must ensure that the bond election is on a ballot in which all of the electors in the district are entitled to vote, such as a statewide primary, general, or special election.

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district pursuant to Education Code 15266 shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
2. The acquisition or lease of real property for school facilities
3. The refunding of any outstanding debt issuance used for the purposes specified in ~~items~~Items #1-2 above

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. Certification that proceeds from the sale of the bonds will be used only for the purposes specified in ~~items~~Items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses

CSBA NOTE: In Taxpayers for Accountable School Bond Spending v. San Diego Unified School District, the court held that new stadium lighting was not specifically authorized by the school bond when the bond language did not include construction of stadium lighting even though the full text of the measure authorized projects to "renovate/replace stadium bleachers" and to "upgrade fields, track, and courts for accessibility compliance" including "other costs incidental to and necessary for completion of the listed projects including... field lighting." Since bond proceeds may only be spent on school facilities projects listed in the bond project list, aspects of a project other than those that are incidental to and necessary for its completion should be explicitly authorized. Districts with questions about project list language should consult CSBA's District and County Office of Education Legal Services or district legal counsel.

2. A list of specific school facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

CSBA NOTE: The question of whether bond proceeds may be used to pay the costs of the audits required pursuant to Items #3-4 below should be referred to CSBA's District and County Office of Education Legal Services or district legal counsel. However, the Attorney General opined in 87 Ops.Cal.Atty.Gen. 157 (2004) that the use of bond proceeds may be used to pay the salaries of district employees to the extent they perform administrative oversight work on bond projects. According to the opinion, because these audits are expressly required by Proposition 39 and are directly related to the bond projects rather than routine school operations, these project administration costs may be considered as within the purposes specified in California Constitution Article 13A, Section 1(b)(3)(A) and therefore are an appropriate expenditure of bond proceeds.

The performance audit described in Item #3 may include an evaluation of the planning, financing, and implementation of the overall facilities program.

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

CSBA NOTE: If the district has a general obligation bond approved according to the 55 percent threshold provisions, Education Code 15278 requires that the Board appoint a citizens' oversight committee. See the accompanying administrative regulation for requirements related to the composition and duties of the committee.

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' oversight committee to inform the public concerning the expenditure of bond revenues as specified in Education Code 15278 and the accompanying administrative regulation. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

The Superintendent or designee shall ensure that the annual, independent performance and financial audits required pursuant to ~~items~~Items #3-4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards and submitted to the citizens' oversight committee at the same time they are submitted to ~~him/her~~the Superintendent or designee and no later than March 31 of each year. (Education Code 15286)

The Board shall provide the citizens' oversight committee with responses to all findings, recommendations, and concerns addressed in the performance and financial audits within three months of receiving the audits. (Education Code 15280)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice.

The Board may disband the citizens' oversight committee when the committee has completed its review of the final performance and financial audits.

Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and California Constitution, Article 13A, Section 1(b)(2)~~of the California Constitution.~~ If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

CSBA NOTE: Pursuant to Education Code 15101, an election for a bond measure that requires 66.67 percent approval may be held only on specified days. Districts using this option should coordinate efforts with their local elections officials to ensure compliance with law.

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

CSBA NOTE: Items #1-10 below reflect the purposes for which funds generated from a general obligation bond authorized with 66.67 percent voter approval may be used, pursuant to Education Code 15100. Some of these purposes may be inconsistent with Article 13A, Section 1 of the California Constitution, which permits a district to raise funds in this manner only for the acquisition or improvement of real property. Districts should consult with CSBA's District and County Office of Education Legal Services or district legal counsel when determining whether to order a bond election for any of the purposes specified in Education Code 15100.

Subject to limits specified in Article 13A, Section 1 of the California Constitution, bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years
10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by an order of the Board entered into the minutes. (Education Code 15100)

CSBA NOTE: The following paragraph is optional. Although Education Code 15278 requires that the Board appoint a citizens' oversight committee if the district has a general obligation bond approved according to the 55 percent threshold provisions, districts that have had approval of a bond with 66.67 percent majority vote are not required by law to appoint a citizens' oversight committee. However, such districts may, at their discretion, form an oversight committee under requirements and guidelines adopted by the Board.

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

Certificate of Results

CSBA NOTE: The following section applies to bond elections requiring either a 55 percent or 66.67 percent approval by local voters. Pursuant to Elections Code 15372, following a bond election, the county elections official must submit a certificate of the election results to the Board, which then must provide certification to the County Board of Supervisors, as specified below.

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolutions Regarding Sale of Bonds

CSBA NOTE: The following section applies to bond elections requiring either a 55 percent or 66.67 percent approval by local voters. Pursuant to Education Code 15140, bonds may be offered for sale by either the County Board of Supervisors or the County Superintendent of Schools. However, the County Board of Supervisors may adopt a resolution authorizing a district to sell bonds on its own behalf when the district has not received a qualified or negative certification in its most recent interim financial report; see BP/AR 3460 - Financial Reports and Accountability.

In addition to districts' authority to issue bonds pursuant to Education Code 15100-15254, Government Code 53506-53509.5 provide an alternative method. However, any district that intends to issue bonds using this alternative method is subject to stricter requirements pursuant to Government Code 53508.5.

Pursuant to Education Code 15100.3 and 15267, two or more small school districts with average daily attendance of 2,500 or less that have voter-approved authority to issue bonds, may form a joint powers authority, in accordance with Government Code 6500 - 6539.9, for the purpose of issuing or selling bonds for raising money for the purposes authorized.

Districts using these alternative methods may need to further modify this policy and accompanying administrative regulation and should consult with CSBA's District and County Office of Education Legal Services or district legal counsel as necessary.

Regardless of the method used to issue bonds, pursuant to Education Code 15144.1 and 15144.2, the district's total debt service to principal ratio must not exceed four to one and, if the bond allows for the compounding of interest, such as a capital appreciation bond (CAB), and matures more than 10 years after its issuance date, the bond must be redeemable by the district no later than 10 years from issuance. Pursuant to Government Code 53508.6, a current interest bond (CIB) may have a maturity of up to 40 years provided that the district complies with the disclosure requirements specified in Education Code 15146 and makes a finding that the useful life of the facility to be financed with the bonds is at least equal to the maturity date of the bonds.

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. In accordance with law, the resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable. (Education Code 15140; Government Code 53508.6)

CSBA NOTE: To ensure prudence in the expenditure of district resources, the Board should carefully consider all available funding instruments, such as CIBs, CABs, and convertible capital appreciation bonds, the manner in which the bonds will be sold, and other related issues as specified in Education Code 15146. Districts considering the method of bond sale and kinds of bonds to sell are encouraged to review CSBA's Governance Brief, "Bond Sales - Questions and Considerations for Districts," and establish a bond financing team including a municipal advisor and bond counsel.

In passing the resolution, the Board shall consider each available funding instrument, including, but not limited to, the costs associated with each and their relative suitability for the project to be financed.

Prior to the sale of bonds, the Board shall place an agenda item at a public meeting and adopt as part of the bond issuance resolution, or in a separate resolution, disclosures of the available funding instruments, the costs and sustainability of each, and all of the following information: (Education Code 15146; ~~Government Code 53508.9~~)

1. Express approval of the method of sale ~~(i.e., such as~~ competitive, ~~or~~ negotiated, ~~or hybrid)~~ sales
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

When the sale involves bonds that allow for the compounding of interest, such as a capital appreciation bond (CAB), the resolution to be adopted by the Board shall include ~~items~~Items #1-4 above as well as the financing term and time of maturity, repayment ratio, and the estimated change in the assessed value of taxable property within the ~~county~~district over the term of the bonds. The resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The agendas shall identify that bonds that allow for the compounding of interest are proposed. (Education Code 15146)

Prior to adopting a resolution for the sale of bonds that allow for the compounding of interest, the Board shall be presented with the following: (Education Code 15146)

1. An analysis containing the total overall cost of the bonds that allow for the compounding of interest
2. A comparison to the overall cost of current interest bonds
3. The reason bonds that allow for the compounding of interest are being recommended
4. A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board

CSBA NOTE: Government Code 8855 requires that the district report any proposed issuance of debt to CDIAC at least 30 days prior to the sale of the debt issue. Typically, bond counsel will file the report on behalf of the district. Government Code 8855 requires that the report include a certification that the district has adopted a debt management policy and that the issuance is consistent with that policy. Pursuant to Government Code 8855, the district must also annually submit, on or before January 31, a report to the CDIAC regarding all outstanding debt and the use of the proceeds of the issued debt. See BP 3470 - Debt Issuance and Management.

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). (Government Code 8855)

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the CDAIC. (Education Code 15146; Government Code 53509.5)

Bond Anticipation Notes

CSBA NOTE: Pursuant to Education Code 15150, the district is authorized to issue a bond anticipation note when the Board determines by resolution that it is in the best interest of the district to finance a facilities project on an interim basis in anticipation of the sale of bonds that has been approved by voters. The note may only be issued in accordance with law and subject to terms and conditions prescribed by the Board.

Whenever the Board determines that it is in the best interest of the ~~county~~/district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the ~~county~~/district in accordance with law. (Education Code 15150)

CSBA NOTE: Education Code 15150 clarifies that interest on a bond anticipation note may be paid at maturity from the proceeds of the sale of the bond in anticipation of which it was issued or paid periodically from a property tax levied for that purpose if certain conditions are satisfied.

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose~~.~~
2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds~~.~~

A bond anticipation note may be issued only if the tax rate levied to pay interest on the note would not cause the ~~county~~/district to exceed the tax rate limitation set forth in Education Code 15268 or 15270, as applicable.

Deposit of Bond Proceeds

CSBA NOTE: Pursuant to Education Code 15146, the proceeds of the sale of bonds, exclusive of any premium received, must be deposited in the county treasury to the credit of the building fund of the district. Education Code 15146 prohibits districts from withdrawing proceeds from the sale of bonds at any time for purposes of making investments outside the county treasury.

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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