

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

February 11, 2025

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/86904364933>

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

Webinar ID: 869 0436 4933

Board Members:

Area 1: Patty Hall – phall@spjUSD.org

Area 2: Rhynie Hollitz (Vice President) – rhollitz@spjUSD.org

Area 3: John Martinetti (Clerk) – jmartinetti@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 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: one (1)
2. Government Code 54957
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

3. 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

4. Government Code 54957

PUBLIC EMPLOYMENT PERFORMANCE EVALUATION

Title: District Superintendent

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. Continued Advocacy

DISTRICT—SPJUSD

- b. Facilities update
 1. Overview of the Facilities Master Plan Process and Application for State Funding
- c. Security Cameras
- d. Transportation update

2. Business Report

- a. Governor's January Budget Proposal**
- b. Monthly Chronic Absenteeism Rates**
- c. Fifth Month SPJUSD Enrollments for the 2024-2025 School Year**
- d. Most recent Inter-District Attendance Agreements approved**

3. Board Meeting Spotlight on Schools: Downieville

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 Special Joint Meeting held January 14, 2025**
2. Approval of minutes for the Regular Joint Meeting held January 14, 2025**

3. Approval of Board Report-Checks Dated 01/01/2025 through 01/31/2025
 - a. SCOE**
 - b. SPJUSD**
4. Approval of the following SPJUSD personnel items:
 - a. Resignation for Hillary Lozano, Instructional Aide, Downieville School, .9 FTE (5.4 hours/day), effective June 06, 2025
 - b. Authorization to fill Instructional Aide, Downieville School, .9 FTE (5.4 hours/day)
 - c. Assignment of Jeremy Miller, 2024-2025 Track, Loyaltan High School

L. ACTION ITEMS

1. Old Business
 - a. Approval of the Sierra-Plumas Classified Employees Association (S-PCEA) Tentative Agreement (Collective Bargaining Agreement updates)^

2. New Business

COUNTY & DISTRICT—SCOE & SPJUSD

- a. Approval of the Sierra-Plumas Classified Employees Association (S-PCEA) Tentative Agreement (Professional Development Stipends for 2024-2025 and 2025-2026)**
- b. Mid-Year Monitoring Report for the 2024-2025 LCAP**

COUNTY—SCOE

- c. Approval to surplus 2007 Honda, vin 5J6RE48327L018789

DISTRICT—SPJUSD

- d. Approval to surplus the following:
 1. 2014 STRC (small bus), vin 1FDEE3FL5EDA78716
 2. 1993 Thomas (diesel bus #21), vin 1T75U4B28P1113816
- e. Approval of Timeline of Events for opening new Middle School in Loyaltan**
- f. Approval of new Job Description and Salary Schedule for Cafeteria Worker II**
- g. Authorization to fill Cafeteria Worker II, Loyaltan, .44 FTE (3.5 hours/day)

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 January 14th – Second Reading

- h. 0460—Local Control and Accountability Plan^^
- i. 1250—Visitors/Outsiders^^
- j. 3100—Budget**
- k. 3280—Sale of Lease of District-Owned Real Property^^
- l. 3320—Claims and Actions Against the District^^
- m. 3515.5—Sex Offender Notification^^
- n. 3540—Transportation^^
- o. 3540.12—Vehicle Use Policy^^

New for February 11th – First Reading

- p. 5113.1—Chronic Absence and Truancy**
- q. 5148.2—Before/After School Programs**
- r. 6158—Independent Study**
- s. 6170.1—Transitional Kindergarten**
- t. 6174—Education for English Learners**
- u. 9240—Board Training**
- v. 9270—Conflict of Interest
 - 1. Bylaw**
 - 2. Exhibit**

M. ADVANCED PLANNING

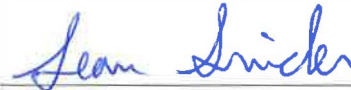
1. The next Regular Joint Board Meeting will be held on March 19, 2025, at Sierra County Office of Education, Room 4, 109 Beckwith Rd, Loyalton CA 96118 at 6:00pm. If needed, Closed Session may be held before the Regular session beginning at 5:00pm. Zoom videoconferencing will be available for the public.
2. Suggested Agenda Items

N. POSSIBLE RECONVENING OF CLOSED SESSION

O. 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.



Introduction

The State Constitution requires that the Governor submit a budget to the Legislature annually by January 10. The plan, called the “Governor’s Budget” ([available here](#)), initiates the annual budget cycle. In February, the Governor will release trailer bill language (“TBL”), the proposed statutory changes to implement the budget. Important aspects of the proposals below will be subject to clarification in TBL.

The Legislature will hold hearings on the Governor’s Budget throughout the spring. By May 14, the Governor will release the May Revision, which updates state revenue assumptions and modifies proposals. The Legislature must pass a balanced budget by June 15. The enacted budget is signed into law by June 30 and may be followed by clean-up TBL in the subsequent months.

All further statutory references are to the Education Code unless otherwise indicated.

Fiscal & Budget

Proposition 98

- Strong state revenues have resulted in Proposition 98 levels increasing by approximately \$7.5 billion over the three-year budget period, relative to the Budget Act of 2024.
- The Proposition 98 Minimum Guarantee is calculated to be \$98.5 billion in 2023–24, \$119.2 billion in 2024–25, and \$118.9 billion in 2025–26.
- Proposes to appropriate the Guarantee \$1.2 billion *lower* than the formula requires, citing revenue risks and mitigating against appropriating above the final calculation levels for 2024–25.
- Proposition 98 is Test 2 for 2023–24 and Test 1 for 2024–25 and 2025–26.

Cost-of-living adjustment (“COLA”). The Local Control Funding Formula (“LCFF”), county offices of education,

and other specified statutory programs will receive a COLA of 2.43 percent. The LCFF COLA is equal to \$2.5 billion ongoing Proposition 98.

Learning Recovery Emergency Block Grant. \$378.6 million one-time Proposition 98 will be funded pursuant to the state’s prior delay in apportioning the Block Grant. Under existing law, LEAs must complete a needs assessment regarding the use and expenditure of Block Grant funds for the 2025–26, 2026–27, and 2027–28 school years. (§ 32526.) The 2025–26 Local Control Accountability Plan (“LCAP”) instructions include these funds. (§ 52064.4.)

State reserves. The Proposition 98 reserve levels will be adjusted upward for a total of \$1.5 billion, relative to the Budget Act of 2024, pursuant to state Constitutional rules. The local reserve cap will not be triggered in 2025–26.

Deferrals. The Governor’s Budget fully repays all \$247 million of LCFF deferrals, which were implemented in the Budget Act of 2024.

Students & Programs

Student Support and Professional Development Discretionary Block Grant. A new block grant of \$1.8 billion one-time Proposition 98 would provide local educational agencies (“LEA”) with fiscal support to address rising costs and specified state priorities:

- (1) Professional development for teachers on the ELA/ELD framework and Literacy Roadmap, with a focus on supports for English learners
- (2) Professional development for teachers on the Mathematics framework
- (3) Recruitment and retention strategies for teachers
- (4) Career pathways and dual enrollment, in alignment with the Master Plan for Career Education.

This Block Grant will be fully discretionary, similar to the Arts, Music, & Instructional Materials Block Grant (2022), according to the Department of Finance.

Universal Transitional Kindergarten. The Governor's Budget includes the following investments:

- \$516.7 ongoing Proposition 98 to support the third year of adding additional certificated or classified staff to every transitional kindergarten classroom
- \$1.5 billion ongoing Proposition 98 to support lowering the average student-to-adult ratio from 12:1 to 10:1 in transitional kindergarten classrooms.
- \$2.4 billion ongoing Proposition 98 to support the full implementation of universal transitional kindergarten.
- \$10 million one-time Proposition 98 for the statewide use of English language proficiency screeners for transitional kindergarten students.

Expanded Learning Opportunities Program ("ELOP").

The Governor's Budget includes \$435 million ongoing Proposition 98 for the full implementation of the ELOP. This brings the total program funding to \$4.4 billion Proposition 98 General fund.

Homeless Education Technical Assistance Centers ("HETAC"). The Governor's Budget includes \$1.5 million in additional ongoing Proposition 98 to maintain support for HETACs.

Individualized education program ("IEP") templates.

\$2 million one-time Proposition 98 to support the digitization of the IEP template, with translations in multiple languages.

Behavioral Health Community-Based Organized Networks of Equitable Care and Treatment ("BH-CONNECT") demonstration. The Governor's Budget includes approximately \$8 billion (a combination of state, local, and federal funds) for the BH-CONNECT Demonstration. The goal of the program is to expand and strengthen the behavioral health services for Medi-Cal members, with a focus on children and youth, individuals experiencing homelessness, and justice-involved individuals.

Universal meals. \$106.3 million in additional ongoing Proposition 98 for the full implementation of the universal school meals program.

Curriculum & Instruction

Literacy instruction

- **TK-12 Literacy and Mathematics Coaches.** \$500 million one-time Proposition 98 to expand the existing Literacy Coaches and Reading Specialists Grant Program to now include mathematics coaches.
- **Screening Students for Risk of Reading Difficulties.** \$40 million one-time Proposition 98 for purchasing screening materials and training for educators to administer literacy screenings beginning in the 2025–26 school year.
- **Literacy Network.** Establish a clearinghouse for state-developed literacy resources to share best practices and support select LEAs facing persistent performance challenges. \$5 million Proposition 98 annually, through the 2029–30 fiscal year.
- **English language proficiency screeners.** \$10 million one-time Proposition 98 General Fund for the statewide use of English language proficiency screeners for transitional kindergarten students.
- **ELA/ELD professional development.** The \$1.8 billion one-time Proposition 98 "Student Support and Professional Development Discretionary Block Grant" (above) establishes as a priority the professional development for teachers on the ELA/ELD Framework and Literacy Roadmap, with emphasis on English learners.

Personal finance. \$300,000 one-time non-Proposition 98 will support the Instructional Quality Commission to develop a curriculum guide and resources in personal finance. Commencing with the 2030–31 graduating class, students must complete a stand-alone, one-semester course in personal finance to graduate from high school. Such a course must be offered in grades 9–12 beginning 2027–28. (§ 51225.3.)

Curriculum framework, standards, and instructional materials process. \$1 million one-time Proposition 98 to evaluate California's process for developing and adopting standards, curriculum frameworks, and instructional materials and make recommendations to streamline and improve the process.

Facilities & Operations

School Facility Program. The Governor's Budget does not provide additional information beyond the \$8.5 billion in general obligation bonds authorized by voters in Proposition 2 (2024).

Kitchen infrastructure. \$150 million one-time Proposition 98 will be provided for specialized kitchen equipment, infrastructure, and training to promote more freshly prepared meals with local ingredients.

Master Plan for Career Education

The Governor's Budget includes several proposals to support the Master Plan for Career Education ("Master Plan"). These include:

- **Education and Workforce Development Coordinating Council.** \$5 million ongoing General Fund to establish a state planning and coordinating body for TK-12 education, higher education, and state economic and labor agencies to enhance coordination across the entities, in alignment with the Master Plan.
- **California College Guidance Initiative and the Cardle-to Career Data system.** \$3 million ongoing Proposition 98 to support these programs.
- Funding provided for dual enrollment and pathways program via the proposed Student Support and Discretionary Block Grant (see above).
- Direction to the Department of Education to explore the possibility of streamlining applications for TK-12 career technical education programs through a streamlined application process.

Workforce & Personnel

The Governor's Budget includes the following investments:

- **Teacher Recruitment Incentive Grant Program.** \$150 million one-time Proposition 98 for a new program to support new teacher candidates.
- **National Board Certification Incentive Program.** \$100 million one-time Proposition 98 to extend the timeline for National Board-Certified teachers to teach and mentor other instructional staff in high poverty schools.
- **Golden State Teacher Grant Program.** \$50 million augmentation to the existing program.

Chronic Absenteeism Rates as of February 6, 2025

Chronic absenteeism refers to the number (or percentage) of students in grades **TK through 8th grade** who have missed 10% or more of school days for **any reason**. At this point in the year, students who have missed **10 or more days** are considered chronically absent. By the end of the school year, this number increases to **18 days**.

	January	February	March	April	May	June
Loyalton Elementary School	19%	15%				
Downieville Elementary	9%	11% (3/27)				
Loyalton High School	13%	11%				
Downieville High School	11%	20% 4/20				
Sierra Pass	N/A	N/A				
District	17%	11.4%				

ENROLLMENT BY SCHOOL MONTH - 2024-2025

****As of 01/28/2025**

	Downieville Elementary	Loyalton Elementary	Downieville Jr High	Loyalton Jr High	Downieville Sr High	Loyalton Sr High	Sierra Pass Continuation	Long-Term ISP/SDC	TOTAL
Ending 2023-2024	27	193	10	41	12	114	6	included in site #	403
1st Day 2024-2025	27	200	10	47	9	121	3	included in site #	417

	Month								
September	1	26	203	10	47	9	122	3	included in site # 420
08/21/24-09/13/24									
October	2	26	203	10	47	9	118	5	included in site # 418
09/16/24-10/11/24									
November	3	24	198	9	47	9	117	6	included in site # 410
10/14/24-11/08/24									
December	4	23	198	9	47	9	119	5	included in site # 410
11/12/24-12/06/24									
January	5	23	199	9	47	9	118	5	included in site # 410
12/09/24-01/17/25									
February	6								included in site # 0
01/21/25-02/14/25									
March	7								included in site # 0
02/18/25-03/14/25									
April	8								included in site # 0
03/18/25-04/11/25									
May	9								included in site # 0
04/14/25-05/09/25									
June	10								included in site # 0
05/13/25-06/06/25									

2023-2024	SPJUSD	SCOE	Washoe
P1 ADA	358.58	0.74	13.34
P2 ADA	357.90	0.74	13.37
Annual	358.02	0.74	13.33

Long-Term ISP	
DES	0
LES	5
DHS	0
LHS	4

2022-2023	SPJUSD	SCOE	Washoe
P1 ADA	354.53	0.70	13.50
P2 ADA	351.20	0.70	12.97
Annual	352.11	0.70	13.46

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?
New	2024-25	TK	Plumas	SPJUSD	Proximity to school & childcare in Vinton	n/a	In
New	2024-25	7	SPJUSD	Plumas	Prefer different environment	n/a	Out

Report Date:
2/11/2025

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

January 14, 2025

3:30pm – Board Planning

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 3:30pm.

B. ROLL CALL

PRESENT: *Area 1: Patty Hall (arrived at 4:07pm)*
 Area 2: Rhynie Hollitz (Vice President)
 Area 3: John Martinetti (Clerk)
 Area 4: Kelly Champion (President)
 Area 5: Richard Jaquez

ABSENT: *None*

C. APPROVAL OF AGENDA

HOLLITZ/JAQUEZ
4/0

D. PUBLIC COMMENT

Special Meeting Agenda Items only, please.
None

E. ACTION ITEMS

1. Approval of bus purchase
HOLLITZ motioned to purchase the 2015 Thomas bus quoted at \$110,115.
Second by MARTINETTI.
4/0
HOLLITZ also motioned to authorize the purchase of a used large passenger bus for up to \$140,000 if one is found.
Second by MARTINETTI.
3/1 (JAQUEZ)

F. DISCUSSION ITEMS

1. Governance Handbook
2. New Board Member Orientation

G. ADVANCED PLANNING

1. Suggested agenda items for next Board Planning meeting
 - a. Board Goals
 - b. Strategic Plan

2. The next Regular Joint Board Meeting will be held on January 14, 2025, 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.

H. ADJOURN

CHAMPION adjourned the meeting at 5:00pm.

James Berardi,
County Superintendent

Sean Snider,
District Superintendent

John Martinetti, Clerk

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

January 14, 2025

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 5:09pm.

B. ROLL CALL

PRESENT: *Area 1: Patty Hall
Area 2: Rhynie Hollitz (Vice President)
Area 3: John Martinetti (Clerk)
Area 4: Kelly Champion (President)
Area 5: Richard Jaquez*

ABSENT: *None*

C. APPROVAL OF AGENDA

*HALL/JAQUEZ
5/0*

D. PUBLIC COMMENT FOR CLOSED SESSION

None

E. CLOSED SESSION

The Board moved into Closed Session *at 5:10pm* 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 54957

PUBLIC EMPLOYMENT PERFORMANCE EVALUATION

Title: District Superintendent

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

G. 6:17PM – RECONVENE

H. APPROVAL OF AGENDA

CHAMPION called for a motion to approve the agenda again with a change.

HOLLITZ motioned to approve the agenda with the removal of Action Item 1, a (Old Business – Classified Tentative Agreement) – to be added back in February. Second by HALL.

5/0

H.I. RECOGNITION OF CHRISTINA POTTER FOR YEARS OF SERVICE

H.J. FLAG SALUTE

J.K. REPORT OUT FROM CLOSED SESSION

MARTINETTI: All items were for discussion only. No action was taken.

***Only item 1 was discussed. Closed Session resumed at 7:33pm after the Regular Session.*

K.L. INFORMATION ITEMS

1. Superintendent Reports

COUNTY—SCOE

a. Advocacy

BERARDI: CSBA Superintendent Advisory Council – next meeting on February 6th. Talk about different items relating to all COEs in California. Voice concerns/issues regarding funding for small rural school districts.

b. SCOE Personnel Items:

1. New position for Attendance Clerk, Districtwide, .67 FTE (4 hours/day) (see job description and proposed salary schedule under Action Items)

BERARDI/SNIDER: Falls under Differentiated Assistance funding.

DISTRICT—SPJUSD

c. Update on District Superintendent goals for 2024-2025

Overview by SNIDER. On track to meet all goals by end of year.

d. Update on Middle School in Loyalton

SNIDER: Hoping to open a Middle School for 6th-8th grades in August, but it may look different than originally planned. Looking at how we can utilize current spaces and staff. Necessary Small School funding would support additional school site.

e. Facilities update

SNIDER: Downieville roof project pre-construction conference is tomorrow. Still working with insurance and FEMA to get reimbursements for the storm damage. Looking into generators to keep schools going during power outages, particularly to keep refrigerators and freezers powered. New windows needed at each school site, so reaching out for preliminary numbers. HVAC and boiler repairs taking place. Continuing to make repairs to our aging infrastructure. Also looking into upgrades to our security camera system.

f. Transportation update

SNIDER: Purchased bus approved in December. Expecting it to be road-ready by the end of January. Approval for additional purchase during Special Meeting held at 3:30pm.

2. Business Report
 - a. Monthly Chronic Absenteeism Rates
 - b. Fourth Month SPJUSD Enrollments for the 2024-2025 School Year
3. SPTA Report

*PRESIDENT—PETTERSON: **Read by JACOBSEN: SPTA and the District met yesterday for negotiations. SPTA submitted a proposal and is waiting to hear back.*
4. Committee/Board Member Reports

CHAMPION: Budget Committee meets tomorrow at 1:30pm. Annual Education Conference Planning Committee meets next week (we meet once a month) to plan for the conference taking place the first week of December 2025.
5. Public Comment

Amy Mason—Parent/GCPC/Coach/Substitute: SARB/Chronic Absenteeism, use ISP to get ADA – communicate with parents that this is an option. Reporting absences – communicate with parents that it can still count against SARB even if absences are excused, and the school doesn't get money for ADA, even for excused absences. Thank you for looking into opening the Middle School. Curious about a follow-up regarding food being transported to LHS? AB 1955, Transgender Bill – gray area for coaches/subs. Would like more information on that.

Kelly Champion—On behalf of a Community Member: Comment about cafeteria. Concerned about food for LHS students getting cold when having to walk back with it from LES.

L.M. CONSENT CALENDAR

1. Approval of minutes for the Regular Joint Meeting held December 17, 2024
2. Approval of minutes for the SPJUSD Special Meeting held December 19, 2024
3. Approval of Board Report-Checks Dated 12/01/2024 through 12/31/2024
 - a. SCOE
 - b. SPJUSD
4. Approval of Quarterly Report on Williams Uniform Complaints for the quarter ending 12/31/2024
 - a. SCOE
 - b. SPJUSD
5. Approval of the SPJUSD Pesticide Use Reporting for 2024:
 - a. Downieville Elementary School
 - b. Downieville High School
 - c. Loyalton Elementary School
 - d. Loyalton High School
 - e. District Office/Portables
6. Approval of the SPJUSD Integrated Pest Management Plan for 2025
7. Approval of the following SPJUSD personnel items:
 - a. Assignment of Mitch Wilson, 2024-2025 Girls Softball, Loyalton High School

HALL/HOLLITZ

5/0

M.N. ACTION ITEMS

~~1. Old Business~~

- ~~a. Approval of the Sierra Plumas Classified Employees Association (S-PCEA) Tentative Agreement (Collective Bargaining Agreement updates)~~

~~2.1. New Business~~

COUNTY—SCOE

- a. Approval of the 2023-2024 Sierra County Office of Education Special Education School Accountability Report Card (SARC)
HALL/CHAMPION
5/0

DISTRICT—SPJUSD

- b. Approval of the 2023-2024 School Accountability Report Cards (SARCs):
HALL/MARTINETTI
5/0
1. Downieville Elementary School
BERARDI: Will address Physical Fitness Test participation before official posting.
 2. Loyalton Elementary School
 3. Downieville Jr/Sr High School
BERARDI: Will address Physical Fitness Test participation before official posting.
 4. Loyalton High School
 5. Sierra Pass Continuation School
- c. Approval of updated Job Description and Salary Schedule for Cook Manager I
HOLLITZ/HALL
5/0
- d. Approval of new Job Description and Salary Schedule for Attendance Clerk
HALL/JAQUEZ
5/0
- e. Authorization to fill Library Aide, Loyalton Elementary School, .67 FTE (4 hours/day)
HALL/HOLLITZ
5/0
- f. Review proposal for School Facilities Planning Services
Overview and recommendation by SNIDER to approve proposal from Dixon & Associates.
- g. Approval of proposal for School Facilities Planning Services
HOLLITZ/HALL
5/0

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.”

Batch from December 17th – Second Reading

HOLLITZ motioned to approve h-p with the removal of the paragraph discussed in item n (Mathematics Instruction). Second by HALL.

5/0

- h. 0510—School Accountability Report Card
- i. 1114—District-Sponsored Social Media
- j. 4040—Employee Use of Technology
- k. 5144.1—Suspension and Expulsion/Due Process
- l. 5147—Dropout Prevention
- m. 6112—School Day
- n. 6142.92—Mathematics Instruction
- o. 6152.1—Placement in Mathematics Courses
- p. 6163.4—Student Use of Technology

New for January 14th – First Reading

Postponed to February for Second Reading.

- q. 0460—Local Control and Accountability Plan
- r. 1250—Visitors/Outsiders
- s. 3100—Budget
- t. 3280—Sale of Lease of District-Owned Real Property
- u. 3320—Claims and Actions Against the District
- v. 3515.5—Sex Offender Notification
- w. 3540—Transportation
- x. 3540.12—Vehicle Use Policy

N.O. ADVANCED PLANNING

1. The next Regular Joint Board Meeting will be held on February 11, 2025, 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

O.P. CLOSED SESSION

Resumed Closed Session at 7:33pm.

***Only item 2 was discussed at this time. Item 3 postponed to February.*

P.Q. ADJOURN

CHAMPION adjourned the meeting at 8:14pm.

James Berardi,
County Superintendent

Sean Snider,
District Superintendent

John Martinetti, Clerk

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

DATE: January 14, 2025

CLOSED SESSION BEGAN AT: 5:10 P.M.

BOARD MEMBERS PRESENT:

Patty Hall Rhynie Hollitz John Martinetti Kelly Champion Richard Jaquez

OTHERS PRESENT:

- James Berardi, County Superintendent
- Sean Snider, District Superintendent
- Randy Jones, Director of Business Service/CBO
- Carol Wieckowski, Evans, Wieckowski, Ward & Scofield LLP, Legal Counsel
- Heidi Bethke, SELPA (SCOE)
- _____

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 _____ MARTINETTI _____ CHAMPION _____ JAQUEZ _____
- A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:
HALL _____ HOLLITZ _____ MARTINETTI _____ 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 _____ MARTINETTI _____ CHAMPION _____ JAQUEZ _____
- A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:
HALL _____ HOLLITZ _____ MARTINETTI _____ CHAMPION _____ JAQUEZ _____

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

Did not discuss

Item #3—~~Government Code 54956.8~~
PUBLIC EMPLOYMENT PERFORMANCE EVALUATION
Title: District Superintendent

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 _____ MARTINETTI _____ CHAMPION _____ JAQUEZ _____

A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:
HALL _____ HOLLITZ _____ MARTINETTI _____ CHAMPION _____ JAQUEZ _____

II. ENDED CLOSED SESSION AT 6:04 P.M. AND RETURN TO OPEN SESSION

PRESIDED BY: Kelly Champion RECORDED BY: [Signature]
Kelly Champion, PRESIDENT John Martinetti, CLERK

resumed Closed Session at 7:33pm
and adjourned at 8:14pm.

Checks Dated 01/01/2025 through 01/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00017314	01/14/2025	DYLAN ABBOTT	01-5200	MILEAGE		65.66
00017315	01/14/2025	AMERIGAS	11-5500	PROPANE		244.34
00017316	01/14/2025	AT&T	11-5900	PHONE		179.53
00017317	01/14/2025	AUTUMN BARRY	01-5810	SCHOOL BOARD DINNER		80.00
00017318	01/14/2025	DONALD BERGSTROM	01-5810	SPED/DO CLEANING	1,163.75	
			01-5899	SPED/DO CLEANING	498.75	1,662.50
00017319	01/14/2025	CALIFORNIA COUNTY SUPERINTENDENTS	01-5200	BASC SPRING CONFERENCE		130.00
00017320	01/14/2025	MICAH COHEN, MOT, OTR/L	01-5810	OCCUPATIONAL THERAPY SERVICES		1,745.36
00017321	01/14/2025	CURRENT ELECTRIC & ALARM	11-5500	ALARM MONITORING		540.00
00017322	01/14/2025	FOSTER & FOSTER CONSULTING ACTUARIES, INC.	01-5810	ACTUARIALS		750.00
00017323	01/14/2025	KELLI GROCK	01-5100	COUNSELING SERVICES	2,712.84	
			01-5810	COUNSELING SERVICES	2,037.16	4,750.00
00017324	01/14/2025	INTERMOUNTAIN DISPOSAL, INC.	11-5500	GARBAGE SERVICE		97.16
00017325	01/14/2025	WENDY JACKSON	11-5200	PER DIEM		433.90
00017326	01/14/2025	JOEL TILLMAN	11-5810	TECH SUPPORT		375.00
00017327	01/14/2025	LASSEN COUNTY OFFICE OF EDUCATION	01-5810	ADAPTIVE PE SERVICES		593.26
00017328	01/14/2025	LAUREN JONES BEHAVIORAL CONSULTANT	01-5100	BEHAVIORAL CONSULTANT		9,304.57
00017329	01/14/2025	LIBERTY UTILITY CA	01-5500	ELECTRICAL SERVICE	2,811.76	
			11-5500	ELECTRICAL SERVICE	823.74	3,635.50
00017330	01/14/2025	NEWSOLA INC.	01-5810	DIF. ASSISTANCE		10,480.00
00017331	01/14/2025	PLUMAS-SIERRA TELECOMMUNICATIONS	11-5900	BROADBAND SERVICE		109.00
00017332	01/14/2025	PRESENCELEARNING, INC.	01-5810	PRESENCE LEARNING		7,632.30
00017333	01/14/2025	UBEO WEST LLC	11-5600	COPIER/MAINTENANCE		22.51
00017334	01/14/2025	RENO PRINT STORE	01-4300	TUPE SUPPLIES		2,678.80
00017335	01/14/2025	RYLAND SCHOOL BUSINESS CONSULTING	01-5899	SCHOOL BUSINESS CONSULTING		832.50
00017336	01/14/2025	SIERRA VALLEY HOME CENTER	01-4300	SHOP CLASS SUPPLIES		1,040.15
00017337	01/14/2025	SINGLETON AUMAN PC	01-5810	ADDITIONAL AUDIT FEES		2,741.00
00017338	01/14/2025	TERMINIX PROCESSING CENTER	01-5810	PEST CONTROL		207.00
00017339	01/14/2025	TIP PRINTING & GRAPHICS	01-4300	BUSINESS CARDS		106.33
00017340	01/14/2025	TODDLER TOWERS, INC. SIERRAKIDS	01-5810	ELOP SPED AIDE		2,280.26
00017341	01/14/2025	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	HEALTH INSURANCE	1,794.00	
			76-9576	HEALTH INSURANCE	30,156.40	31,950.40
00017342	01/14/2025	U.S. BANK VOYAGER	01-4350	FUEL EXPENSE	325.13	
			01-5899	FUEL EXPENSE	68.77	
			11-5200	FUEL EXPENSE	58.75	452.65
00017343	01/31/2025	ALHAMBRA	11-4330	WATER SERVICE		39.45
00017344	01/31/2025	STATE OF CALIFORNIA DEPARTMENT OF JUSTICE	11-5805	EMPLOYMENT FINGERPRINTING		49.00

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 01/01/2025 through 01/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00017345	01/31/2025	GOLD RUSH SUBARU	01-6400	VEHICLES		74,650.78
00017346	01/31/2025	READ NATURALLY	01-4300	ENCORE PHONICS		233.33
00017347	01/31/2025	RYLAND SCHOOL BUSINESS CONSULTING	01-5810	SCHOOL BUSINESS CONSULTING	92.50	
			01-5899	SCHOOL BUSINESS CONSULTING	138.75	231.25
00017348	01/31/2025	U.S. BANK	01-4300	EPOXY	799.30	
				RENEWAL	99.50	
				SHOP SUPPLIES	233.67	
			01-4330	ADOBE SUBSCRIPTIONS	239.88	
			01-5200	CCS TRAVEL	100.00	
				CITE CONFERENCE	845.88	
			01-5899	CITE CONFERENCE	93.99	
			11-4300	CABLES	25.69	
				GED TESTS	27.96	
			11-5200	BRIDGE TOLL	7.00	2,472.87
Total Number of Checks					35	162,796.36

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	25	129,606.93
11	ADULT EDUCATION	13	3,033.03
76	Payroll Clearing	1	30,156.40
Total Number of Checks		35	162,796.36
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			162,796.36

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 01/01/2025 through 01/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087337	01/14/2025	AMAZON CAPITAL SERVICES	01-4300	classroom supplies	51.32	
				LIBRARY BOOKS	16.72	
				music program	258.38	
			01-4320	TECH SUPPLIES	665.19	
				OFFICE SUPPLIES	63.53	
				OUT LIGHTS	290.95	
				TV wall mount	42.89	
				wellness center furniture	289.45	
			01-4330	OFFICE SUPPLIES	95.43	
			01-5899	OFFICE SUPPLIES	12.05	1,785.91
00087338	01/14/2025	AMERIGAS	01-5540	PROPANE	16,353.20	
			01-5899	PROPANE	822.76	17,175.96
00087339	01/14/2025	AT&T	01-5890	PHONE SERVICES	61.53	
			01-5899	PHONE SERVICES	28.06	
			01-5910	PHONE SERVICES	502.03	591.62
00087340	01/14/2025	AVA GENASCI	73-9510	BECHEN SCHOLARSHIP		8,000.00
00087341	01/14/2025	BRADY INDUSTRIES	01-4320	Custodial Supplies		155.43
00087342	01/14/2025	PAMELA BRANDON	01-5600	TECH COTTAGE RENTAL		100.00
00087343	01/14/2025	CITY OF LOYALTON	01-5530	WATER AND SEWER - LOYALTON SITES	4,287.04	
			01-5899	WATER AND SEWER - LOYALTON SITES	258.11	4,545.15
00087344	01/14/2025	CURRENT ELECTRIC & ALARM, INC.	01-5600	ALARM MONITORING	573.75	
			01-5890	FIRE ALARM INSPECTIONS	1,125.00	
			01-5899	ALARM MONITORING	26.25	
				FIRE ALARM INSPECTIONS	125.00	1,850.00
00087345	01/14/2025	DOWNIEVILLE PUBLIC UTILITY DIS	01-5530	Water		50.00
00087346	01/14/2025	EDWARDS, STEVENS AND TUCKER, LLP	01-5810	LEGAL FEES		617.50
00087347	01/14/2025	HAYLEY EVANS	01-5200	MILEAGE		294.13
00087348	01/14/2025	FOSTER & FOSTER CONSULTING ACTUARIES, INC.	01-5840	ACTUARIAL		750.00
00087349	01/14/2025	JANET HAMILTON	01-5600	TECH COTTAGE RENTAL		100.00
00087350	01/14/2025	HUNT & SONS, INC.	01-5590	HEATING OIL		2,454.53
00087351	01/14/2025	INTEGRITY HEATING & AIR	01-6200	CAFETERIA HVAC	7,500.00	
				HVAC - FFA ROOM	6,850.00	14,350.00
00087352	01/14/2025	ISAAC ANDALUZ	73-9510	BECHEN SCHOLARSHIP		3,000.00
00087353	01/14/2025	JEFFERY SOON	01-5890	CAFETERIA CONSULTANT		6,583.14
00087354	01/14/2025	JOSHUA WILKINSON	01-5200	MILEAGE		226.46
00087355	01/14/2025	LIBERTY UTILITY CA	01-5510	ELECTRIC - LOYALTON SITES	20,267.71	
			01-5899	ELECTRIC - LOYALTON SITES	1,070.73	21,338.44

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 01/01/2025 through 01/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087356	01/14/2025	MODEL DAIRY, LLC	13-4700	DAIRY PRODUCTS		289.65
00087357	01/14/2025	MOUNTAIN MESSENGER	01-5890	ADVERTISEMENTS AND PUBLIC HEARINGS		487.84
00087358	01/14/2025	NEVADA CHILLER & BOILER, INC	01-5600	BOILER REPAIR		11,652.82
00087359	01/14/2025	NORTHAM DISTRIBUTING, INC.	13-4340	CAFE FOOD/SUPPLIES	28.41	
			13-4700	CAFE FOOD/SUPPLIES	538.49	566.90
00087360	01/14/2025	ODP BUSINESS SOLUTIONS LLC	01-4330	OFFICE SUPPLIES	111.18	
			01-5899	OFFICE SUPPLIES	37.06	148.24
00087361	01/14/2025	PETERBILT TRUCK PARTS & EQUIPMENT	01-4350	BUS PARTS		935.54
00087362	01/14/2025	UBEO WEST LLC	01-5600	COPIER MAINT.	1,330.14	
			01-5899	COPIER MAINT.	164.29	1,494.43
00087363	01/14/2025	RHYNIE HOLLITZ	01-5200	CSBA CONFERENCE		769.20
00087364	01/14/2025	SIERRA BOOSTER	01-5300	ADVERTISEMENTS/LEGAL/PUBLIC NOTICES	17.12-	
			01-5890	ADVERTISEMENTS/LEGAL/PUBLIC NOTICES	387.12	370.00
00087365	01/14/2025	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE		289.50
00087366	01/14/2025	INTERMOUNTAIN DISPOSAL, INC.	01-5520	GARBAGE SERVICE	786.13	
			01-5899	GARBAGE SERVICE	13.33	799.46
00087367	01/14/2025	SIERRA HARDWARE	01-4320	Misc Maintenance supplies		202.22
00087368	01/14/2025	SIERRA VALLEY HOME CENTER	01-4300	MISC. AG SUPPLIES	10.70	
			01-4320	MAINT. SUPPLIES	213.02	
				MAINT/CUSTODIAL SUPPLIES	524.52	
			40-4320	DEFERRED MAINT PROJECTS	139.39	887.63
00087369	01/14/2025	SINGLETON AUMAN PC	01-5840	ADDITIONAL AUDIT FEES		6,725.00
00087370	01/14/2025	SISKIYOU COUNTY OFFICE OF EDUCATION	01-5200	REGISTRATION		120.00
00087371	01/14/2025	SOPHIA HOLLAND	73-9510	BECHEN SCHOLARSHIP		10,000.00
00087372	01/14/2025	SYSCO FOOD SVCS OF SACRAMENTO	13-4340	CAFETERIA - FOOD AND SUPPLIES	265.20	
			13-4700	CAFETERIA - FOOD AND SUPPLIES	2,606.82	2,872.02
00087373	01/14/2025	TEAM ONE NETWORKING	01-5899	PHONE SERVICES	14.00	
			01-5910	PHONE SERVICES	126.00	140.00
00087374	01/14/2025	TINYEYE TECHNOLOGIES CORP c/o V68000U	01-5890	THERAPY SERVICES		11,738.93
00087375	01/14/2025	TODDLER TOWERS, INC. SIERRA KIDS	01-5890	CHILD CARE	100.00	
				ELOP PROGRAM	31,034.36	31,134.36
00087376	01/14/2025	TRI COUNTY SCHOOLS INS. GR.	01-9535	HEALTH INSURANCE	8,855.62	
			76-9576	HEALTH INSURANCE	81,967.02	90,822.64
00087377	01/14/2025	U.S. BANK VOYAGER	01-4305	FUEL FOR ATHLETIC TRIPS	507.42	

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Checks Dated 01/01/2025 through 01/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087377	01/14/2025	U.S. BANK VOYAGER	01-4351	BUS FUEL	1,841.29	
				Fuel for Maintenance	38.01	
			01-5200	FUEL FOR FFA	100.00	2,486.72
00087378	01/14/2025	AMANDA WATTENBURG	01-5200	MILEAGE/PER DIEM		65.66
00087379	01/31/2025	AIRGAS, USA, LLC	01-5600	TANK RENTAL LHS/DVL		366.86
00087380	01/31/2025	B & C TRUEVALUE HOME CENTER	01-4320	MISC MAINT SUPPLIES		65.31
00087381	01/31/2025	CALIFORNIA ASSOCIATION, FFA	01-4300	Ag Ed Leadership packet		560.00
00087382	01/31/2025	MAGGIE BURT	73-9510	BECHEN SCHOLARSHIP		4,000.00
00087383	01/31/2025	MARYSVILLE JOINT USD	01-5600	BUS MAINTENANCE		420.00
00087384	01/31/2025	MAYSON MOWER	73-9510	BECHEN SCHOLARSHIP		6,000.00
00087385	01/31/2025	MODEL DAIRY, LLC	13-4700	DAIRY PRODUCTS		511.69
00087386	01/31/2025	NORTHAM DISTRIBUTING, INC.	13-4700	CAFE FOOD/SUPPLIES		870.01
00087387	01/31/2025	PACIFIC GAS & ELECTRIC COMPANY	01-5510	Electricity		4,879.46
00087388	01/31/2025	SILVER STATE INTL	01-5600	BUS 29 REPAIR		5,554.44
00087389	01/31/2025	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	13-8634	SALES TAX		37.00
00087390	01/31/2025	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5890	EMPLOYMENT FINGERPRINTING	128.00	
			01-5899	EMPLOYMENT FINGERPRINTING	32.00	160.00
00087391	01/31/2025	U.S. BANK	01-4300	ETHNIC STUDIES MEETING	36.45	
				LIBRARY BOOKS	561.14	
				NETWORK DRIVE UPDATE	321.74	
			01-4305	Basketball Scorebook	66.32	
			01-4320	Circuit Board	456.85	
				MAINT SUPPLIES	148.84	
			01-4330	ADOBE PRO SUBSCRIPTION	14.99	
				LEAVE SLIP FORMS	185.82	
				QUICKEN RENEWAL-DVL ASB	131.88	
			01-4350	MAINT SUPPLIES	137.87	
			01-4351	BUS FUEL	272.00	
				FUEL FOR MAINT.	53.37	
			01-5200	CSBA CONFERENCE	3,157.65	
			01-5890	BUS LICENSE FEES	100.06	
				ZOOM SUBSCRIPTION	74.22	
			01-5899	ADOBE PRO SUBSCRIPTION	5.00	
				CISC CONFERENCE	525.30	
				LEAVE SLIP FORMS	61.95	
				MAINT SUPPLIES	59.34	
			01-5900	POSTAGE	600.30	

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 01/01/2025 through 01/31/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00087391	01/31/2025	U.S. BANK	01-5900	Stamps	732.55	7,703.64
Total Number of Checks					55	290,095.44

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	44	171,841.76
13	Cafeteria Fund	6	5,147.27
40	Special Reserve for Capital Ou	1	139.39
73	Foundation Trust (Bechen)	5	31,000.00
76	Warrant/Pass Through (payroll)	1	81,967.02
Total Number of Checks		55	290,095.44
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			290,095.44

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.

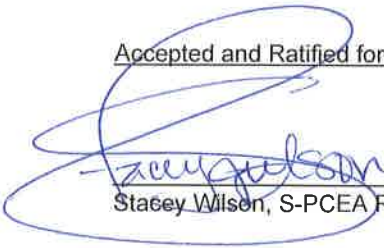
SIERRA COUNTY SUPERINTENDENT OF SCHOOLS
SIERRA COUNTY BOARD OF EDUCATION AND
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD
TENTATIVE AGREEMENT
SIERRA-PLUMAS CLASSIFIED EMPLOYEES ASSOCIATION (S-PCEA)
2024-2025 Contract Language

1. Contract Language

- a. The Parties agree to the signed and attached updated Collective Bargaining Agreement language.

The employers propose that in mutual agreement with Sierra County Superintendent, Sierra County Board of Education, and Sierra-Plumas Joint Unified Governing Board and Sierra-Plumas Classified Employees Association that negotiations will remain open for the 2024-2025 for Salary and Benefits negotiations.

Accepted and Ratified for S-PCEA Employees


Stacey Wilson, S-PCEA Representative Date 12/11/24

Accepted and Ratified for the Employer

Sean Snider Date
Superintendent, Sierra-Plumas Joint Unified School District

Accepted and Ratified for the Employer

James Berardi,
Superintendent, Sierra County Office of Education

AGREEMENT BETWEEN THE

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
SIERRA COUNTY OFFICE OF EDUCATION
(SUPERINTENDENT OF SCHOOLS)

AND THE

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

EFFECTIVE DATES: July 1, 2024-June 30, 2027

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ARTICLE 1 **INTRODUCTION**

1.1 This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code (“Act”), of the State of California.

1.2 Parties to the Agreement
The Articles and provisions contained herein constitute a bilateral and binding agreement (“Agreement”) by and between the Sierra-Plumas Joint Unified School District (“District”), the Sierra County Office of Education (“County”), and the Sierra-Plumas Joint Unified School District and Sierra County Office of Education Classified Employees.

The term “Employer” shall refer to the Sierra-Plumas Joint Unified School District or Sierra County Office of Education, whichever is applicable.

1.3 It is understood and agreed by the Employer and the Classified Employees that the articles contained within this Agreement shall not be deemed to supersede other provisions of the Education Code, Board Policies, or other rules and regulations as long as the above do not conflict with the negotiated Agreement.

ARTICLE 2 **RECOGNITION**

- 2.1 The Superintendent of the Sierra County Office of Education and the Sierra-Plumas Joint Unified School District Governing Board confirm its recognition of the Sierra-Plumas Joint Unified and Sierra County Office of Education Classified Employees as the exclusive bargaining agent for the purpose of meeting and negotiating proposals which are authorized under provisions of the law.
- 2.2 **The District/County recognizes the CSEA as the sole and exclusive bargaining agent for the classified employees occupying classes listed below:**
- A. Food Services**
 - B. Clerical, secretarial, and business services**
 - C. Operations and maintenance including custodial/maintenance/grounds**
 - D. Paraeducators**
 - E. Noon duty supervisors who also hold, or are in layoff status from, other classified positions**
 - F. Transportation**
- Excluding noon duty supervisors not otherwise employed in another classified position, and those positions lawfully declared as management, and confidential.**
- 2.3 The following positions are specifically excluded from the bargaining agreement:
Temporary or Short-term Employees
Substitute Employees
Student Employees
- 2.4 The Classified Employees, in turn, recognizes the Employer as the duly elected representative of the people and agrees to negotiate exclusively with the Employer through the provisions of The Rodda Act.
- 2.5 The Classified Employees agree that it, its members, and agents shall not attempt to negotiate privately or individually with any Board member, Administrator or supervisor. In turn, the Employer and its individual representatives shall not attempt to negotiate privately or individually with any Classified Employees member or any individual in the unit.
- 2.6 New Classifications created or additional positions created within an existing class of positions shall be subject to negotiations between the Employer and the Classified Employees to determine if they are to be included in the bargaining unit.
- 2.7 **Confidential positions will be reevaluated when they become vacant to determine if they meet the criteria established by law to be classified as confidential.**

ARTICLE 3 **TERM OF AGREEMENT**

3.1 Provisions for this Agreement shall be effective July 1, 2024, except where otherwise noted, and shall remain in effect until June 30, 2027, with the following exceptions:

The Classified Employees shall present its written proposals for negotiations no later than the March meeting of the District Board and County Superintendent. The Board/County Superintendent will respond with an initial proposal response by the following regularly scheduled monthly Board meeting.

ARTICLE 4 **SAVINGS PROVISION**

- 4.1 If any provisions or applications of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions or applications will not be deemed valid and subsisting except to the extent permitted by law; but, all other provisions will continue in full force and effect.
- 4.2 In the event of suspension or invalidation of any article or section of this Agreement, the parties agree to meet and negotiate within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 5 **DEFINITIONS**

- 5.1 “Anniversary Date” refers to the date upon which an employee is hired and earned a salary. This is the first day of the pay period next following completion of the required period of service.
- 5.2 “Days” shall mean days on which the main administrative office of the District /County Office are open for business unless otherwise specified within this Agreement.
- 5.3 “Length of Service” for the purpose of this Agreement, length of service is to mean the hours of service for the current continuous employment period.
- 5.4 “Short term employee” is a person hired for a specific temporary project of limited duration which, when completed, shall no longer be required.
- 5.5 “Probationary employee” is a regular employee who will become permanent upon completion of a **six (6) month period.**
- 5.6 “Regular or permanent employee” is an employee who successfully completes an initial probationary period, which shall not exceed **six (6)** months of service beyond the initial date of employment by the Employer and who is not classified as a restricted, substitute, short term or student employee.
- 5.7 “Class” is any group of positions sufficiently similar in duties, responsibilities, and authority that the same job title, minimum qualifications, and salary range are appropriate for all positions in the class.
- 5.8 “Classification” is a position in a class; a particular employment position. Each position in a classified service shall have a designated title, a regular number of assigned hours per day, days per week, and months per year, and a regular hourly or monthly salary range.
- 5.9 “Seniority” for the purpose of this agreement seniority is determined by the length of service beginning with the current continuous employment period.
- 5.10 “Classified Employees” All persons in Classified positions identified in Article 2.2 as being included in the unit are Classified Employees.
- 5.11 “District/County” Sierra-Plumas Joint Unified School District and Sierra County Office of Education.

ARTICLE 6 **WAIVER CLAUSE**

- 6.1 This Agreement sets forth, in writing, the full and entire understanding of the parties regarding the matters set forth herein.
- 6.2 It is agreed and understood that the parties hereto waive their rights to negotiate any matter covered herein during the term of this contract.
- 6.3 Nothing in this paragraph shall preclude the parties from mutually agreeing, in writing, to negotiate on any issue(s) contained herein during the term of this Agreement.
- 6.4 No agreement alteration, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall, in any manner, be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved and implemented by the Sierra-Plumas Joint Unified School District Governing Board and the Sierra County Superintendent of Schools and Sierra County Board of Education and the District/County Classified Employees.
- 6.5 The waiver, by mutual agreement and in writing, of any terms or conditions of this contract shall not constitute a precedent in the future enforcement of all its terms and provisions.

ARTICLE 7 **ASSOCIATION RIGHTS**

- 7.1 The Classified Employees can use the Employer's buildings and facilities upon notification of the Superintendent to conduct Classified Employees' business provided it does not interfere with the operations of the Sierra-Plumas Joint Unified School District or Sierra County Office of Education.
- 7.2 Members of the Classified Employees shall be permitted to transact Classified Employees business on office property before the beginning of the established workday, during any duty-free lunch periods, and any time immediately following the established work day. In any event, no Classified Employees, except the Classified Employees representative, shall be permitted to use assigned work time to conduct Classified Employees business on or off the premises.
- 7.3 The Classified Employees shall have the right to post notice of activities and matters of the Classified Employees concern on the existing bulletin boards in the District/County office and site facilities. Such posting may be accomplished during generally recognized paid break periods. The Classified Employees may use the District/County office inter-office mail delivery service and employee mailboxes for communication to employees not to exceed twice per week and shall be during non-work time of the employee. It shall be the responsibility of the Classified Employees to remove outdated information.
- 7.4 The Employer will provide the Classified Employees representative one (1) copy and the negotiations chairperson with one (1) copy of the public materials in the Board packet prior to any regular and/or special meeting held by said Board which directly affects Classified employees.
- 7.5 The Classified Employees, upon request, may have access to the records pertaining to the employee seniority roster indicating the employees' employment date, classification and job site.
- 7.6 Each Classified Employees shall have available a copy of the Agreement. This copy shall be available via the Internet at www.sierracountyschools.org. A printed copy of the Agreement shall be available for review in the District/County administration office.
- 7.7 The Employer agrees to provide paid release time for up to two (2) hours per month for the Classified Employees representative or documented designee to conduct Classified Employees business.

ARTICLE 8 **NEGOTIATIONS PROCEDURE**

- 8.1 For the first session of each bargaining period, the Employer and the Classified Employees shall appoint not more than two (2) persons to act as their respective negotiating teams.

- 8.2 Negotiations will be conducted at times and places mutually agreeable to the respective negotiating teams.

- 8.3 It is understood and agreed that all tentative agreements negotiated by the negotiating teams are subject to formal ratification by the Classified Employees membership prior to presentation to the Employer, and that subsequent formal adoption by the Employer shall constitute the conclusion of negotiations activities for the year.

- 8.4 The parties shall endeavor to reach an agreement on the ground rules prior to each set of negotiations which are to be conducted. The parties agree to abide by whatever rules apply for that set of negotiations.

ARTICLE 9 **GRIEVANCE PROCEDURES**

9.1 Definitions

- 9.1.1 A “grievance” is an alleged violation, misapplication or misinterpretation of any specific provisions of this Agreement which adversely affects the grievant.
- 9.1.2 The “grievant” is an employee in the unit who has properly submitted an alleged grievance.
- 9.1.3 “Days” as used in this procedure shall mean any day in which the District/County Office is regularly open for business.
- 9.1.4 “Immediate Supervisor” refers to that person as defined in Article 5.8, who, has immediate responsibility for directing the work force within his/her geographic area of influence.

9.2 Purpose

- 9.2.1 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems of employees which may from time to time arise affecting the welfare or working conditions as defined under the terms and provisions of this Agreement. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.
- 9.2.2 Since it is important that grievances be processed as rapidly as possible, every effort should be made to expedite these procedures. The time limits, however, may be extended or decreased by mutual agreement of both parties.

9.3 Procedure

If, in the judgment of the Classified Employees and the Employer, a grievance affects a group of Classified Employees, the Classified Employees may submit such grievance in writing to the Superintendent or designee directly and the processing of such grievance shall be commenced at Level II of the formal grievance procedure.

9.3.1 Informal Level:

- 9.3.1.1 Before filing a formal written grievance, the grievant shall attempt to resolve it by an informal conference with his/her immediate supervisor.
- 9.3.1.2 In cases in which the proposed remedy would entail a financial outlay by the District/County Office, the grievant shall notify his/her immediate supervisor within ten (10) days after the grievant knew or should have known of the act of omission giving rise to the problem.
- 9.3.1.3 A second informal discussion may be held between the grievant and a representative of his/her choice and the grievant’s immediate supervisor. Whether or not to have this meeting shall be at the discretion of the grievant.

9.3.2 Formal Levels:

9.3.2.1 Level I:

- 9.3.2.1.1 Within thirty (30) calendar days after the occurrence of the act or omission giving rise to the grievance, the grievant must present the grievance on the Classified Employees’ grievance form to his/her immediate supervisor.
- 9.3.2.1.2 This statement shall be a clear concise statement of the circumstances giving rise to the grievance, citation of the specific article, section and paragraph of this Agreement that is alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

9.3.2.1.3 Within ten (10) days after receipt of the written grievance by the appropriate administrator/supervisor, he/she shall meet with the aggrieved party and if desired, a representative from the Classified Employees, in an effort to resolve the grievance. The appropriate administrator/supervisor or designee shall communicate the decision to the grievant in writing within ten (10) days after receiving the grievance.

9.3.2.2 Level II:

9.3.2.2.1 In the event the grievant is not satisfied with the decision at Level I, he/she may appeal the decision on the Classified Employees' Grievance Form to the District Superintendent or County Superintendent of Schools or designee with ten (10) days.

9.3.2.2.2 This statement should include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reason for the appeal.

9.3.2.2.3 The District Superintendent or County Superintendent of Schools or designee shall conduct an investigation into the allegations and shall communicate the decision within ten (10) days after receiving the appeal.

9.3.2.2.4 The County Superintendent of Schools shall make the final decision for County Classified Employees at Level II.

9.3.2.3 Level III:

9.3.2.3.1 If a District Classified Employee (grievant) is not satisfied with the decision at Level II, he/she, within ten (10) days after receiving the decision from the District Superintendent may appeal the decision on the grievance form to the District Governing Board.

9.3.2.3.2 This statement shall include a copy of the original grievance and appeal, the decision rendered and a clear concise statement of the reasons for the second appeal.

9.3.2.3.3 The Sierra-Plumas Joint Unified School District Governing Board shall communicate its decision to the grievant within five (5) days after a regular or special Board meeting. The decision of the Board shall be final and no further procedure is available to the grievant within the provisions of this Agreement.

9.4 Miscellaneous

9.4.1 Neither the Employer or Classified Employees, nor any member of the administration or bargaining unit shall take reprisals affecting the employment status or working conditions of any employee, member of management, Classified Employees representative, or any other participant in the grievance procedure by reason of such participation.

9.4.2. The actual grievances and all documents relating thereto shall be filed separately from the Classified Employee's personnel file.

9.4.3 At any level of this procedure, Classified Employees may consult with a representative of his/her choice in order to gain assistance in preparation, investigation, or resolution of the grievance. Such assistance may extend to help in the presentation of the grievance at any formal level of this procedure or at the second informal level provided above.

ARTICLE 10 **EVALUATION PROCEDURE**

10.1. Any Classified Employee may be evaluated by the immediate supervisor at any time when deemed to be in the best interest of the program. Each immediate supervisor under whom the Classified Employees has served for sixty (60) working days or more during any rating period shall provide a performance evaluation even though the Classified Employee may have left his/her control.

A regular personnel evaluation program will be affected according to the following schedule:

Probationary status Employees: Year one (1) at the end of the 2nd (second) and 5th (fifth) month of service;

Permanent status Employees:

A. Once each year usually between February and May;

10.2 A Classified Employee shall be evaluated by an immediate supervisor prior to any position transfer.

10.2.1 Employee shall be evaluated at the end of the 2nd (second) and 5th (fifth) month of service in any new position whether by a **voluntary** or **involuntary** transfer.

10.3. Procedure

10.3.1 Performance evaluation reports shall be made on the Performance Evaluation for Classified Employees form and shall be prepared by the Classified Employee's immediate supervisor. The form may be reviewed by the next higher supervisor.

10.3.2 The immediate supervisor shall present the performance evaluation form to the Classified Employee and shall discuss it with him/her. The evaluation form shall be signed by the employee to indicate receipt, and he/she shall be given a signed copy. The Employee may attach comments to the evaluation form if he/she does so within ten (10) business days following the evaluation interview.

10.3.3. Performance evaluation reports shall be filed in the Classified Employee's personnel records. All performance evaluations shall be confidential.

10.4 Special Evaluations: At any time a supervisor may issue to a Classified Employee a Notice of Commendation or Notice of Unsatisfactory Service. Such notices shall be made on prescribed forms and shall set forth specific reasons for recognition of outstanding or unsatisfactory service by the Classified Employee. It shall be delivered to the Classified Employee personally by his/her immediate supervisor whenever practical. A copy of such notice shall be placed in the Classified Employee's personnel record and shall be available to review in connection with promotional examinations.

ARTICLE 11 **TRANSFER AND LAYOFF/REEMPLOYMENT PROCEDURE**

- 11.1 Length of service = hours in paid status. Seniority is determined by length of service beginning with the current continuous employment period.
- 11.2 Transfers, whether voluntary (Classified Employee initiated) or involuntary (Employer initiated), are the change in a Classified Employee's work assignment with the same classification.
- 11.3 Transfers shall not change the Classified Employee's service time, anniversary date, accumulated illness leave, or accumulated vacation credit, or in any other manner reflect adversely upon his/her rights as provided in this Agreement.
- 11.4 Reasons for any transfer which is not voluntary shall be discussed with the Classified Employee by his/her immediate supervisor at least fifteen (15) work days before the first work day.
- 11.5 Classified Employees who wish to be considered for a particular position shall submit a written request to the personnel department.
- 11.6 All open positions and employment opportunities will be posted on the District/County website.
- 11.7 Order of layoff and reemployment: **Within each class, the order of layoff shall be determined by length of service. (Board Policy AR 4217.3, Education Code 45114, 45308)**

ARTICLE 12 BENEFITS

- 12.1 The Employer shall provide all eligible Classified Employees as specified in this article and their eligible dependents with medical coverage, family dental, family vision and life insurance coverage.
- 12.2 **Beginning with the 2017-2018** fiscal year, the Employer contribution for family medical, dental, vision coverage and life insurance, shall be capped at \$17,536.50** annually per eligible Employee toward the premiums and Health Savings Account contributions for employer-sponsored health insurance plans. Health Savings contributions are subject to limitations as prescribed by Internal Revenue Code(s). ** Approved May 9, 2017**
- 12.2.1 Classified Employees assigned to paid status greater than (twenty-seven and one-half) 27.5 hours per week shall be entitled to Employer paid contributions capped as stated in Article 12.2 above.
- 12.2.2 Classified Employees regularly assigned to paid status part-time at least (twenty) 20 hours per week or greater, may participate in the Employer-sponsored group benefit programs, as allowed by the vendor contracts for family medical, dental, vision, and life insurance benefits by paying the full (100%) premium cost.
- 12.2.3 Section 125, also referred to “Cafeteria Plan”, of the Internal Revenue Code provides participants an opportunity to receive certain benefits on a pretax basis. The cafeteria plans are made pursuant to salary reduction agreements between the Employer and the Employee. Classified Employees are eligible to participate in Section 125 cafeteria plans.
- 12.2.4 Classified Employees are eligible to participate in the annual open enrollment as authorized by current benefit vendor(s). The annual open enrollment is to allow employees who are enrolled in a medical benefits plan the opportunity to enroll in any plan offered by the Employer.
- 12.2.5 The Employer health insurance dollar contribution shall be prorated on an annual basis. An Employee who is employed less than a full fiscal year shall be entitled only to the proportionate annual Employer dollar contributions toward health and welfare benefits.
- 12.3 Per 12.2.2, part-time Classified Employees may participate in the Employer-sponsored group benefit programs,
- 12.3.1 Upon becoming eligible for coverage, an employee has thirty-one (31) days to file an enrollment application for coverage with the District or County office. Benefits begin the following month.
- 12.3.2 All premiums are payable to the District or County office and due in full no later than the (fifth) 5th day of the month and will be considered delinquent after the (fifth) 5th day. Should the health insurance premium payments become delinquent for two (2) consecutive months, benefits will be cancelled and reinstatement will not be allowed.
- 12.3.2.1 Payroll deduction Option: Up to (seventy-five) 75% of the Classified Employee’s estimated regular ten (10) month net pay may be deducted for the group-sponsored health insurance premium. For example, if the (ten) 10 month (September through June) regular net pay is \$940, the District/County would deduct \$705 for the health insurance premium. However, months July and August, the full health premium would be due and payable to the District/County office no later than the 5th of the month.
- 12.3.3 In the event that the Employee’s hours and assignment are reduced to less than twenty (20) hours per week, the Employee is no longer eligible to participate in the Employer-sponsored group benefit plan. Benefits will be terminated the last day of the month that the Employee is no longer entitled under the requirements of eligibility.

- 12.4 Economic Fringe Benefits While On Paid Leave:
Classified Employees on paid leave are considered to be in continuous employment and no interruption to the fringe benefit program shall be imposed upon Classified Employees on paid leave.
- 12.5 Economic Fringe Benefits While on Unpaid Leave:
Classified Employees granted an unpaid leave of absence shall have their Employer-paid fringe benefit programs discontinued at the end of the month in which the leave begins.
- 12.5.1 Classified Employees may continue fringe benefit coverage while on an unpaid leave by paying the full premium in advance each month including the Employer's contribution for the duration of the leave.
- 12.6 Economic Fringe Benefits – Termination
Classified Employees who terminate shall have their fringe benefit programs discontinued at the end of the month in which their termination occurs except as may be required by applicable State or Federal law.
- 12.7 Retirees
Retirees from the Employer, and their qualified dependents, may continue to participate in any of the Employer health benefits plans at his/her own expense providing such participation is acceptable to the health insurance provider. Retirees shall pay all the premiums, dues, and other charges, including any increase in premiums.
- 12.7.1 The retiree shall be eligible to participate in the Employer's group health plan beyond age 65 in accordance with the authorization and guidelines of the health insurance provider.
- 12.7.1.2 The retiree must be enrolled in Medicare Part A and Medicare Part B programs to be eligible for the "retiree" rate premium schedule. Without the Medicare Part A and Part B participation, the retiree may participate at the applicable rate schedule.

ARTICLE 13 LEAVES OF ABSENCE

All reference to (working) day(s) as used in this Article shall be considered a standard either (8) hour day or portion thereof. Classified Employees employed less than forty hours per week, or less than twelve months a year, shall be granted a proportionate amount of the full-time employee.

13.1 Status While on Leave of Absence

13.1.1 Paid Leave: Classified Employees granted a paid leave of absence shall be considered to be in continuous employment and shall be entitled to all earned sick leave, vacation, service time, transfer and promotion considerations, and other benefits as provided in Article 12, Benefits. The Classified Employees shall also be entitled to all base salary adjustments. However, Classified Employees will be entitled to a step increase provided that the Classified Employees has worked at least 75% of all scheduled workdays.

13.1.2 Unpaid Leave: Classified Employees granted an unpaid leave of absence shall be considered to be in continuous employment, however, shall not be entitled to earn additional sick leave or vacation time while on such leave. They will be entitled to their step increase provided that they have worked at least 75% of all scheduled workdays.

13.2 Sick Leave

13.2.1 Every regular Classified Employee shall be entitled to one (1) day of paid sick leave for illness or injury for each full month of employment. This one (1) day shall be prorated accordingly for regular Classified Employees working partial months. (Education Code 45191 Classified Employee)

13.2.1.1 On July 1 of each year, every Classified Employee shall receive in advance their entitlement of sick leave.

13.2.1.2 New Employees assigned to a position after July 1 shall receive sick leave for the remainder of the fiscal year ending June 30 depending on the total calendar months or portion thereof remaining.

13.2.1.3 Effective July 1, 2013, a new Employee of the District/County shall not be eligible to take more than six (6) days, or the proportionate amount to which he may be entitled, until the first day of the calendar month after completion of six months of active service with the District/County. (Education Code 45191 Classified Employee)

13.2.2 Unused sick leave shall be accumulative from year to year.

13.2.3 The Employer may require a physician's or practitioner's verification of illness if a Classified Employee has been on sick leave for three (3) or more consecutive days or a total of fifteen days in any school year. The physician/practitioner's statement shall include:

- The reason for absence
- Dates of treatment
- Type of treatment
- Whether or not the Employee can perform all assigned duties

13.2.4 A Classified Employee who is absent through illness or injury must notify his/her immediate supervisor as early as possible. Upon return, the Classified Employee must complete the appropriate Leave of Absence form indicating the date(s) of the sick leave taken.

13.2.5 Sick leave shall not be misused by an Employee or used to enable him/her to earn wages from another employer. Misuse of sick leave shall be subject to disciplinary action up to and including dismissal.

13.2.6 Earned unused sick leave may be counted, in a proportionate amount, to service credit for computing retirement in accordance to current laws.

13.2.7 Differential Sick Leave

When sick leave and all other paid leaves have been exhausted and a Classified Employee is absent because of illness or accident, the Classified Employee shall be paid the difference between his/her salary and the salary of the substitute for the period not to exceed five (5) months.

The five (5) month period shall commence on the first day of the absence and run concurrently with all other leaves. If a Classified Employee is unable to return to work following the allowable five (5) months, the Classified Employees may request an unpaid leave of absence not to exceed six (6) months. If an unpaid leave of absence is not available, or if at the end of the unpaid leave the Classified Employee remains unable to assume the duties of his/her position, the Classified Employee will be placed on a 39 month reemployment list. (Education Code 45195 Classified Employee)

13.2.8 Transfer of Sick Leave from Another District

A Classified employee of any school district who has been an employee of that district for a period of one (1) calendar year and who subsequently accepts employment with the District/County within one (1) year of his /her former employment, shall be credited with all of the earned but unused sick leave which was credited to him/her in his/her former school district. (Education Code 45202 Classified Employee)

If termination was for cause, the transfer may be made if agreed to by the District/County Superintendent or designee.

13.3 Personal Necessity Leave:

13.3.1 Classified Employees may elect to use up to seven (7) days of accumulated sick leave for personal necessity during any school year.

13.3.2 Personal Necessity Leave includes:

- Death of a member of his/her immediate family when additional leave is required beyond that provided for bereavement leave provisions;
- An accident involving his/her person or property, or the person or property of a member of his/her immediate family;
- Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or other order;
- Other reasons that the Governing Board may prescribe (refer to Board Policy AR4261.2)

13.3.3 Request for Personal Necessity Leave shall be made at least three (3) days in advance to the Employee's immediate supervisor. Advance permission shall not be required of any Classified Employee in cases involving the death of a member of the Employee's immediate family or an accident involving the Employee's person or property or the person or property of a member of his/her immediate family.

13.3.4 The request for such leave shall be submitted on a leave of absence form to the Employee's immediate supervisor.

13.3.5 In no case shall Personal Necessity Leave be used for an extension of a school holiday or personal vacation when not provided under the terms of the employment, or leave that would cause disruption of the normal operating functions of the school.

- 13.4 Bereavement Leave:
- 13.4.1 Employees are entitled to a leave of up to five (5) days, upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled.
- 13.4.2 Immediate family includes: (as defined according to subdivision (d) of Labor Code Section 2066): spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle), or any relative living in the immediate household of the Employee.
- 13.4.3 Any additional days beyond those provided in sections 13.4.1 and 13.4.2 must be handled under the provisions of Personal Necessity Leave.
- 13.5 Leave to Perform Legal Duties:
- 13.5.1 Classified Employees who are involuntarily summoned for civic duty, subpoenaed to be present in court as juror or as a witness, shall be granted civic duty leave, with pay, for such time as is required by the summons or subpoena.
- 13.5.2 Classified Employees are expected to return to work during any day or portion thereof in which legal duty services are not required.
- 13.5.3 Legal duty leave will not be granted to Classified Employees required to appear in court as defendants for personal traffic or other violations of the law or as a defendant in connection with other employment.
- 13.5.4 Payment received for approved legal duty leave, with the exception of any transportation reimbursement, shall be turned over the District/County business office.
- 13.5.5 Classified Employees will be granted a leave of absence if called for grand jury service. Leave of absence for grand jury service shall be with pay up to the amount of the difference between the Employee's regular earnings and any amount he/she receives as juror fees.
- 13.6 Military Leave:
- 13.6.1 Classified Employees shall be granted any military leave to which they are entitled, under law as Classified school employees. Classified Employees shall be required to request military leave in writing and, upon request, to supply the District/County business Office with "orders" and status reports.
- 13.7 Industrial Accident and Illness Leave:
- 13.7.1 Classified Employees who sustain an injury or illness arising directly out of and in the course and scope of their employment shall be eligible for not less than sixty (60) working days paid leave in any one (1) fiscal year. The fiscal year is defined as July 1 through June 30 of each year.
- Allowable leave shall not accumulate from year-to-year;
 - Industrial Accident or Illness Leave will commence on the first day of absence;
 - Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws in this State, exceed the normal wage for the day;
 - Industrial Accident leave will be reduced by one (1) day for each day of authorized absence regardless of the compensation award made under workers' compensation;
 - When an industrial accident or illness occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the Employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred for the same illness or injury.

- 13.7.2 Industrial Accident or Illness Leave is to be used in lieu of normal sick leave benefits. When entitlement to Industrial Accident or Illness leave under this section has been exhausted, entitlement to other sick leave, including the differential sick leave allowance, vacation and other paid leave shall be used.
- 13.7.3 During any paid leave of absence, the Classified Employee shall endorse to the Employer the temporary disability indemnity checks received on account of such industrial accident or illness. The Employer, in turn, shall issue the Classified Employees appropriate salary warrants for payment of the Classified Employees' normal wage.
- 13.7.4 When all available leaves of absence (paid or unpaid) have been exhausted, and if the Classified Employee is not medically able to resume his/her duties, the Employee shall, if not placed in another position, be placed on a reemployment list for a period of 39 months. If the Employee is able to resume his/her duties during the 39 month period, the Employee shall be employed in a vacant position in the class of his/her previous assignment. The employment shall be over all other candidates except for a reemployment list established because of lack of work or lack of funds.
- 13.8 Emergency Conditions
- 13.8.1 Emergency conditions are those conditions totally outside of a Classified Employees' control such as extreme snowfall, flood or other weather-related phenomena, workplace power outage, fire or other natural catastrophe or circumstances that require urgent attention of the Employee and which prevent an employee from reporting to or remaining at his/her assigned workplace.
- 13.8.2 Should a Classified Employee show up for and be ready for work at his/her regular assignment but is then sent home by a supervisor, he/she shall be credited for a minimum of two (2) hours pay or the time actually worked, whichever is greater.
- 13.8.3 Any Classified Employee who is not able to attend or remain at work for reasons of emergency as defined above, shall use vacation, personal necessity, District/County leave or leave without pay.
- 13.8.4 If the Classified Employee must take a leave without pay because no paid leaves are available, he/she may request his/her supervisor to consider a means of allowing them to make up the time and the lost wage.
- 13.9 Family Care and Medical Leave
- 13.9.1 Entitlement to Leave:
Classified Employees may be eligible for unpaid leave under the Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA), subject to certain qualifying circumstances under the law. Refer to Administrative Regulation AR4261.8 and Appendix F of this Agreement. It is intended that current leave entitlements shall run concurrent with FMLA and CFRA leave. This item is enforceable as set out in law.
- 13.9.2 Since the Federal and State laws have different regulations, definitions and benefits which may change in the future, the Classified employee should contact the personnel department for further information.
- 13.9.3 Advance Notice of Leave:
If the Classified Employee's need for a leave pursuant to this Article is foreseeable, the Classified Employee shall provide the Superintendent with thirty (30) days advance notice of the need for the leave.
- 13.9.4 Healthcare Provider/Certification of Leave:
Verification by a physician shall be required by the District/County to validate a serious health condition.

Child, Spouse or Parent Care: If the employee is requesting leave to care for an eligible family member with a serious health condition, both of the following:

- a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the eligible family member during a period of the treatment or supervision
- b. Estimated amount of time the health care provider believes the employee needs to care for the eligible family member

Employee Illness: If the employee is requesting leave because of the employee's own serious health condition, a statement that due to the serious health condition, the employee is unable to work at all or is unable to perform one or more essential job functions of the position

13.9.5 Amendment of Statutory Law:

This Article shall be deemed to be automatically modified to conform to any amendment or modification of Government Code §12945.2, the FMLA, or any other applicable law. If any such amendment gives the Superintendent discretion to require any act by the Employee, the act shall be deemed to be required.

13.10 Religious Leave: (Board policy AR4261.2)

The Superintendent or designee may grant an employee up to three (3) days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

ARTICLE 14 **WORKWEEK**

- 14.1 The normal workweek for full-time Classified Employees shall be (8) hours per day, Monday through Friday.
- 14.2 Classified Employees whose work schedules are dependent upon student contact may have their work days or work year altered to accommodate the various student attendance schedules of District/County schools.
- 14.3 The Employer shall provide for those Classified Employees who work a six (6) hour or longer work day, a duty-free, non-paid status, meal period of not less than thirty (30) consecutive minutes. The meal period may be assigned by the Classified Employees' supervisor.
- 14.4 Classified Employees working seven (7) or more hours per day are allowed a morning and afternoon rest break, not to exceed fifteen (15) minutes for each break. Classified Employees working four (4) or more hours per day but fewer than seven (7) hours are provided one (1) fifteen (15) minute break. Supervisors may schedule the appropriate time for breaks normally midpoint in the morning or afternoon. Breaks may not be used to come to work late, leave early, or extend lunch breaks.

ARTICLE 15 OVERTIME

- 15.1 The Employer agrees to compensate Classified Employees at the rate of one and one-half (1-1/2) times the Classified Employee's regular rate of pay for each hour of work in excess of the eight (8) hour day and forty (40) hour workweek. A supervisor may grant compensatory time off to a Classified Employee at the same ratio and in lieu of overtime cash payment. The supervisor shall, upon request, inform a Classified Employee of the intended method of payment (cash or compensatory time off) at the time of directing the overtime work. Classified Employees classified as "Exempt" management are not subject or eligible for overtime compensation.
- 15.2 Definitions:
- 15.2.1 "Hours Worked" include all time during which the Classified Employee is permitted to work for the Employer whether or not authorized or ordered by the immediate supervisor. Except for emergencies, Classified Employees who work unauthorized overtime may be subject to disciplinary action.
- 15.2.2 The term "compensatory time" and "compensatory time off" means hours during which a Classified Employee is not working, which are not counted as hours worked during the applicable workweek or other work period for purposes of overtime compensation, and for which the Classified Employee is compensated at the Classified Employee's regular rate.
- 15.3 Classified Employees may not accrue more than twenty (20) hours of compensatory time off per week. Overtime worked after the maximum accrual is reached shall be compensated by cash payment.
- 15.4 Compensatory time off may be earned in lieu of cash compensation for authorized overtime. This compensating time off shall be granted within twelve (12) calendar months following the month in which the overtime was worked. (Education Code 45129 Classified Service)
- 15.5 Except in an emergency which prevents preapproval, all overtime must be authorized in advance by the Classified Employee's supervisor. Emergency situations must be brought to the attention of the supervisor as soon as practical.
- 15.6 The Employer will settle the overtime account, if compensated by cash, with Classified Employees at the end of the pay period in which it is earned. Classified Employees who have terminated employment shall be paid for the unused compensatory time at the final regular rate of pay.
- 15.7 A Classified Employee that is assigned to supervise students on overnight trips or field trips shall not be paid for more than eight (8) hours in any twenty-four (24) hour period at his/her regular rate of pay.
- 15.8 Staff development days shall be as a paid work- day only when the Employee is **required** to attend by the superintendent and/or the Employee's supervisor.
- 15.9 Those employees required to work on a holiday will be paid their normal pay plus time and a half.

ARTICLE 16 **HOLIDAYS**

16.1 The Employer agrees to provide all eligible Classified Employees with the following paid holidays and leave days:

HOLIDAY	# OF DAYS ALLOWED
Independence Day	1
Labor Day	1
Veteran's Day	1
Thanksgiving	2
Christmas Eve	1
Christmas Day	1
New Year's Eve	1
New Year's Day	1
Martin Luther King Jr. Day	1
Lincoln's Birthday	1
President's Day	1
Memorial Day	1
Juneteenth Day	1
District/county Leave Day	2

16.2 The Governing Board shall set the date of each holiday annually and the District/County office shall make available a calendar on which the dates shall be listed.

16.3 All eligible Classified Employees will be entitled to payment for authorized holidays, provided that they were employed on the holiday and in paid status their last working day immediately preceding and succeeding the holiday.

16.4 If the Employer requires a Classified Employee to work on these holidays, the Classified Employee may take another day off within thirty (30) working days in lieu of that holiday provided that such holiday will provide for at least a three (3) day weekend if the employee so desires.

16.5 District/County Leave Day(s) are non-accruable days, not subject to deduction from sick, personal leave, or vacation days and must be taken prior to June 30th of the current school year or forfeit the right to use it. District/County Leave Days shall be prorated proportionately for days of service the employee is employed, i.e. Employees hired as "late start" after beginning of the fiscal year and/or scheduled work days according to the position.

ARTICLE 17 VACATION

17.1 Eligibility – Classified Employees eligible for this vacation section are those listed in the recognition section (Article 2) as classifications represented. Amounts referred to below are relative to full-time employment. Annual vacation leave for Employees shall be granted on a monthly accrual method. Pro-rated amounts shall be utilized for persons working less than full-time.

17.1.1 Effective July 1, 2013, all new Employees' earned vacation shall not become a vested right until completion of the initial six months of employment. (Education Code 45197)

17.2 Vacation Accumulation Schedules – The following vacation accumulation schedules shall apply as indicated:

17.2.1 For persons employed on or before June 30, 2012, the following schedule of accumulation shall apply. The hourly accumulation is for regular hours paid (not including overtime).

CLASSIFIED EMPLOYEE YEAR OF SERVICE ACCRUAL	ANNUAL VACATION ENTITLEMENT	MONTHLY ACCRUAL
One	Ten working days (80 hours)	6.667
Three	Fifteen working days (120 hours)	10 hours
Five	Twenty working days (160 hours)	13.334 hours

17.2.2 For persons with a date-of-hire after June 30, 2012, the following schedule of accumulation shall apply. The hourly accumulation is for regular hours paid (not including overtime).

CLASSIFIED EMPLOYEE YEAR OF SERVICE ACCRUAL	ANNUAL VACATION ENTITLEMENT	MONTHLY ACCRUAL
One to Five	Ten working days (80 hours)	6.667
Six to Ten	Fifteen working days (120 hours)	10 hours
Eleven +	Twenty working days (160 hours)	13.334 hours

17.3 Eligible twelve (12) month Classified Employees shall schedule a vacation each year. If vacation cannot be approved within the fiscal year, an amount equal to one year's accumulation may be carried forward to the following fiscal year. The Classified Employee shall utilize this carryover by the end of the following year.

Eligible twelve (12) month Classified Employees shall schedule with his/her supervisor to take sufficient vacation to bring his/her accrued vacation to the hours below or hours allowed for carry over by June 30. The Employee shall limit a "carry-over" of no more than 160 hours into the next fiscal year.

17.4 The Superintendent or designee, may authorize an additional number of hours of annual vacation carryover when it is: (a) necessary to deny a vacation leave request to meet the needs of the District/County and the Employee is thereby placed in jeopardy of losing vacation leave, or (b) the Superintendent or designee shall consider an Employee's special circumstances on a case-by-case basis and both the Employer and Employee mutually agree prior to the Employee utilizing the excess carryover hours. Excess carry over consideration is limited to (40) forty hours.

- 17.4.1 Classified Employees assigned to positions that work less than a 12 month calendar, vacation accrual shall be paid to them in June at the end of the school year.
- 17.5 Each eligible Classified Employee shall earn vacation for each regularly paid hour and years of service.
- 17.6 When a holiday, as defined in this Agreement, occurs during the scheduled vacation of a Classified Employee, the Classified Employee will receive pay at the regular rate of pay for the holiday and shall not be charged a vacation day for absence on the holiday.
- 17.7 Vacation shall, with the approval of the Employee's immediate supervisor, be taken at any time during the year and preferably be scheduled a minimum of five (5) working days prior to the dates requested whenever possible. Every effort shall be made to enable vacation to be taken at times convenient to the Classified Employee, consistent with the needs of the service and the workload of the department. Vacation may be taken in units of not less than one quarter (1/4) hour.
- 17.8 Classified Employees may be granted vacation during the year even though not earned at the time the vacation is taken. If an Employee is terminated and had been granted vacation which was not yet earned at the time of termination, the Employer shall deduct from the Employee's final pay-check the full amount which was paid for unearned vacation taken. (Education Code 45197 Classified Employee)
- 17.9 Vacation shall be paid at the rate of pay earned at the time the vacation is commenced.
- 17.10 Upon separation from service, the Employee shall be entitled to lump sum compensation for all earned and unused vacation except that Employees who have not completed six months of employment in regular status shall not be entitled to such compensation.
- 17.11 The Employer may allow, upon request by the Classified Employee, to interrupt or terminate vacation leave in order to be on another type of paid leave without a return to active service, provided the Classified Employee supplies adequate notice and relevant supporting information regarding the basis for such interruption or termination.

ARTICLE 18 **RETIREMENT/GOLDEN HANDSHAKE**

18.1 Classified Employees with a minimum of 25 years of experience five (5) years with the District/County, who have reached the age of 55, may elect in writing to take advantage of their choice of one (1) of the following offers:

- A. One (1) year of retiree health and welfare benefits (at the tiered rate as required by health care provider) for medical, dental and vision plans for the retiree, spouse and family, capped at the employer's current dollar contribution in the year of the unit member's final year of service, or
- B. A lump sum dollar amount (taxable) for the term of one (1) year set at the dollar contribution made by the employer in the year of the unit member's final year of service.

This Golden Handshake is contingent upon formal written notification of retirement /resignation being submitted on or before March 31st **of** the last year of service. This offer must be formalized to show a savings to the employer on a case-by-case basis.

Sunset Early Retirement/Golden Handshake from the collective bargaining agreement, effective July 1, 2012:
1.0 FTE Employees in current active status as of July 1, 2012, shall be grandfathered into the early retirement/golden handshake option offered through July 1, 2012, and remain eligible until CalPERS retirement and separation from District/County employment.

ARTICLE 19 **WAGES**

- 19.1 Classifications shall have any range adjustments made effective with the first full payroll period after ratification of this Agreement or a payroll period as mutually agreed upon by both parties.
- 19.1.1 Classified Employees shall be paid in accordance with the current Salary Schedule(s)
- 19.1.2 All Classified Employees are paid monthly on the last working day of the month.
- 19.2 Classified Employees may agree to contribute a portion of his/her salary on a pretax basis for the qualified IRS-sanctioned voluntary elective deferrals, to include but not limited to, Section 125 Plans (Health Savings Accounts, Flexible Spending Accounts, Accident Insurance, Dependent Care Assistance, etc), 403(b) program (Tax Sheltered Annuity) etc.
- 19.2.1 The Classified Employee is responsible for setting up and signing the legal documents to establish the payroll deductions. Classified Employee shall complete a 403(b) Salary Reduction Agreement through the District/County business office.
- 19.3 Classified Employees may agree to contribute a portion of his/her salary for purposes other than described in 19.2. A Salary Deduction Agreement shall be completed by the Classified Employee.
- 19.4 Health and Welfare benefit insurance premium deductions shall be deducted from monthly payroll according to the premium cost of the selected benefit plan.
- 19.5 Initial placement on the salary schedule
- The Governing Board or the County Superintendent of Schools retains the authority to specify the salary of new positions and to determine the credit to be awarded for placement on an existing salary schedule.
- A. **Year for year credit for recent related experience. *Applicable to new employees hired on or after July 1, 2025.***
- B. The date for determining a Classified Employee's eligibility for a "step" increase shall be July 1st.
- C. A year of service is defined as the number of hours an Employee would normally work in the position between July 1st and the following June 30th.
- 19.6 For eligible Classified Employee, the Employer shall remit a monthly contribution to the CalPERS or CalSTRS system.

ARTICLE 20 **DISCIPLINARY ACTION**

20.1 Persons employed in Classified service shall be subject to Classified service disciplinary actions and appeals per Education Code(s).

20.2 Causes for Disciplinary Action (Ed. Code §44010, 45123, 45124 and 45303)

Persons employed in the Classified service may be suspended, demoted, or dismissed for any of the following causes. Specific instances must be set forth as to any of the causes enumerated:

- A. Incompetency – A pattern of below standard work performance
- B. Inefficiency – The continued inability to perform the assigned duties of the position
- C. Insubordination – Knowingly refusing to perform lawful and reasonable assigned duties
- D. Inattention to or Dereliction of Duty –A pattern of continued neglect or dereliction (disregard) in the performance of assigned duties
- E. Willful and persistent violation of the Education Code, of rules and regulations, and/or procedures adopted by Sierra-Plumas Board of Education and Sierra County Superintendent of Schools when such procedures are made known to the Employee in writing
- F. Knowingly falsifying or withholding any material information supplied on application forms and employment records
- G. Possession of open alcoholic beverages on District/County property, or being intoxicated while on duty
- H. The use or possession while on duty of illegal drugs
- I. Arrested, being formally charged, and convicted on a sex offense as defined the Education Code §44010 or determination of as a sexual psychopath pursuant to the Education Code 45124
- J. Arrested, being formally charged, and convicted of a narcotics offense as defined in Education Code §44010
- K. Engaging in political activities during assigned hours of duty
- L. Conviction of a crime involving moral turpitude (behavior that is dishonest or immoral)
- M. Carrying out an unprovoked physical attack on a pupil, a member of the public, another District/County Employee during assigned hours of duty
- N. Repeated unexcused absence or tardiness, abuse of leave privileges, or absence without notification
- O. Abandonment of position – Failure to report to duty for three (3) consecutive working days without notification or permission (except in the case of a dire emergency)
- P. Violation of local, state or federal law which results in the cancellation or suspension of a license required for the performance of the assigned duties
- Q. Dishonesty, theft, willful misuse for personal gain, and/or willful destruction of District/County property.

ARTICLE 21 LAYOFF PROCEDURES

21.1 Persons employed in the Classified service are subject to Classified service layoff procedures as outlined in Education Code(s).

21.2 Procedure Regarding Layoff (**Administrative Regulation 4217.3**)

- A. When Classified Employees are laid off for lack of work or lack of funds, **layoff, within each class, shall be determined by length of service. "Length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that school is in session or closed. However, length of service shall not include hours compensated solely on an overtime basis, as provided in Education Code 45128, and shall not include hours for any service performed prior to entering into probationary or permanent status except for service in a restricted position pursuant to Education Code 45105. (Education Code 45308)**
- B. **Classified employees laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants. Reemployment shall be in order of seniority. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. (Education Code 45114, 45298, 45308)**
- C. **Whenever a permanent classified employee is to be laid off for lack of work or lack of funds, the Superintendent or designee shall, no later than March 15 and before the employee is given formal notice by the Governing Board, give to the employee written notice of the recommendation, the reasons that the employee's services will not be required for the ensuing year, any displacement rights, reemployment rights, and the employee's right to a hearing. The district shall adhere to the notice, hearing, and layoff procedures in Education Code 45117, Government Code 11503 and 11505, and other applicable provisions of law. (Education Code 45117)**

21.3 Rights of Employees Laid Off for Lack of Work or Funds

Permanent Employees in the Classified service have the following rights:

- A. Bumping – A permanent Employee in the Classified service who is laid off from a class and who has previous service in an equal or lower class shall have the right to bump an Employee with less seniority in that class. Seniority shall include the total of the previous service in the equal or lower class plus service in the class from which layoff occurs and in higher classes.
- B. Reemployment – An Employee shall be eligible to be reemployed for a period of 39 months and shall be reemployed in preference to new applicants and shall have the right to participate in promotional examinations within such period. Upon rejecting two offers of reemployment, the employee's name shall be removed from the reemployment list and the employee will forfeit all reemployment rights to which the employee would otherwise be entitled.**
- C. Voluntary Demotion or Voluntary Reduction – An Employee who takes voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months provided that the same tests of fitness under which they qualified for appointment to the class still apply.

ARTICLE 22 **PERSONNEL FOLDER**

- 22.1 The Personnel Technician or business office of the Sierra-Plumas Joint Unified School District and Sierra County Office of Education shall maintain all permanent records for all Classified Employees in the personnel file.
- 22.2 Materials in personnel files of Classified Employees which may serve as a basis for affecting the status of their employment are to be made available for the person involved.
- 22.3 Such material is not to include ratings, reports or records which (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination.
- 22.4 Every Classified Employee shall have the right to inspect such materials upon request, provided that the request is made for a time such person is not actually required to render services to the Employer.
- 22.5 Information of a derogatory nature shall not be entered or filed unless and until the Classified Employee is given notice and an opportunity to review and comment thereon.
- 22.6 The Classified Employee shall be notified of the data when any derogatory material will be placed in the personnel file. The Classified Employee shall have the right to enter, and have attached to any such derogatory statement, his/her own comments thereon **within five (5) days of being given a copy of the derogatory material**. The Classified Employee shall be given an opportunity during the work day when the Classified Employee is not responsible to be at his/her work station, to review and prepare his/her response, without loss of compensation.

ARTICLE 23 **SAFETY**

- 23.1 The Employer shall provide safe, healthy and sanitary working conditions for all Employees of the District/County and will provide a continuous administrative monitoring of working conditions and will make corrections of any unsafe or hazardous conditions.
- 23.2 Both the Employer and Classified Employees agree that the responsibility for safe working conditions is that of the Employer, and the responsibility for maintenance of safe procedures and practices is that of the Employee.
- 23.3 Classified Employees shall not be required to work under unsafe or unhealthy conditions or perform tasks which may endanger their health or safety.
- 23.4 Any Classified Employee who observes a working condition which is believed to be unsafe or unhealthy shall report such condition to the appropriate administrator or supervisor. The administrator will respond as soon as possible.
- 23.5 Classified Employees are encouraged to participate in the Workplace Violence Prevention and Safety Committee. A Classified Employee who is a member of the Committee shall be allowed release time to carry out their obligations under this Article.

ARTICLE 24 **EMPLOYER’S RIGHTS AND RESPONSIBILITIES**

24.1 The Sierra-Plumas Joint Unified School District Governing Board and the Sierra County Superintendent of Schools and Sierra County Board of Education, retain, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of this Agreement. Except as limited by the terms of this Agreement or as otherwise required by state law, the rights, powers and authority retained solely and exclusively by the Sierra-Plumas Joint Unified School District Governing Board and the Sierra County Superintendent of Schools and Sierra County Board of Education, and not abridged herein, included, but are not limited to the following: To manage and direct its business and personnel except as limited by the terms of this Agreement; to determine the mission of its departments, building facilities and operations except as limited by the terms of this Agreement; to create, change or combine positions, departments and facilities in who or part except as limited by the terms of this Agreement; to subcontract accordingly to law, abolish jobs, or discontinue work for lack of funds or lack of work except as limited by the terms of this Agreement; to determine the number of Employees by the terms of this Agreement; to determine the number of Employees needed, to hire, transfer, promote, and maintain work standards, schedules of operation and reasonable work load except as limited by the terms of this Agreement; to specify or assign work requirements and require overtime except as limited by the terms of this Agreement; to schedule working hours and shifts except as limited by the terms of this Agreement; to adopt rules of conduct and penalties for violation thereof except as limited by the terms of this Agreement; to determine the methods, processes, means and place of providing services and to take whatever action necessary to prepare for and operate in an emergency which is defined as a situation in which the lives and /or safety of students or Employees are endangered; a financial crises in which the Sierra-Plumas Joint Unified School District Governing Board and the Sierra County Superintendent of Schools and Sierra County Board of Education is unable to fund mandated expenses; a situation in which it would be impossible to conduct the normal business of the Sierra-Plumas Joint Unified School District Governing Board and the Sierra County Superintendent of Schools and Sierra County Board of Education provided the exercise of the forgoing does not conflict or violate the lawful rights of Classified Employees. Nothing in this Article shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the Sierra-Plumas Joint Unified School District Governing Board and the Sierra County Superintendent of Schools and Sierra County Board of Education by any law regulating, authorizing or empowering the Sierra-Plumas Joint Unified School District Governing Board and the Sierra County Superintendent of Schools and Sierra County Board of Education to act or refrain from acting except as limited by the terms of this Agreement.

ARTICLE 25 **PEACEFUL PERFORMANCE**

25.1 During the life of this Agreement, Classified Employees agree that the Classified Employees will not strike, slowdown or participate in a work-stoppage or sick-out. Likewise, the Sierra-Plumas Joint Unified School District Governing Board and the Sierra County Superintendent of Schools and Sierra County Board of Education agrees not to lock out the Classified Employees.

ARTICLE 26 **MOBILE/CELLULAR TELEPHONE REIMBURSEMENT**

26.1 The District/County will reimburse eligible Employees a telephone allowance of \$25.00 per month for personal cellular telephone expense when it is necessary for the Employee to consistently use the communication device to perform the duties and assignments of his/her position. The Superintendent will determine which positions are eligible for cell phone reimbursement. The telephone allowance is considered taxable income for the Employee.

The law prohibits individuals from driving a motor vehicle while using a wireless telephone unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving. However, District/County employees are strongly discouraged from using hands free devices to conduct company business while driving.

ARTICLE 27 CATASTROPHIC LEAVE

27.1 This program is voluntary and participating employees are permitted to donate eligible leave credits to assist eligible employees. The bank will be administered by a committee comprised of two members appointed by the Classified Employees' Association and two members appointed by the Superintendent or designee.

Donations to Catastrophic Leave Program:

An employee who chooses to donate accrued vacation and/or sick leave credits to the district's catastrophic leave program shall provide written notice to the Superintendent or designee of the amount and type of leave he/she wishes to donate. The Superintendent or designee shall review the donor's available leave and transfer the leave credits to a district pool of leave credits designated for this purpose.

Donations shall be at a minimum of eight hours, and in hour increments thereafter. (Education Code 44043.5)

All transfers of eligible leave credit shall be irrevocable. (Education Code 44043.5)

Employees should be cautious in making large donations of leave that they may need for their own use in the future.

The Superintendent or designee shall ensure that all donations are confidential.

Requests for Catastrophic Leave:

A full-time or part-time employee may apply to the Superintendent or designee to use paid leave from the catastrophic leave program if he/she earns paid time off but has exhausted all his/her accrued paid leave and needs to take time off from work for an extended period of time due to his/her or a family member's catastrophic illness or injury. If the employee is incapacitated, a family member or caretaker may apply on his/her behalf.

The employee shall provide verification of the illness or injury. (Education Code 44043.5)

Verification shall be made by means of a letter, dated and signed by the individual's health care provider, indicating the incapacitating nature and probable duration of the illness or injury.

An employee may apply to receive up to 20 days of paid leave from the catastrophic leave program per school year. At the end of the 20-day period, he/she may apply for up to 20 days of additional leave credits.

Employees receiving compensation under worker's compensation provisions are not eligible to receive leave from the catastrophic leave program until exhausting such benefit.

An employee who is the recipient of donated leave credits shall use those credits within 12 consecutive months. (Education Code 44043.5)

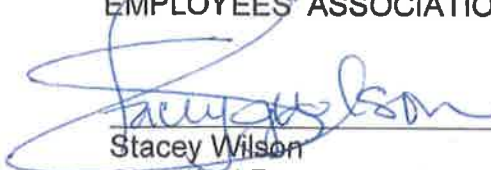
If donated leave credits are not used by the employee within 12 consecutive months, the credits shall be returned to the pool of catastrophic leave for use by other eligible employees.

An employee who receives catastrophic leave shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program. (Education Code 44043.5)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representative.

Date: 12/11/2024


SIERRA-PLUMAS CLASSIFIED
EMPLOYEES' ASSOCIATION (SPCEA)


Stacey Wilson
Classified Representative


Kristie Jacobsen
Classified Representative

Date: 12/11/2024

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


James Berardi
County Superintendent of Schools


Sean Snider
District Superintendent of Schools

CLASSIFIED EMPLOYEE GRIEVANCE FORM

GRIEVANCE REPORT (Form)

Date Filed: _____

- Employee
- Association
- Appropriate Administrator
- Employer

Name of Aggrieved Person (print)

School

Supervisor

Level One: Submit to Immediate Supervisor

A. Date grievance occurred (or was discovered): _____

B. Section(s) of contract, regulations, etc., involved in this grievance (Be specific.):

C. Statement of grievance* _____

D. Action Requested* _____

E. Supervisor responded on (date): _____

Signature of Employee

Date

Level Two: Submit to District or County Superintendent (Employer)

A. _____
Signature of Employee Date Date Employer Rec'd Grievance Form

B. Written response by Employer*

Signature of Employer

Date

Level Three: Submit to District Governing Board

A. _____
Signature of Employee Date

B. _____
Date Board Received Grievance Form

C. Written response and/or award to Classified Employee

Signature of Governing Board President

Date

*If additional space is needed, attach additional sheets

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

SIERRA COUNTY OFFICE OF EDUCATION

Health and Welfare Premium Payment Agreement/PART-TIME

EMPLOYEE NAME: _____

POSITION: _____ HIRE DATE: _____

ASSIGNED WORK HOURS: daily _____ weekly _____

- A. A Classified Employee regularly assigned to paid status part-time 20 hours per week or greater, may participate in the Employer-sponsored group benefit programs as allowed by the vendor for family medical, dental, vision and life insurance benefits on the "composite rate" structure, by paying the full (100%) premium cost.
- B. All premiums are payable to the District or County office and due in full no later than the (fifth) 5th day of the month and will be considered delinquent after the (fifth) 5th day. Should the health insurance premium payments become delinquent for two (2) consecutive months, benefits will be cancelled and reinstatement will not be allowed.
- C. Upon becoming eligible for coverage, an employee has 31 days to file an enrollment application for coverage with the District or County office. Enrollment begins the following month.
- D. In the event that the Employee's hours and assignment are reduced to less than 20 hours per week, the Employee is no longer eligible to participate in the Employer-sponsored group benefit plan. Benefits will be terminated the last day of the month that the Employee is no longer entitled under the requirements of eligibility.

I have read and understand the provision of this Agreement and agree to sign this authorization.

Employee Signature: _____ Date: _____

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

SIERRA COUNTY OFFICE OF EDUCATION

Health and Welfare Premium Payment Agreement/RETIREE

RETIREE NAME: _____

DATE OF RETIREMENT: _____

- A. Retired Employees who are covered by the District/County health plan at the time of their retirement may continue the health, vision and dental benefit program at his/her own expense on a tiered rate structure. Retirees shall pay all the premiums, dues, and other charges, including any increase in premiums for the duration of his/her enrollment. Eligible retirees and/or covered dependents must secure Medicare Part A and Part B. Retirees who discontinue coverage cannot re-enroll under the District/County health plans.
- B. Employees who are granted the Retirement/Golden Handshake by the Employer for one (1) year of retiree health and welfare benefits (at the tiered rate as required by health care provider) for medical, dental and vision plans shall be responsible for all premiums in excess of the Employer contributions, dues and other charges, including any increase in premiums for the duration of his/her enrollment.
- C. All premiums are payable to the District or County and due in full no later than the (fifth) 5th day of the month and will be considered delinquent after the (fifth) 5th day. Should the health insurance premium payments become delinquent for two (2) consecutive months, benefits will be cancelled and reinstatement will not be allowed.

I have read and understand the provision of this Agreement and agree to sign this authorization.

Retiree Signature: _____

Date: _____

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

Salary Deduction Agreement (other than 403b)

Employee Information:

Name: _____ SSN: _____

Address: _____ City & Zip: _____

Date of Birth: _____ Daytime Phone: _____ Mobile Phone: _____

EFFECTIVE DATE: _____ This is an initial agreement This agreement supersedes a previous agreement

Initiate New Salary Reduction

Deduct the total amount of \$ _____ per pay period

Service Provider (Name of Company to whom Salary Reduction is remitted):

Name: _____ Address: _____

Telephone Number: _____

Change Salary Reduction

This is notification to change the amount of my Salary Reduction from \$ _____ to \$ _____ per month

Service Provider: (Name of Company to whom Salary Reduction is remitted):

Name: _____ Address: _____

Telephone Number: _____

Terminate Salary Reduction(s)

Discontinue my Salary Reduction with the following Service Provider(s): 1) _____

2) _____

Terminate ALL Salary Reductions

Please check the appropriate number of deductions to be taken per calendar year:

10 Deductions 11 Deductions 12 Deductions

Agreement: The above named Employee agrees to modify his/her salary schedule as indicated above. District/County agrees to contribute this amount on the Employee's behalf. It is intended that the requirements of all applicable State or Federal tax rules and regulations will be met. The Employee understand and agrees to the following: 1) this Salary Reduction Agreement is legally binding and irrevocable with respect to amounts paid or available while this agreement is in effect; 2) this Salary Reduction Agreement may be terminated at any time with respect to amounts not yet paid or available, and that a termination request is permanent and remains in effect until a New Salary Reduction Agreement is submitted; and 3) this Salary Reduction Agreement may be changed with respect to amounts not yet paid or available in accordance with the Employers administration procedures.

Employee's Signature _____

Date _____

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

SIERRA-PLUMAS CLASSIFIED EMPLOYEES' ASSOCIATION (S-PCEA)

MOBILE/CELLULAR TELEPHONE REIMBURSEMENT

Effective July 1, 2013

The District/County will reimburse eligible Employees a telephone allowance of \$25.00 per month for personal cellular telephone expense when it is necessary for the Employee to consistently use the communication device to perform the duties and assignments of his/her position. The telephone allowance is considered taxable income for the Employee. (Article 26)

EMPLOYEE (Print Name)

I hereby attest that I use my personal mobile/cellular telephone as a communication device in the performance of duties as a (job title) _____ for the Employer, Sierra-Plumas Joint Unified School District (S-PJUSD) or Sierra County Office of Education (SCOE) before, after or during scheduled work hours. I understand that a \$25.00 per month reimbursement for using the device in the performance of work-related duties will be included in the monthly payroll warrants as taxable income.

Furthermore, I agree that if I stop using my personal mobile/cellular telephone in the performance of work-related duties, I will contact the S-PJUSD or SCOE business office and allowance/reimbursement for such usage will cease immediately.

Any change of telephone number or contact information will be reported to the S-PJUSD or SCOE business office immediately.

Employee's Signature

Date

Cell/Mobile Telephone Number: _____

403(b) SALARY REDUCTION AGREEMENT FORM (SRA) For Tax Sheltered Annuities and Custodial Accounts

- Please supply the information requested below.
- Read all agreements on this form before submitting.
- Fields having an asterisk notation are required.

403(b)

IMPORTANT NOTICE: Before You Sign, Read All Information on this form:

A Tax Sheltered Annuity ("TSA") is an investment account that is set aside for your retirement (only), and is paid for with "pre-tax" dollars. A Custodial Account ("CA") is the group or individual custodial account or accounts, established for each Employee, by the Employer, or by each Employee individually, to hold assets of the Plan. Unless utilizing the catch-up provisions, your Maximum Allowable Contribution ("MAC") cannot exceed \$18,000 (\$24,000 if age 50 or over). Both TSA & CA receive tax deferred treatment.

Part 1: Employee Information

Please check here if you have contributed to another 403(b) or 401(k) plan with another employer this calendar year. If so, please provide the amount of the year-to-date contributions you have made to the other employer's plan: \$ _____ and the name of the other employer: _____

* Social Security Number: _____ * First Name: _____ MI: _____ * Last Name: _____

* Address: _____

* City: _____ * State: _____ * Zip: _____

* Date of Birth: _____ * Phone: _____ * Email address: _____

Part 2: Employer Information

* Full Organization Name, City and State: _____ * Date of Hire: (mm/dd/yyyy) _____

Part 3: Contribution Information

OPTION 1: Recurring Contributions

WARNING!!! Any new recurring contributions will supercede all current recurring contributions to your employer's 403(b) plan administered by OMNI. If you are currently contributing to multiple service providers under your employer's 403(b) plan, please be sure to list all contributions you wish to continue. Any active 403(b) contributions found in our records, but not listed below **WILL BE DISCONTINUED**.

Also, a contribution may be discontinued by listing it below with an amount of zero.

Please withhold funds from my pay for the following 403(b) contributions until further notice:

Plan Type	Service Provider	Account #	Effective Date	Amount Per Pay
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	_____	_____	_____	_____
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	_____	_____	_____	_____
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	_____	_____	_____	_____
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	_____	_____	_____	_____
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	_____	_____	_____	_____

Please check here if you are NOT a full-time employee

OPTION 2: One-Time Contributions (Elective Contributions Only)

Plan Type	Service Provider	Account #	Effective Date	Amount
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	_____	_____	_____	_____
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	_____	_____	_____	_____
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	_____	_____	_____	_____
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	_____	_____	_____	_____
<input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH 403(b)	_____	_____	_____	_____

After this contribution, any 403(b) recurring contributions to this service provider should be:

DISCONTINUED RESUMED

DISCONTINUED RESUMED

DISCONTINUED RESUMED

DISCONTINUED RESUMED

DISCONTINUED RESUMED

Please check here if you are NOT a full-time employee

OPTION 3: Participation Opt Out

I do not wish to participate at this time. I understand that I may participate in the future simply by filling out a new Salary Reduction Agreement form.

Part 4: Agreements and Acknowledgements

The above named Employee where applicable, agrees as follows:

1. To modify his/her salary reduction as indicated above.
2. That his/her Employer transfers the above stated funds on Employee's behalf to OMNI for remittance to the selected Service Provider(s).
3. This SRA is legally binding and irrevocable with respect to amounts paid.
4. This SRA may be changed with respect to amounts not yet paid.
5. This SRA may be terminated at any time for amounts not yet paid or available, and that a termination request is permanent and remains in effect until a new SRA is submitted.
6. (a) That OMNI does not choose the annuity contract or custodial account in which your contributions are invested.
(b) OMNI does not endorse any authorized Service Provider, nor is it responsible for any investments.
(c) OMNI makes no representation regarding the advisability, appropriateness, or tax consequences of the purchase of the TSA and/or CA described herein.
(d) (i) OMNI shall not have any liability whatsoever for any and all losses suffered by Employee with regard to his/her selection of the TSA and/or CA, its terms, the selection of any service provider, the financial condition, operation of or benefits provided by said service provider, or his/her selection and purchase of shares by any service provider. Nothing herein shall affect the terms of employment between Employer and Employee.
(ii) Employee acknowledges that Employer has made no representation to Employee regarding the advisability, appropriateness, or tax consequences of the purchase of the annuity and/or custodial account described herein.
(iii) The Employer shall not have any liability for any and all losses suffered by an Employee with regard to the selection(s) of any TSA and/or CA, any related terms and conditions, the selection of any service provider, the financial condition, operation of or benefits provided by any service provider or the selection and purchase of shares by any service provider.
7. To be responsible for setting up and signing the legal documents necessary to establish a TSA or CA.
8. To be responsible for naming a death beneficiary under their TSA or CA. This is normally done at the time the contract or account is established. Beneficiary designations should be reviewed periodically.
9. When provided all required information in a timely manner, OMNI is responsible for determining that salary reductions do not exceed the allowable contribution limits under applicable law, and will complete MAC calculations as required by law.
10. To contact OMNI and complete the appropriate OMNI forms for any requests for distributions, loans, hardship withdrawals, account exchanges plan-to-plan transfers or rollover contributions. Processing fees for the foregoing transactions may apply.
11. This SRA is subject to the terms of the Services Agreement between OMNI and Employer, and to the Information Sharing Agreement between OMNI and the Service Providers.
12. This agreement supercedes all prior salary reduction agreements and shall automatically terminate if Employee's employment is terminated.

Part 5: Employee Signature (Mandatory)

I certify that I have read this complete agreement and that my requested salary reduction(s), if in excess of my base limit, represent(s) my wish to utilize any catch-up provisions for which I may be eligible. I further certify that my salary reductions do not exceed contribution limits as determined by applicable law. I understand my responsibilities as an Employee under this Program, and I request that Employer take the action specified in this agreement. I understand that all rights under the TSA or CA established by me under the Plan are enforceable solely by my beneficiary, my authorized representative or me.

Employee Signature: _____ Date: _____

Part 6: Acknowledgement and Representation of Sales Agent/Representative (Not Required to Submit SRA)

I agree to comply with all pertinent written directives regarding the solicitation of Employee. In the event I provide OMNI with an Employee's date of birth ("DOB"), I acknowledge and agree that I must provide accurate information based on documentation provided to me by the Employee. Furthermore, I understand that any DOB information I provide to OMNI is utilized by OMNI to calculate the Employee's Maximum Allowable Contribution limits, which must be accurate to keep the Employer's plan in compliance with IRS regulations. All indemnification or other responsibility for a claim or demand arising from an error in employee DOB I provide will be governed by the Information Sharing Agreement between my employer and OMNI.

Sales Agent/Representative Name: _____ Phone: _____

Email: _____

Signature: _____ Date: _____

I wish the above named agent to be copied on all e-mail communications sent to the plan participant, including certificate(s) of approval, which may be associated with this transaction.

Part 7: Employer Acknowledgement (If Applicable)

Salary: _____ # of TSA/CA Pay Periods: _____ Effective Payroll Date: _____

Employer Name & Title: _____

Employer Signature: _____ Date: _____

Please return this agreement to The OMNI Group, unless otherwise advised by your employer:

The OMNI Group
Water Tower Park • 1099 Jay Street, Building F • Rochester, NY 14611
Toll Free: (877) 544-OMNI ® • Fax: (585) 672-6194
Please visit our website at www.omni403b.com

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Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

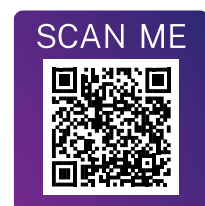
Where can I find more information?

Call **1-866-487-9243** or visit [dol.gov/fmla](https://www.dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



**SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
AND
SIERRA COUNTY SCHOOLS**

PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES

_____ Permanent
 Full Name (Last, First) Probationary
 Substitute

Classification Title: _____ School or Department: _____

Report from _____ to _____

Check only those factors which apply to employee's position.

	Excellent	Meets Standard	Needs Improvement	Unsatisfactory
QUALITY				
1. Performs duties in an acceptable manner				
2. Completes work with a minimum of errors				
3. Completes the work required in the allotted time				
WORK HABITS AND ATTITUDES				
4. Organizes work				
5. Uses good judgment in the performance of work				
6. Learns and applies new ideas, procedures, rules and techniques				
7. Demonstrates an interest in the work performed				
8. Complies with rules, regulations, and policies				
9. Accepts job responsibilities				
PUNCTUALITY				
10. Complies with assigned hours of work and appointment schedules				
DEPENDABILITY				
11. Attends to duties in the absence of supervision				
12. Follow written and oral instructions in the performance of Job duties				
RELATIONSHIPS WITH PEOPLE				
13. Works effectively with other employees				
14. Works effectively with pupils				
15. Works effectively with public				
PERSONAL APPEARANCE				
16. Dresses appropriately and maintains a neat and clean appearance				
SUPERVISORY ABILITY (Only use for employees who supervise others)				
17. Plans and directs the work of others				

SAFETY				
18. Maintains a clean and safe work area				
19. Complies with appropriate safety standards and rules				
ADDITIONAL FACTORS				
20. Factors not specifically considered above (Please Identify)				
OVERALL WORK PERFORMANCE				

Commendations and Recommendations:

Signature of Evaluator

Title

Date

Signature of Employee

Title

Date

It is understood that, in signing the Performance Evaluation Form, the employee acknowledges having seen and discussed the report.

CRITERIA FOR PERFORMANCE APPRAISAL

1= EXCELLENT

Results generally exceeded expectations. Obstacles to the achievement of objectives were overcome while at the same time good working relationships with subordinates, peers, and superiors were developed or enhanced. All position requirements were met and all objectives were achieved above the standards established.

2= MEETS STANDARD

All position responsibilities were met and planned objectives were accomplished within the established standards. Any minor areas where performance should have been better were counterbalanced by superior accomplishments such that the overall job met expectations. There were no critical areas where accomplishments were less than planned.

3= NEEDS IMPROVEMENT

Performance in one or more critical areas does not meet expectations. Not all planned objectives were accomplished within the established standards, and some position responsibilities were not completely met. Development activities will be implemented to ensure that performance improves to a "good" level within one year.

4= UNSATISFACTORY

Performance is unacceptable. Position responsibilities are not being met and important objectives have not been accomplished even with close supervision and guidance. Specific, detailed performance improvement plans must be written and progress will be reviewed with the employee-at least every thirty (30) days. The employee must achieve "marginal" or above performance within an agreed upon time (usually 90 to 120 days) or reassignment or termination of employment will result.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT USD
CLASSIFIED SALARY SCHEDULE 7-1-2023

RANGE	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	1	2	3	4	5	6	7	8	9	Yr 10	Yr 15	Yr 20	Yr 25	Yr 30
		3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	5.00%	5.00%	5.00%	5.00%	10.00%
1		\$ 16.53	\$ 16.77	\$ 17.28	\$ 17.79	\$ 18.33	\$ 18.88	\$ 19.44	\$ 20.03	\$ 21.03	\$ 22.08	\$ 23.18	\$ 24.34	\$ 26.78
2		\$ 16.78	\$ 17.02	\$ 17.54	\$ 18.06	\$ 18.60	\$ 19.16	\$ 19.74	\$ 20.33	\$ 21.34	\$ 22.41	\$ 23.53	\$ 24.71	\$ 27.18
3		\$ 17.03	\$ 17.28	\$ 17.80	\$ 18.33	\$ 18.88	\$ 19.45	\$ 20.03	\$ 20.63	\$ 21.66	\$ 22.75	\$ 23.89	\$ 25.08	\$ 27.59
4	\$ 16.53	\$ 17.03	\$ 17.54	\$ 18.07	\$ 18.61	\$ 19.17	\$ 19.74	\$ 20.33	\$ 20.94	\$ 21.99	\$ 23.09	\$ 24.24	\$ 25.46	\$ 28.00
5	\$ 16.78	\$ 17.28	\$ 17.80	\$ 18.34	\$ 18.89	\$ 19.45	\$ 20.04	\$ 20.64	\$ 21.26	\$ 22.32	\$ 23.44	\$ 24.61	\$ 25.84	\$ 28.42
6	\$ 17.03	\$ 17.54	\$ 18.07	\$ 18.61	\$ 19.17	\$ 19.74	\$ 20.34	\$ 20.95	\$ 21.58	\$ 22.65	\$ 23.79	\$ 24.98	\$ 26.23	\$ 28.85
7	\$ 17.29	\$ 17.81	\$ 18.34	\$ 18.89	\$ 19.46	\$ 20.04	\$ 20.64	\$ 21.26	\$ 21.90	\$ 22.99	\$ 24.14	\$ 25.35	\$ 26.62	\$ 29.28
8	\$ 17.55	\$ 18.07	\$ 18.62	\$ 19.17	\$ 19.75	\$ 20.34	\$ 20.95	\$ 21.58	\$ 22.23	\$ 23.34	\$ 24.51	\$ 25.73	\$ 27.02	\$ 29.72
9	\$ 17.81	\$ 18.34	\$ 18.89	\$ 19.46	\$ 20.05	\$ 20.65	\$ 21.27	\$ 21.90	\$ 22.56	\$ 23.69	\$ 24.87	\$ 26.12	\$ 27.42	\$ 30.17
10	\$ 18.08	\$ 18.62	\$ 19.18	\$ 19.75	\$ 20.35	\$ 20.96	\$ 21.58	\$ 22.23	\$ 22.90	\$ 24.04	\$ 25.25	\$ 26.51	\$ 27.83	\$ 30.62
11	\$ 18.35	\$ 18.90	\$ 19.47	\$ 20.05	\$ 20.65	\$ 21.27	\$ 21.91	\$ 22.57	\$ 23.24	\$ 24.41	\$ 25.63	\$ 26.91	\$ 28.25	\$ 31.08
12	\$ 18.62	\$ 19.18	\$ 19.76	\$ 20.35	\$ 20.96	\$ 21.59	\$ 22.24	\$ 22.90	\$ 23.59	\$ 24.77	\$ 26.01	\$ 27.31	\$ 28.68	\$ 31.54
13	\$ 18.90	\$ 19.47	\$ 20.05	\$ 20.66	\$ 21.28	\$ 21.91	\$ 22.57	\$ 23.25	\$ 23.95	\$ 25.14	\$ 26.40	\$ 27.72	\$ 29.11	\$ 32.02
14	\$ 19.19	\$ 19.76	\$ 20.35	\$ 20.97	\$ 21.59	\$ 22.24	\$ 22.91	\$ 23.60	\$ 24.30	\$ 25.52	\$ 26.80	\$ 28.14	\$ 29.54	\$ 32.50
15	\$ 19.47	\$ 20.06	\$ 20.66	\$ 21.28	\$ 21.92	\$ 22.58	\$ 23.25	\$ 23.95	\$ 24.67	\$ 25.90	\$ 27.20	\$ 28.56	\$ 29.99	\$ 32.98
16	\$ 19.77	\$ 20.36	\$ 20.97	\$ 21.60	\$ 22.25	\$ 22.91	\$ 23.60	\$ 24.31	\$ 25.04	\$ 26.29	\$ 27.61	\$ 28.99	\$ 30.44	\$ 33.48
17	\$ 20.06	\$ 20.66	\$ 21.28	\$ 21.92	\$ 22.58	\$ 23.26	\$ 23.96	\$ 24.67	\$ 25.41	\$ 26.69	\$ 28.02	\$ 29.42	\$ 30.89	\$ 33.98
18	\$ 20.36	\$ 20.97	\$ 21.60	\$ 22.25	\$ 22.92	\$ 23.61	\$ 24.32	\$ 25.04	\$ 25.80	\$ 27.09	\$ 28.44	\$ 29.86	\$ 31.36	\$ 34.49
19	\$ 20.67	\$ 21.29	\$ 21.93	\$ 22.59	\$ 23.26	\$ 23.96	\$ 24.68	\$ 25.42	\$ 26.18	\$ 27.49	\$ 28.87	\$ 30.31	\$ 31.83	\$ 35.01
20	\$ 20.98	\$ 21.61	\$ 22.26	\$ 22.92	\$ 23.61	\$ 24.32	\$ 25.05	\$ 25.80	\$ 26.58	\$ 27.90	\$ 29.30	\$ 30.76	\$ 32.30	\$ 35.53
21	\$ 21.29	\$ 21.93	\$ 22.59	\$ 23.27	\$ 23.97	\$ 24.69	\$ 25.43	\$ 26.19	\$ 26.97	\$ 28.32	\$ 29.74	\$ 31.23	\$ 32.79	\$ 36.07
22	\$ 21.61	\$ 22.26	\$ 22.93	\$ 23.62	\$ 24.33	\$ 25.06	\$ 25.81	\$ 26.58	\$ 27.38	\$ 28.75	\$ 30.19	\$ 31.69	\$ 33.28	\$ 36.61
23	\$ 21.94	\$ 22.60	\$ 23.27	\$ 23.97	\$ 24.69	\$ 25.43	\$ 26.19	\$ 26.98	\$ 27.79	\$ 29.18	\$ 30.64	\$ 32.17	\$ 33.78	\$ 37.16
24	\$ 22.27	\$ 22.93	\$ 23.62	\$ 24.33	\$ 25.06	\$ 25.81	\$ 26.59	\$ 27.38	\$ 28.21	\$ 29.62	\$ 31.10	\$ 32.65	\$ 34.29	\$ 37.71
25	\$ 22.60	\$ 23.28	\$ 23.98	\$ 24.70	\$ 25.44	\$ 26.20	\$ 26.99	\$ 27.80	\$ 28.63	\$ 30.06	\$ 31.56	\$ 33.14	\$ 34.80	\$ 38.28
26	\$ 22.94	\$ 23.63	\$ 24.34	\$ 25.07	\$ 25.82	\$ 26.59	\$ 27.39	\$ 28.21	\$ 29.06	\$ 30.51	\$ 32.04	\$ 33.64	\$ 35.32	\$ 38.85
27	\$ 23.28	\$ 23.98	\$ 24.70	\$ 25.44	\$ 26.21	\$ 26.99	\$ 27.80	\$ 28.64	\$ 29.49	\$ 30.97	\$ 32.52	\$ 34.14	\$ 35.85	\$ 39.44
28	\$ 23.63	\$ 24.34	\$ 25.07	\$ 25.82	\$ 26.60	\$ 27.40	\$ 28.22	\$ 29.07	\$ 29.94	\$ 31.43	\$ 33.01	\$ 34.66	\$ 36.39	\$ 40.03
29	\$ 23.99	\$ 24.71	\$ 25.45	\$ 26.21	\$ 27.00	\$ 27.81	\$ 28.64	\$ 29.50	\$ 30.39	\$ 31.91	\$ 33.50	\$ 35.18	\$ 36.93	\$ 40.63
30	\$ 24.35	\$ 25.08	\$ 25.83	\$ 26.60	\$ 27.40	\$ 28.22	\$ 29.07	\$ 29.94	\$ 30.84	\$ 32.38	\$ 34.00	\$ 35.70	\$ 37.49	\$ 41.24
DIRECTOR	\$ 47.87	\$ 50.03	\$ 51.53	\$ 53.08	\$ 54.67	\$ 56.31	\$ 58.00	\$ 59.74	\$ 61.53	\$ 64.61	\$ 67.84	\$ 71.23	\$ 74.79	\$ 82.27
TECH SPEC.	\$ 27.10	\$ 28.32	\$ 29.59	\$ 30.48	\$ 31.40	\$ 32.34	\$ 33.31	\$ 34.31	\$ 35.34	\$ 37.10	\$ 38.96	\$ 40.91	\$ 42.95	\$ 47.25
EXECUTIVE ASSIST	\$ 26.46	\$ 27.25	\$ 28.07	\$ 28.91	\$ 29.78	\$ 30.67	\$ 31.59	\$ 32.54	\$ 33.52	\$ 35.19	\$ 36.95	\$ 38.80	\$ 40.74	\$ 44.81

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE

JOB CLASSIFICATION	RANGE
Academic Advisor/Career Tech	18
Administrative Assistant	22
Behavior Attendent	1
Bilingual Parent Liaison/ELPAC Coord	14
Bus Driver	29
Cafeteria Work	1
Cashier	1
Classroom Specialist	27
Clerk Typist	1
Cook I	9
Custodian	11
Educational Research Technician	21
Expanded Learning Opportunity Program (ELO-P) Aide	15 Board Approved 2/13/2024
Expanded Learning Opportunity Program (ELO-P) Instructor	22 Board Approved 2/13/2024
Foster Youth Services Coordinator	22
Garden Technician	4
Instructional Aide	2
Instructional Aide (SH)	5
Library Aide	5
Maintenance Custodian	16
Noon Supervisor	1
Plant Maintenance	23
Safety Aide	1 Board Approved 8/8/2023
School Community Outreach Worker	30 Proposed 12/17/2024
School Secretary - Adult Education	14
School Secretary - LES	12
School Secretary - LHS/DVL	14
School Services Liaison	14 Board Approved 7/11/2023
Speech/Language Aide	20
Transportation Aide	1
Transportation Clerk	4
Workability Aide	1
Workability Coordinator	14

SIERRA COUNTY SUPERINTENDENT OF SCHOOLS
SIERRA COUNTY BOARD OF EDUCATION AND
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD
TENTATIVE AGREEMENT
SIERRA-PLUMAS CLASSIFIED EMPLOYEES ASSOCIATION (S-PCEA)

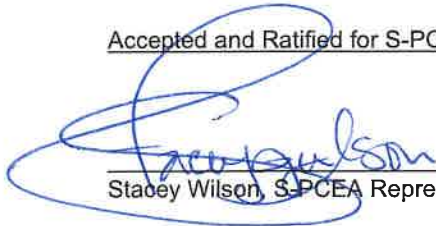
1. Professional Development Stipends

a. The Parties agree to the following Professional Development Module Stipend list. These stipends are for the 2024-2025 and 2025-2026 years. Any additional years will be based on funding availability.

- Module 1: Behavior: 645 minutes (\$550)**
- Module 4: Paraeducator Basics: 615 minutes (\$525)**
- Module 15: General Behavior Supports and Autism Specific Behaviors: 555 minutes (\$475)**
- Module 6: Early Childhood: 240 minutes (\$200)**
- Module 7: Supporting Instruction – Reading, Writing, and Dyslexia: 585 minutes (\$500)**
- Module 8: Instructional Support – General (Part 1): 600 minutes (\$500)**
- Module 9: Supporting Instruction – Math (Part 3): 450 minutes (\$375)**
- Module 10: Supporting Instruction – Math (Part 5): 285 minutes (\$250)**
- Module 13: Mental Health, Social-Emotional Learning, and Trauma: 260 minutes (\$225)**
- Module 14: Data and Assessments, Speech, and Language: 300 minutes (\$250)**
- Module 6: Vision, Hearing, and Transition: 540 minutes (\$450)**
- Module 12: Special Education Classroom Support (Part 1): 525 minutes (\$450)**
- Module 12: Special Education Classroom Support (Part 2): 540 minutes (\$450)**

The employers propose that in mutual agreement with Sierra County Superintendent, Sierra County Board of Education, and Sierra-Plumas Joint Unified Governing Board and Sierra-Plumas Classified Employees Association that negotiations will remain open for the 2024-2025 for Salary and Benefits negotiations.

Accepted and Ratified for S-PCEA Employees


Stacey Wilson, S-PCEA Representative 2/6/25
Date

Accepted and Ratified for the Employer

Sean Snider Date
Superintendent, Sierra-Plumas Joint Unified School District

Accepted and Ratified for the Employer

James Berardi,
Superintendent, Sierra County Office of Education



Monitoring Goals, Actions, and Resources for the 2024-25 Local Control and Accountability Plan (LCAP)

This template is intended for internal monitoring purposes only. The 2024-25 LCAP template and instructions should be consulted when completing required documents.

(6) (A) The superintendent of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents on or before February 28 of each year at a regularly scheduled meeting of the governing board of the school district. (B) The report shall include both of the following: (i) All available midyear outcome data related to metrics identified in the current year's local control and accountability plan. (ii) All available midyear expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Sierra-Plumas Joint Unified School District / Sierra County Office of Education	Sean Snider District Superintendent	ssnider@spjUSD.org 530-993-1660

Goal 1

Goal Description

Academics: All students will show growth toward meeting or exceeding state standards in all academic subject areas, with more growth for students or subgroups performing below standard in order to close achievement gaps.

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
1.1	Dashboard Local Indicator: Teachers Fully Credentialed and Appropriately Assigned	All teachers fully credentialed or Necessary Small School exempted and 2 missassignments			All teachers fully credentialed or Necessary Small School exempted and 2 missassignments	All teachers fully credentialed and properly assigned
1.2	Dashboard Local Indicator: Standards-aligned Instructional Materials for Every Student	All students have their own copies of standards-aligned instructional materials			All students have their own copies of standards-aligned instructional materials	All students have their own copies of standards-aligned instructional materials
1.3	Dashboard Local Indicator: School Facilities in "Good Repair"	All facilities rated "Good" or better on FIT			Facilities Inspection Tool (FIT) reports will be completed as part of the Facilities Needs Assessment process this Spring.	All facilities rated "Good" or better on FIT
1.4	Implementation of State Standards for all students including access to English Language Development (ELD) standards for English Learners	Full implementation of State Standards for all students with designated and integrated ELD being provided for EL's to access the ELD standards			Full implementation of State Standards for all students with designated and integrated ELD being provided for EL's to access the ELD standards	Full implementation of CCSS for all students with designated and integrated ELD being provided for EL's to access the ELD standards
1.5	State Test Achievement Data (CAASPP) for English Language Arts (ELA)	Spring 2023 Results: State of California: 46.6% Met or Exceeded SPJUSD: 32.5% Met or Exceeded 31.8% of 3rd grade met or exceeded standard			Spring 2024 Results: State of California: 47.04% Met or Exceeded SPJUSD: 32.97% Met or Exceeded 42.85% of 3rd grade met or exceeded standard	Spring 2026 Target Outcomes: To be at or above the State Average: SPJUSD: 46.6% met or Exceeded 43% of 3rd grade met or exceeded 43.7% of 4th grade met or exceeded

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
		33.3% of 4th grade met or exceeded standard 21.9% of 5th grade met or exceeded standard 28.6% of 6th grade met or exceeded standard 29.2% of 7th grade met or exceeded standard 40.6% of 8th grade met or exceeded standard 40.7% of 11th grade met or exceeded standard Subgroup % Met or Exceeded Standard: "All Students"- 32.5% "Homeless"- 13.05% "Students with Disabilities"- 10% "Socioeconomically Disadvantaged"- 18.8%			33.33% of 4th grade met or exceeded standard 27.27% of 5th grade met or exceeded standard 16.67% of 6th grade met or exceeded standard 40.91% of 7th grade met or exceeded standard 26.92% of 8th grade met or exceeded standard 52.63% of 11th grade met or exceeded standard Subgroup % Met or Exceeded Standard: "All Students"- 32.97% "Homeless"- 15.38% "Students with Disabilities"- 16.13% "Socioeconomically Disadvantaged"- 24.39%	46.7% of 5th grade met or exceeded 44.2% of 6th grade met or exceeded 47.4% of 7th grade met or exceeded 50.6% of 8th grade met or exceeded 50.7% of 11th grade met or exceeded Subgroup % Met or Exceeded Standard: "All Students"- 46.6% "Homeless"- 34.05% "Students with Disabilities"- 31% "Socioeconomically Disadvantaged"- 39.8%
1.6	State Test Achievement Data (CAASPP) for Math	Spring 2023 Results: State of California: 34.6% Met or Exceeded SPJUSD: 34.2% Met or Exceeded 36.4% of 3rd grade met or exceeded standard 50% of 4th grade met or exceeded standard			Spring 2024 Results: State of California: 35.54% Met or Exceeded SPJUSD: 31.11% Met or Exceeded 42.86% of 3rd grade met or exceeded standard 43.48% of 4th grade met or exceeded standard	Spring 2026 Target Outcomes: To be at or above the State Average: SPJUSD: 43.2% Met or Exceeded 45.4% of 3rd grade met or exceeded 59% of 4th grade met or exceeded 33.4% of 5th grade met or exceeded

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
		19.4% of 5th grade met or exceeded standard 33.3% of 6th grade met or exceeded standard 25% of 7th grade met or exceeded standard 39.4% of 8th grade met or exceeded standard 30.8% of 11th grade met or exceeded standard Subgroup % Met or Exceeded Standard: "All Students"- 34.2% "Homeless"- 18.1% "Students with Disabilities"- 16.7% "Socioeconomically Disadvantaged"- 22.9%			27.27% of 5th grade met or exceeded standard 17.24% of 6th grade met or exceeded standard 27.28% of 7th grade met or exceeded standard 38.46% of 8th grade met or exceeded standard 21.06% of 11th grade met or exceeded standard Subgroup % Met or Exceeded Standard: "All Students"- 31.11% "Homeless"- 35.72% "Students with Disabilities"- 12.91% "Socioeconomically Disadvantaged"- 16.66%	42.3% of 6th grade met or exceeded 34% of 7th grade met or exceeded 48.4% of 8th grade met or exceeded 39.8% of 11th grade met or exceeded Subgroup % Met or Exceeded Standard: "All Students"- 43.2% "Homeless"- 39.1% "Students with Disabilities"- 37.7% "Socioeconomically Disadvantaged"- 43.9%
1.7	English Learner Progress - ELPAC	2023 Summative ELPAC: 7% Level 1: Beginning to develop: 29% Level 2: Somewhat developed: 50% Level 3: Moderately developed: 14% Level 4: Well Developed:			2024 Summative ELPAC: 28.57% Level 1: Beginning to develop: 33.33% Level 2: Somewhat developed: 28.57% Level 3: Moderately developed: 9.52% Level 4: Well Developed:	2026 Summative ELPAC Target Outcomes: 7% Level 1: Beginning to develop: 29% Level 2: Somewhat developed: 50% Level 3: Moderately developed: 14% Level 4: Well Developed:
1.8	English Learner Reclassification Rate	2022-2023: 15.8% of English learners reclassified			2023-2024:	2025-2026 Target Outcome:

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
		as fluent English Proficient			16.66% of English learners reclassified as fluent English	24.8% of English learners reclassified as fluent English Proficient
1.9	% of Students Successfully Completing UC and CSU A-G Requirements	Class of 2023: 58.6% of SPJUSD high school graduates met A-G requirements			Class of 2024: 40% of SPJUSD high school graduates met A-G requirements	Class of 2026 Target Outcome: 67.7% of SPJUSD high school graduates met A-G requirements
1.10	% of students who have successfully completed Career Technical Education (CTE) pathways	Class of 2023: 17.2% of SPJUSD graduates were CTE pathway completers			Class of 2024: 43.3% of SPJUSD graduates were CTE pathway completers	Class of 2026 Target Outcome: 47.2% of SPJUSD graduates will be CTE pathway completers
1.11	% of students who pass AP exams with a score of 3 or higher	Spring 2023 Results: 30.7% of students who took an AP exam had a passing score of 3 or higher			Spring 2024 Results: 43% of students who took an AP exam had a passing score of 3 or higher	Spring 2026 Target Outcome: 45% of students who take an AP exam will have a passing score of 3 or higher
1.12	High School Graduation Rate	Class of 2023: (4 Year Cohort Rate) 96.6%			Class of 2024: (4 Year Cohort Rate) 86.7%	Class of 2026 Target Outcome: (4 Year Cohort Rate) 100%
1.13	High School Dropout Rate	Class of 2023: (4 Year Cohort Rate) 3.4%			Class of 2024: (4 Year Cohort Rate) 13.3%	Class of 2026 Target Outcome: (4 Year Cohort Rate) 0%
1.14	Middle School Dropout Rate	2022-2023: 0%			2023-2024: 0%	2025-2026 Target Outcome: 0%

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
1.15	% of graduates who earn "Prepared" on the CA Dashboard College/Career Indicator	2023 Dashboard: 58.6% of students "Prepared"			2024 Dashboard: 43.3% of students "Prepared"	2026 Dashboard Target Outcome: 67.6% of students "Prepared"
1.16	College Going Rate	2021-2022 (Most Recent Data) 64.5% of 2022 high school graduates enrolled in college			2023-2024 60% of 2024 high school graduates enrolled in college	2024-2025 Target Outcome: 73.5% of 2025 high school graduates will enroll in college
1.17	Dashboard Local Indicator: Provide Professional Learning for Teaching to Current State Standards and Adopted Curriculum	2024-25 Local Indicator Self-Reflection Tool ELA- Rating of 4 (Full Implementation) ELD- Rating of 3 (Initial Implementation) Math- Rating of 3 (Initial Implementation) Science- Rating of 4 (Full Implementation) Social Studies- Rating of 4 (Full Implementation)			Local Indicator Self-Reflection Tools will be completed this Spring.	2027-28 Local Indicator Self-Reflection Tool ELA- Rating of 5 (Full Implementation and Sustainability) ELD- Rating of 5 (Full Implementation and Sustainability) Math- Rating of 5 (Full Implementation and Sustainability) Science- Rating of 5 (Full Implementation and Sustainability) Social Studies- Rating of 5 (Full Implementation and Sustainability)

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.1	MTSS Continue the Multi-tiered System of Supports (MTSS) that is data driven throughout the district to address the needs of all students by aligning district initiatives, supports, programs, and resources to improve student outcomes, using intervention teacher and STAR benchmark reports district wide.	No	Ongoing Implementation	MTSS in full-swing	The intervention teacher drives the overall MTSS program, and has a highly structured timeline of events and a detailed plan for assessment and intervention.	\$2,500.00	\$0
1.2	Academic Curriculum / Support Purchase and implement online learning platform to enhance curricular options including credit recovery, AP, elective options, and interventions.	Yes	Fully Implemented	Peak / FUEL ED and UC Scout online learning platforms purchased and in use		\$70,000.00	\$34,487
1.3	Instructional technology to support ELA/Math Purchase Moby Max technology to support ELA and Math instruction.	Yes	Fully Implemented	Moby Max Renewal comes due in the Spring.		\$4,000.00	\$0
1.4	After School Tutoring Fund credentialed teachers for after school tutoring for all students in grades 1-12 in all core courses at all school sites.	No	Ongoing Implementation	After School Tutoring is being offered or will be offered at all school sites.		\$10,000.00	\$5,996

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.5	Summer School Fund credentialed teachers for summer school for grades 1-12 in all core courses at all school sites.	No	Planned	Summer School implemented June-August 2024 and planned for June-August 2025.		\$5,000.00	\$5,085
1.6	Support for English Learner students Bilingual Aide to support EL students.	Yes	Ongoing Implementation	Bilingual aide position is currently vacant, but was in place until December.		\$57,000.00	\$21,941
1.7	Support for English Learner students English language development (ELD) supplementary materials: additional academic materials to assist English learners with their English language development	Yes	Ongoing Implementation	ELD supplementary materials in use and purchase of additional ELD supplementary materials is planned.		\$2,000.00	\$794
1.8	Student assessment to monitor progress Renaissance Learning's STAR program used to assess student outcomes and performance to support class placement decisions.	Yes	Ongoing Implementation	Renaissance STAR Reading and STAR Math purchased and in use		\$9,000.00	\$8,893
1.10	Professional Development The District continues to fund professional development to support teachers, administrators, and other support staff with	No	Ongoing Implementation	Year-long literacy professional development series is underway.		\$45,000.00	\$19,721

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	continuous improvement in academic, social-emotional, behavioral, and all other areas. This happens through a combination of bringing experts into the district for preservice days or Early Release Wednesdays, as well as through supporting teachers to attend professional development workshops outside the district based on our goals.						
1.11	Intervention Teacher Provide an intervention teacher to support the academic needs of at-risk students.	No	Ongoing Implementation	Intervention teacher position in place.		\$105,000.00	\$45,765
1.12	Technology to Support Instruction Purchase additional chromebooks to ensure all unduplicated pupils have access to a device.	Yes	Partially Implemented	Chromebook purchase planned for this Spring.		\$10,000.00	\$0
1.13	Instructional Aides Provide instructional aides to support student academic growth.	Yes	Ongoing Implementation	Instructional aide positions in place.		\$158,000.00	\$125,794
1.14	Refine and Expand CTE Pathways	No	Ongoing Implementation	Additional / alternative CTE courses are being		\$0.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	Continue to refine and expand CTE pathway opportunities for students in order to continually increase the percentage of pathway CTE completers each year.			discussed and considered.			
1.15	CTE Courses A-G Approved Work to ensure all CTE pathway courses are A-G approved.	No	Fully Implemented	CTE courses not currently approved for A-G are under review.		\$0.00	\$0
1.16	Increase number of students meeting all A-G requirements Review all high school courses to identify any that are not currently A-G approved. Work with teachers to refine the syllabus and then submit courses for A-G approval.	No	Fully Implemented	All high school courses are under review and discussion for A-G submission if not already approved.		\$0.00	\$0
1.17	Math Textbook Adoption Preview, pilot, and purchase new instructional materials aligned to the recently state-approved Mathematics Framework for grades TK-12.	No	Planned	The math textbook adoption is planned for next school year.		\$105,000.00	\$0
1.18	Special Education Curriculum Special education curriculum aligned with CA State Standards and the general education curriculum (SCOE LCFF)	No	Planned	Some curriculum has been purchased, with additional materials under consideration.		\$2,500.00	\$755

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.19	Dashboard Local Indicators Self-Reflection Complete the Dashboard Local Performance Indicator Self-Reflection annually.	No	Planned	Dashboard Local Indicators are completed in the Spring each year.		\$0.00	\$0
1.20	Facilities Inspection Tool (FIT) Reports Perform an annual inspection of facilities through the Facilities Inspection Tool (FIT).	No	Planned	Facilities Inspection Tool (FIT) reports will be completed as part of the Facilities Needs Assessment process this Spring.		\$0.00	\$0
1.21	LCFF Supplemental Site Allocations LCFF Supplemental funding allocations to each school for site-specific unduplicated pupil support.	Yes	Ongoing Implementation	Principals are in the process of working with Site Councils to determine the best use of these funds to improve student outcomes related to Dashboard metrics.		\$8,000.00	\$0
1.22	AP Summer Institute Provide funding for teachers to attend AP Summer Institute for AP courses taught in an effort to increase the AP pass rate.	No	Planned	AP Summer Institute attended in summer 2024 and also planned for summer 2025.		\$5,000.00	\$775

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
1.23	Targeted ELA Support for Homeless Subgroup Increase achievement in English Language Arts for the "Homeless" student subgroup through targeted support with the intervention teacher and instructional aides.	No	Ongoing Implementation	Intervention teacher and instructional aides providing targeted support in English Language Arts for the "Homeless" student subgroup.		\$0.00	\$0

Goal 2

Goal Description

School Culture & Climate: All students will show an increase in positive school engagement and connectedness with staff, other students, and the community as a whole, including demonstrating improvement in social/emotional wellness and physical health.

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
2.1	Chronic Absenteeism Rate	2022-2023 School Year: 17% of students who were Chronically Absent "All Students"- 17% "Homeless"- 26.5% "Socioeconomically Disadvantaged"- 23.4% "Students with Disabilities"- 25.9% "Hispanic"- 20.4% "White"- 15.2%			2023-2024 School Year: 27.3% of students who were Chronically Absent "All Students"- 27.3% "Homeless"- 36.8% "Socioeconomically Disadvantaged"- 30.9% "Students with Disabilities"- 38.3% "Hispanic"- 23.9% "White"- 31.5%	2025-2026 Target Outcome: % of students who were Chronically Absent "All Students"- 11% "Homeless"- 14.5% "Socioeconomically Disadvantaged"- 11.4% "Students with Disabilities"- 13.9% "Hispanic"- 8.4% "White"- 6.2%
2.2	Attendance Rate	2022-2023 School Year: 89.3% Attendance Rate			2023-2024 School Year: 88.8% Attendance Rate	2025-2026 Target Outcome: 95.3% Attendance Rate
2.3	Suspension Rate	2022-2023 School Year: 0% (This is not accurate. We are working with Power School to identify the issue). We hope to establish baseline data in the 23-24 school year.			2023-2024 School Year: 2.6%	2025-2026 Target Outcome: 0%

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
2.4	Expulsion Rate	2022-2023 School Year: 0%			2023-2024 School Year: 0%	2025-2026 Target Outcome: 0%
2.5	School Safety and Connectedness (California Healthy Kids Survey Data)	2021-2022 School Year: 5th Grade School Connectedness - 64% Students motivated academically? - 78% Caring adults at school? - 50% Feel safe at school? - 81% Called bad names or target of mean jokes- 69% Cyberbullying?- 31% 7th Grade School Connectedness - 64% Students motivated academically? - 58% Caring adults at school? - 66% Feel safe at school? - 63% Experienced any harassment or bullying?- 46% Had mean rumors or lies spread about you?- 56% Cyberbullying?- 31% 9th Grade School Connectedness - 64%			2023-2024 School Year: 5th Grade School Not administered in 2024 7th Grade School Connectedness - 54% Students motivated academically? - 56% Caring adults at school? - 65% Feel safe at school? - 67% Experienced any harassment or bullying?- 50% Had mean rumors or lies spread about you?- 78% Cyberbullying?- 50% 9th Grade School Connectedness - 42% Students motivated academically? - 38%	2025-2026 Target Outcome: 5th Grade School Connectedness - 76% Students motivated academically? - 90% Caring adults at school? - 62% Feel safe at school? - 93% Called bad names or target of mean jokes- 57% Cyberbullying?- 19% 7th Grade School Connectedness - 76% Students motivated academically? - 70% Caring adults at school? - 78% Feel safe at school? - 75% Experienced any harassment or bullying?- 34% Had mean rumors or lies spread about you?- 44% Cyberbullying?- 19% 9th Grade School Connectedness - 76% Students motivated academically? - 71%

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
		<p>Students motivated academically? - 59%</p> <p>Caring adults at school? - 47%</p> <p>Feel safe at school? - 75%</p> <p>Experienced any harassment or bullying?- 38%</p> <p>Had mean rumors or lies spread about you- 44%</p> <p>Cyberbullying?- 38%</p> <p>11th Grade School Connectedness - 66%</p> <p>Students motivated academically? - 46%</p> <p>Caring adults at school? - 64%</p> <p>Feel safe at school? - 92%</p> <p>Experienced any harassment or bullying?- 17%</p> <p>Had mean rumors or lies spread about you?- 75%</p> <p>Cyberbullying?- 67%</p>			<p>Caring adults at school? - 49%</p> <p>Feel safe at school? - 57%</p> <p>Experienced any harassment or bullying?- 38%</p> <p>Had mean rumors or lies spread about you- 36%</p> <p>Cyberbullying?- 27%</p> <p>11th Grade School Connectedness - 66%</p> <p>Students motivated academically? - 52%</p> <p>Caring adults at school? - 67%</p> <p>Feel safe at school? - 70%</p> <p>Experienced any harassment or bullying?- 20%</p> <p>Had mean rumors or lies spread about you?- 20%</p> <p>Cyberbullying?- 10%</p>	<p>Caring adults at school? - 59%</p> <p>Feel safe at school? - 87%</p> <p>Experienced any harassment or bullying?- 26%</p> <p>Had mean rumors or lies spread about you- 32%</p> <p>Cyberbullying?- 26%</p> <p>11th Grade School Connectedness - 78%</p> <p>Students motivated academically? - 58%</p> <p>Caring adults at school? - 76%</p> <p>Feel safe at school? - 100%</p> <p>Experienced any harassment or bullying?- 5%</p> <p>Had mean rumors or lies spread about you?- 63%</p> <p>Cyberbullying?- 55%</p>
2.6	Enrollment Records- Number of Foster Youth and Expelled Students	<p>2022-2023 School Year</p> <p>3 Foster Youth</p> <p>0 Expelled Youth</p>			<p>2023-2024 School Year</p> <p>7 Foster Youth</p> <p>0 Expelled Youth</p>	<p>2025-2026 Target Outcome:</p> <p>3 Foster Youth</p> <p>0 Expelled Youth</p>
2.7	Number of Counseling Hours	<p>2023-2024 School Year</p> <p>East Side 18 hours per week</p> <p>West Side 3.5 hours per week</p>			<p>2024-2025 School Year</p> <p>East Side 25 hours per week</p> <p>West Side 4 hours per week</p>	<p>2026-2027 Target Outcome:</p> <p>East Side 18 hours per week</p> <p>West Side 3.5 hours per week</p>

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
2.1	Counseling for Students District will maintain or increase the hours of our counseling services to better meet the needs of identified students.	No		Counseling through Tiny Eyes or Kelly Grock in place for all district schools.		\$130,000.00	\$86,691
2.2	Counseling for Expelled Students- COE Provide intensive counseling and rehabilitation services for expelled students.	No		We have zero expelled students.		\$2,500.00	\$0
2.3	Wellness Center for Counseling Create a wellness center for students to go for counseling services.	No		Wellness center created in a shared space. Additional work in progress for purchase of a portable classroom to house wellness center in its own space.		\$20,000.00	\$4,873
2.4	Gas Vouchers, Personal Phone Calls, and Home Visits In an effort to reduce the chronic absenteeism rate (students who miss 10% or more of the days of school for any reason) for our Students with Disabilities, Homeless students, Socioeconomically Disadvantaged	No		These resources are available to be used, if needed.		\$1,000.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	students, Hispanic students, and all Loyalton Elementary Students, provide gas cards, make personal phone calls, and/or conduct home visits to families of students who are chronically absent.						
2.5	Facility Inspection Tool (FIT) Reports Perform an annual inspection of facilities through the Facilities Inspection Tool (FIT).	No		Facilities Inspection Tool (FIT) reports will be completed as part of the Facilities Needs Assessment process this Spring.		\$0.00	\$0
2.7	Music Teacher Fund a portion of a music teacher position	Yes		Music teacher position in place		\$36,000.00	\$24,183
2.8	Art in Schools Funding to support art in the schools	Yes		Allocations to schools are in the process of being distributed.		\$8,000.00	\$0
2.9	Foster Youth Liaison / SCOE Maintain a part time Foster Youth Coordinator to support the needs of our Foster Youth with things such as routine check-ins for grades, ensuring they have the supplies they need, and attending meetings and working with other agencies to coordinate services and ensure	Yes		Foster Youth Liaison Position in place		\$5,000.00	\$2,486

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
	timely transfer of records for foster youth in the district.						
2.10	Improvements to School Facilities Continue to repair and upgrade school facilities through projects such as new roofs, new windows, new heating units, improvements to play structures and sports fields, and safety upgrades. Principals, superintendent and maintenance personnel meet periodically to review classroom and school needs to prioritize maintenance needs.	No		New roof in progress for Downieville School. Contract approved for a facilities master plan. Repairs to existing facilities ongoing.		\$300,000.00	\$80,373
2.11	Sports / Athletics Provide district support for student athletics grades TK-12.	No		District support for student athletics grades TK-12 in place.		\$80,000.00	\$41,245

Goal 3

Goal Description

Parent and Community Involvement with SPJUSD / SCOE: All families and the larger school community will have increased levels of engagement with our schools, and families will feel welcomed to be an active participant in their child's education.

Expected Annual Measurable Objectives

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
3.1	California School Parent Survey Data (Parent Engagement)	Baseline will be established with the Spring 2024 administration of the survey			2023-2024 California School Parent Survey 89 Responses (45 ES, 44 HS) % of parents that "Strongly Agree": Parent Involvement in School: 69% School encourages me to be an active participant: 40% School actively seeks input of parents: 27% School is a safe place for my child: 40% School has adults who really care about students: 44% Communication with parents about school: 38% Teachers responsive to child's social and emotional needs: 74% School treats all students with respect: 41%	2025-2026 (Data from CA School Parent Survey): 300 Responses (150 ES, 150 HS) % of parents "Strongly Agree" Parent Involvement in School: 89% School encourages me to be an active participant: 60% School actively seeks input of parents: 47% School is a safe place for my child: 60% School has adults who really care about students: 64% Communication with parents about school: 58% Teachers responsive to child's social and emotional needs: 94% School treats all students with respect: 61%
3.2	SARB Board	2022-2023 School Year:			SARB Board fully in place with broad participation from all agencies.	2025-2026 Target Outcome:

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
		Broad participation on the SARB Board from community agencies such as District Attorney, Probation, Sheriff's Office, Social Services, CPS, Behavioral Health, and Principals				Broad participation on the SARB Board from community agencies such as District Attorney, Probation, Sheriff's Office, Social Services, CPS, Behavioral Health, and Principals
3.3	Number of SARB Referrals	2022-2023 School Year: 4 Referrals			3 SARB hearings to date.	2025-2026 Target Outcome: 0 Referrals
3.4	Number of Students/Parents Participating in Four-year Planning	2022-2023 School Year: 92% of families participated			2023-2024 School Year: 91% of families participated	2022-2023 Target Outcome: 100% of families participate
3.5	Dashboard Local Indicator: Seeking Input for Decision-Making	2023-24 Local Indicator Self-Reflection Tool Build Capacity of and Support Principals and Staff to engage Families with Decision-Making- Rating of 4 (Full Implementation) Build Capacity of and Support Families to engage in advisory groups and Decision-Making- Rating of 4 (Full Implementation) Provide Opportunities to Provide Input on Policies and Programs, and Seek			Local Indicator Self-Reflection Tools will be completed this Spring.	2027-28 Local Indicator Self-Reflection Tool Build Capacity of and Support Principals and Staff to engage Families with Decision-Making- Rating of 5 (Full Implementation and Sustainability) Build Capacity of and Support Families to engage in advisory groups and Decision-Making- Rating of 5 (Full Implementation and Sustainability)

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Mid-Year Outcome Data	Desired Outcome for 2026-2027
		Input from Underrepresented Groups- Rating of 3 (Initial Implementation)				Provide Opportunities to Provide Input on Policies and Programs, and Seek Input from Underrepresented Groups- Rating of 5 (Full Implementation and Sustainability)

Actions & Measuring and Reporting Results

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.1	SARB Work with local agencies to increase pupil attendance and reduce the chronic absenteeism rate. Agencies include, Sierra County Sheriff's Department, Probation, District Attorney, Behavioral Health, Counselors, Child Protective Services, Superintendent, and Site Administrators.	No		3 SARB hearings to date.		\$0.00	\$0
3.2	Parent Involvement Opportunities Continue with School Site Councils, Boosters, Parent Clubs, Community Advisory Committee (CAC) for families of students with IEPs, and other opportunities for parents to provide input and be involved in school decision-making.	No		School Site Councils, Boosters, Parent Clubs, Community Advisory Committee (CAC) for families of students with IEPs, and other opportunities for parents to provide input and be involved in school decision-making are fully in place.		\$1,500.00	\$0

Goal # Action #	Action Title and Description	Contributing	Implementation Level	Mid-year Outcome Data	Other Data/Evidence (qualitative, quantitative, artifacts)	Total Funds Budgeted	Mid-Year Expenditures
3.3	Family Nights Family nights and activities at the schools	No		Family nights ae still a work in progress.		\$1,500.00	\$0
3.4	Parent and Family Surveys Send yearly surveys to all families to get feedback on their level of involvement.	No		Parent surveys given, with more planned for the Spring.		\$500.00	\$0
3.5	Four Year Planning Four year planning will be provided to families of both high school sites for students and parents.	No		Four-year planning scheduled for May 2025.		\$0.00	\$0

Impact to the Budget Overview for Parents

Item	As adopted in Budget Overview for Parents	Mid-Year Update
Total LCFF Funds	7,837,657	8,200,200
LCFF Supplemental/Concentration Grants	366,546	361,061

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

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

Sean Snider
Superintendent

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

Timeline of Events for Reopening Loyalton Middle School

- December 17, 2024** – Board approves reopening Loyalton Middle School (LMS) CDS Code.
- January 21, 2025** – Presentation at Loyalton City Council meeting regarding the reopening of LMS.
- January 22, 2025** – Application submitted to CDE to reopen LMS CDS Code.
- February 11, 2025** – Board reviews and approves the timeline for reopening LMS in August 2025.
- February 12, 2025** – Announce the formation of the Loyalton Middle School Advisory Committee.
- February 26, 2025** – Host a town hall meeting to inform the community and gather feedback.
- March 5, 2025** – First Loyalton Middle School Advisory Committee meeting for staff collaboration and input. Gather feedback on teaching positions, credential requirements, school secretary and administrator staffing, aide positions, electives, P.E., cafeteria and meals, library, etc.
- April 2, 2025** – Develop a draft master schedule for LMS and LHS.
- April 9, 2025** – Develop draft bell schedule for LMS.
- April 15, 2025** – Advertise LMS teaching positions.
- June 23 – August 1, 2025** –
- Relocate district office staff to new locations.
 - Move storage containers from Sierraville School to Loyalton.
 - Relocate Sierra Pass program to LHS portable classroom (under consideration).
 - Transition LES sixth-grade classroom to one of the portable classrooms.
 - Create LMS website.
- August 20, 2025** – First day of school; LMS officially reopens.

CAFETERIA WORKER II

DEFINITION

Under the supervision of Cook Manager I, the Cafeteria Worker II assists in the preparation, setting up, and serving of food; maintains food service facilities and equipment in a clean and sanitary condition; and drives a vehicle to transport food as required.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

- Assist in setting up steam tables for food services.
- Assist in setting up and stocking food preparation and service lines.
- Follow established methods and procedures relating to the preparation of food in school lunch programs
- Prepare all types of food, such as vegetables, fruits, meats, soups, salads, beverages and desserts; cook and season food according to recipes; mix ingredients; tests cooked foods to determine if properly cooked and seasoned
- Determine portions of meat, fish and salad and serve to students and staff according to menu combinations or individual orders
- Prepare and bake desserts, muffins, rolls, and other baked products
- Transport food in accordance with requirements to other site(s).
- Confer with Cook Manager on daily menu planning and food quantities and provide support as needed
- Assist Cook Manager in estimating food needs, keeping records and preparing reports
- Unpack and store foods and supplies
- Maintain equipment and assists in the cleaning of kitchen facilities; washes dishes, pots, pans; washes tables, counter tops, shelves, appliances, and refrigerator
- Assist other food service staff and/or works with student helpers to ensure that food is prepared on time and in a safe and sanitary manner.
- Assist in maintaining kitchen area in a neat and safe condition.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: Quantity and quality of safe food preparation and serving. Requires a thorough knowledge of the techniques of cooking food in a clean, safe environment; washing and preparing produce and other food

**ORGANIZATION, JOB DESCRIPTION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT**

**NO. xxx
PROGRAMS**

products; safe use of utensils and equipment used in a cafeteria; kitchen sanitation and safety practices. Skills and knowledge of how to plan, prepare and serve a large variety of foods including food values and nutrition.

Ability to:

Qualify and maintain a National and/or State food safety training certification. Follow oral and written directions; cook and prepare food properly; work cooperatively with others; read and understand recipes and related cooking instructions.

Working Conditions:

School food service environment; may be subject to heat from ovens, stoves, grills, fryers, dishwashers; may be subject to cold from walk-in refrigerators and freezers. Exposure to cleaning and sanitizing chemicals and powered kitchen equipment such as slicers, grinders, and blenders. Drive a vehicle to transport food to other sites. Intermittent excessive noise.

Physical Requirements:

- Hearing and speaking to exchange information in person and over the telephone.
- Seeing to assure proper food preparation and quantities and to drive to transport food.
- Standing and walking for extended periods of time.
- Lifting, carrying, pushing and pulling moderately heavy to heavy objects 20- 40 pounds, including food trays, carts, materials and supplies.
- Dexterity of shoulders, arms, hands and fingers to operate kitchen equipment, cashier and maintain records.
- Kneeling, squatting, bending, stooping, reaching overhead, above the shoulders and horizontally to prepare and serve food, clean and store equipment.

Experience and Education:

Possess a high school diploma or education equivalent to graduation from high school. Prefer minimum one year experience working in school/public food service environment. Tuberculosis test, physical fitness clearance and fingerprint clearance required

First Reading and Adoption: February 11, 2025

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT USD
CLASSIFIED SALARY SCHEDULE

RANGE	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	1	2	3	4	5	6	7	8	9	Yr 10	Yr 15	Yr 20	Yr 25	Yr 30
		3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	5.00%	5.00%	5.00%	5.00%	10.00%
1			\$ 16.77	\$ 17.28	\$ 17.79	\$ 18.33	\$ 18.88	\$ 19.44	\$ 20.03	\$ 21.03	\$ 22.08	\$ 23.18	\$ 24.34	\$ 26.78
2		\$ 16.53	\$ 17.02	\$ 17.54	\$ 18.06	\$ 18.60	\$ 19.16	\$ 19.74	\$ 20.33	\$ 21.34	\$ 22.41	\$ 23.53	\$ 24.71	\$ 27.18
3		\$ 16.78	\$ 17.28	\$ 17.80	\$ 18.33	\$ 18.88	\$ 19.45	\$ 20.03	\$ 20.63	\$ 21.66	\$ 22.75	\$ 23.89	\$ 25.08	\$ 27.59
4	\$ 16.53	\$ 17.03	\$ 17.54	\$ 18.07	\$ 18.61	\$ 19.17	\$ 19.74	\$ 20.33	\$ 20.94	\$ 21.99	\$ 23.09	\$ 24.24	\$ 25.46	\$ 28.00
5	\$ 16.78	\$ 17.28	\$ 17.80	\$ 18.34	\$ 18.89	\$ 19.45	\$ 20.04	\$ 20.64	\$ 21.26	\$ 22.32	\$ 23.44	\$ 24.61	\$ 25.84	\$ 28.42
6	\$ 17.03	\$ 17.54	\$ 18.07	\$ 18.61	\$ 19.17	\$ 19.74	\$ 20.34	\$ 20.95	\$ 21.58	\$ 22.65	\$ 23.79	\$ 24.98	\$ 26.23	\$ 28.85
7	\$ 17.29	\$ 17.81	\$ 18.34	\$ 18.89	\$ 19.46	\$ 20.04	\$ 20.64	\$ 21.26	\$ 21.90	\$ 22.99	\$ 24.14	\$ 25.35	\$ 26.62	\$ 29.28
8	\$ 17.55	\$ 18.07	\$ 18.62	\$ 19.17	\$ 19.75	\$ 20.34	\$ 20.95	\$ 21.58	\$ 22.23	\$ 23.34	\$ 24.51	\$ 25.73	\$ 27.02	\$ 29.72
9	\$ 17.81	\$ 18.34	\$ 18.89	\$ 19.46	\$ 20.05	\$ 20.65	\$ 21.27	\$ 21.90	\$ 22.56	\$ 23.69	\$ 24.87	\$ 26.12	\$ 27.42	\$ 30.17
10	\$ 18.08	\$ 18.62	\$ 19.18	\$ 19.75	\$ 20.35	\$ 20.96	\$ 21.58	\$ 22.23	\$ 22.90	\$ 24.04	\$ 25.25	\$ 26.51	\$ 27.83	\$ 30.62
11	\$ 18.35	\$ 18.90	\$ 19.47	\$ 20.05	\$ 20.65	\$ 21.27	\$ 21.91	\$ 22.57	\$ 23.24	\$ 24.41	\$ 25.63	\$ 26.91	\$ 28.25	\$ 31.08
12	\$ 18.62	\$ 19.18	\$ 19.76	\$ 20.35	\$ 20.96	\$ 21.59	\$ 22.24	\$ 22.90	\$ 23.59	\$ 24.77	\$ 26.01	\$ 27.31	\$ 28.68	\$ 31.54
13	\$ 18.90	\$ 19.47	\$ 20.05	\$ 20.66	\$ 21.28	\$ 21.91	\$ 22.57	\$ 23.25	\$ 23.95	\$ 25.14	\$ 26.40	\$ 27.72	\$ 29.11	\$ 32.02
14	\$ 19.19	\$ 19.76	\$ 20.35	\$ 20.97	\$ 21.59	\$ 22.24	\$ 22.91	\$ 23.60	\$ 24.30	\$ 25.52	\$ 26.80	\$ 28.14	\$ 29.54	\$ 32.50
15	\$ 19.47	\$ 20.06	\$ 20.66	\$ 21.28	\$ 21.92	\$ 22.58	\$ 23.25	\$ 23.95	\$ 24.67	\$ 25.90	\$ 27.20	\$ 28.56	\$ 29.99	\$ 32.98
16	\$ 19.77	\$ 20.36	\$ 20.97	\$ 21.60	\$ 22.25	\$ 22.91	\$ 23.60	\$ 24.31	\$ 25.04	\$ 26.29	\$ 27.61	\$ 28.99	\$ 30.44	\$ 33.48
17	\$ 20.06	\$ 20.66	\$ 21.28	\$ 21.92	\$ 22.58	\$ 23.26	\$ 23.96	\$ 24.67	\$ 25.41	\$ 26.69	\$ 28.02	\$ 29.42	\$ 30.89	\$ 33.98
18	\$ 20.36	\$ 20.97	\$ 21.60	\$ 22.25	\$ 22.92	\$ 23.61	\$ 24.32	\$ 25.04	\$ 25.80	\$ 27.09	\$ 28.44	\$ 29.86	\$ 31.36	\$ 34.49
19	\$ 20.67	\$ 21.29	\$ 21.93	\$ 22.59	\$ 23.26	\$ 23.96	\$ 24.68	\$ 25.42	\$ 26.18	\$ 27.49	\$ 28.87	\$ 30.31	\$ 31.83	\$ 35.01
20	\$ 20.98	\$ 21.61	\$ 22.26	\$ 22.92	\$ 23.61	\$ 24.32	\$ 25.05	\$ 25.80	\$ 26.58	\$ 27.90	\$ 29.30	\$ 30.76	\$ 32.30	\$ 35.53
21	\$ 21.29	\$ 21.93	\$ 22.59	\$ 23.27	\$ 23.97	\$ 24.69	\$ 25.43	\$ 26.19	\$ 26.97	\$ 28.32	\$ 29.74	\$ 31.23	\$ 32.79	\$ 36.07
22	\$ 21.61	\$ 22.26	\$ 22.93	\$ 23.62	\$ 24.33	\$ 25.06	\$ 25.81	\$ 26.58	\$ 27.38	\$ 28.75	\$ 30.19	\$ 31.69	\$ 33.28	\$ 36.61
23	\$ 21.94	\$ 22.60	\$ 23.27	\$ 23.97	\$ 24.69	\$ 25.43	\$ 26.19	\$ 26.98	\$ 27.79	\$ 29.18	\$ 30.64	\$ 32.17	\$ 33.78	\$ 37.16
24	\$ 22.27	\$ 22.93	\$ 23.62	\$ 24.33	\$ 25.06	\$ 25.81	\$ 26.59	\$ 27.38	\$ 28.21	\$ 29.62	\$ 31.10	\$ 32.65	\$ 34.29	\$ 37.71
25	\$ 22.60	\$ 23.28	\$ 23.98	\$ 24.70	\$ 25.44	\$ 26.20	\$ 26.99	\$ 27.80	\$ 28.63	\$ 30.06	\$ 31.56	\$ 33.14	\$ 34.80	\$ 38.28
26	\$ 22.94	\$ 23.63	\$ 24.34	\$ 25.07	\$ 25.82	\$ 26.59	\$ 27.39	\$ 28.21	\$ 29.06	\$ 30.51	\$ 32.04	\$ 33.64	\$ 35.32	\$ 38.85
27	\$ 23.28	\$ 23.98	\$ 24.70	\$ 25.44	\$ 26.21	\$ 26.99	\$ 27.80	\$ 28.64	\$ 29.49	\$ 30.97	\$ 32.52	\$ 34.14	\$ 35.85	\$ 39.44
28	\$ 23.63	\$ 24.34	\$ 25.07	\$ 25.82	\$ 26.60	\$ 27.40	\$ 28.22	\$ 29.07	\$ 29.94	\$ 31.43	\$ 33.01	\$ 34.66	\$ 36.39	\$ 40.03
29	\$ 23.99	\$ 24.71	\$ 25.45	\$ 26.21	\$ 27.00	\$ 27.81	\$ 28.64	\$ 29.50	\$ 30.39	\$ 31.91	\$ 33.50	\$ 35.18	\$ 36.93	\$ 40.63
30	\$ 24.35	\$ 25.08	\$ 25.83	\$ 26.60	\$ 27.40	\$ 28.22	\$ 29.07	\$ 29.94	\$ 30.84	\$ 32.38	\$ 34.00	\$ 35.70	\$ 37.49	\$ 41.24
DIRECTOR	\$ 47.87	\$ 50.03	\$ 51.53	\$ 53.08	\$ 54.67	\$ 56.31	\$ 58.00	\$ 59.74	\$ 61.53	\$ 64.61	\$ 67.84	\$ 71.23	\$ 74.79	\$ 82.27
TECH SPEC.	\$ 27.10	\$ 28.32	\$ 29.59	\$ 30.48	\$ 31.40	\$ 32.34	\$ 33.31	\$ 34.31	\$ 35.34	\$ 37.10	\$ 38.96	\$ 40.91	\$ 42.95	\$ 47.25
EXECUTIVE ASSIST	\$ 26.46	\$ 27.25	\$ 28.07	\$ 28.91	\$ 29.78	\$ 30.67	\$ 31.59	\$ 32.54	\$ 33.52	\$ 35.19	\$ 36.95	\$ 38.80	\$ 40.74	\$ 44.81

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE

JOB CLASSIFICATION	RANGE
Academic Advisor/Career Tech	18
Administrative Assistant	22
Attendance Clerk	11 Board Approved 1/14/2025
Behavior Attendent	1
Bilingual Parent Liaison/ELPAC Coord	14
Bus Driver	29
Cafeteria Worker	1
Cafeteria Worker II	6 Pending Board Approval 2/11/2025
Cashier	1
Classroom Specialist	27
Clerk Typist	1
Cook Manager I	17 Board Approved 1/14/2025
Custodian	11
Educational Research Technician	21
Expanded Learning Opportunity Program (ELO-P) Aide	15 Board Approved 2/13/2024
Expanded Learning Opportunity Program (ELO-P) Instructor	22 Board Approved 2/13/2024
Foster Youth Services Coordinator	22
Garden Technician	4
Instructional Aide	2
Instructional Aide (SH)	5
Library Aide	5
Maintenance Custodian	16
Noon Supervisor	1
Plant Maintenance	23
Safety Aide	1 Board Approved 8/8/2023
School Secretary - Adult Education	14
School Secretary - LES	12
School Secretary - LHS/DVL	14
School Services Liaison	14 Board Approved 7/11/2023
Speech/Language Aide	20
Transportation Aide	1
Transportation Clerk	4
Workability Aide	1
Workability Coordinator	14

CSBA POLICY GUIDE SHEET – January 14, 2025 *First Reading*

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 0460 – Local Control and Accountability Plan

Policy updated to reflect **NEW LAW (SB 153, 2024)** which (1) requires Learning Recovery Emergency Funds received by districts to be included in the local control and accountability plan (LCAP) or annual update to the LCAP for the period July 1, 2025 to June 30, 2028, (2) extends the date to July 1, 2027 by which an Individuals with Disabilities Education Act Addendum is required to be completed by identified districts, (3) provides that if the Governing Board is unable to review local indicator data due to an emergency specified in law, the local indicator data is required to be reviewed at the next Board meeting, and a resolution describing the emergency event and the date on which the local indicator data was reviewed is required to be adopted and submitted to the California Department of Education. Additionally, policy updated to reflect **NEW LAW (SB 114, 2023)** which requires districts that receive local control funding formula equity multiplier funding to include specific goals in the LCAP for each school generating such funding. In addition, policy updated to clarify that the District English Learner Advisory Committee may serve as the district's LCAP English Learner Parent Advisory Committee.

Board Policy 1250 – Visitors/Outsiders

Policy updated to (1) emphasize in the philosophical statement that visitation by parents/guardians and community members be consistent with the policy, the accompanying administrative regulation and procedures established by the Superintendent or designee, (2) clarify that visits during school hours are required to be arranged with the principal or designee, and (3) delete options regarding required registration when entering school buildings or grounds, in keeping with the removal of the distinction between visitors and outsiders throughout the policy and accompanying administrative regulation, and instead require everyone but staff and students to register upon arrival. Additionally, policy updated to change from being permissive to required (1) the provision of a visible means of identification for anyone who is not a student or staff member, (2) for any visitor who is in a school building or on school grounds, to behave in an orderly manner, and (3) the principal or designee's request that any individual who is causing a disruption to immediately leave school grounds. In addition, policy updated to add that the principal report to the Superintendent or designee anytime a request by a registered sex offender to enter the school campus or grounds is received.

Board Policy 3100 - Budget

Policy updated to clarify that regardless of the option chosen for budget advisory committees, representation of Governing Board members on the committee may not comprise a majority of the Board, since having a quorum participate in any committee would in essence create a Board meeting when the committee meets. Additionally, policy updated to reference **NEW LAW (AB 176, 2024)** which provides that (1) attendance generated through an attendance recovery program will be excluded from the average daily attendance of the district, and (2) when a school is between base year eligibility determinations, any current or newly enrolled students who are eligible for free or reduced-priced meals may be included for purposes of the local control funding formula (LCFF). In addition, policy updated to reflect **NEW LAW (SB 114, 2023)** which requires districts that receive LCFF equity multiplier funding to include specific goals in the local control and accountability plan, and reference **NEW LAW (SB 153, 2024)** which provides that if a school which is otherwise eligible to receive LCFF equity multiplier funds is closed in the year in which the funds are to be allocated, that school is instead deemed to be ineligible, and any unspent funds provided are required to be returned to the California Department of Education. Policy also updated to clarify that the Board may approve a plan for meeting the district's long-term obligations to fund contributions to other defined pension plans such as the California State Teachers Retirement System in addition to the California Public Employees' Retirement System.

Board Policy 3280 – Sale of Lease of District-Owned Real Property

Policy updated to delete provision that until July 1, 2024, the Governing Board may elect not to appoint a district advisory committee for the sale or lease of surplus property that has not previously operated, or was not constructed to be operated, as an early childhood education facility or a school for elementary or secondary instruction, as this exception has expired. Additionally, policy updated to add that before taking any action to dispose of surplus real property, the Board is required to declare, at a regular meeting supported by written findings that, under the Surplus Land Act, the land is either surplus land or exempt surplus land. In addition, policy updated to reflect **NEW LAW (AB 480, 2023)** which provides that the Board may decide not to make such a declaration if the district provides notice and opportunity for public comment, as specified. In addition, policy updated to reflect **NEW GUIDELINES** which require the Board to provide the Department of Housing and Community Development (HCD) a copy of the Board’s declarations and findings supporting the Board’s determination that the property is exempt surplus land at least 30 days prior to disposing of the exempt surplus land, and **NEW LAW (SB 229, 2023)** which provides that if the district has received notification from HCD, the Board may not pursue a final action to ratify or approve the proposed disposal of surplus land unless the Board holds an open and public meeting to review and consider the substance of the notice. Policy also updated to delete the provision which authorized the proceeds from the sale or lease of property purchased entirely with local funds to be used for any general fund purpose, as that authorization has expired.

Board Policy 3320 – Claims and Actions Against the District

Policy updated to incorporate material from the accompanying administrative regulation, as the majority of the content is related to Governing Board actions and therefore more appropriately placed in Board policy. Additionally, policy updated to reference **NEW LAW (AB 452, 2023)** which provides that there are no time limits for the commencement of actions for the recovery of damages for claims of childhood sexual assault that occurred on or after January 1, 2024, including plaintiffs who are 40 years of age or older who file certificates of merit by the plaintiff’s attorney and by a licensed mental health practitioner selected by the plaintiff setting forth the facts which support the declaration, and in conjunction with **NEW LAW (SB 558, 2023)**, that the statute of limitations for acts of childhood sexual assault that occurred on or before December 31, 2023 is what was set forth in law on December 31, 2023. In addition, policy updated to (1) generalize and thereby make timeless the language regarding the monetary limit for a limited civil case, (2) require the Board, when a claim is presented late and is not accompanied by an application to present a late claim, to give written notice as specified to avoid potentially waiving certain legal defenses, and (3) clarify that the written notice indicating that a claim was not presented timely and is being returned without further action be done in accordance with a specified Government Code section. Policy also updated to reflect the legal change of the term “Roster of Public Agencies” to “Registry of Public Agencies”, and to provide more detail regarding the information that is required to be filed with the Secretary of State and County Clerk.

Board Policy 3515.5 – Sex Offender Notification

Policy updated to clarify that a district employee to whom sex offender information is disclosed by a law enforcement entity may only disclose the information when authorized by the law enforcement entity and in the manner authorized. Additionally, policy updated to include the purposes for which a registered sex offender’s electronic mail address or username used for instant messaging or social networking or other internet identifier may be used by the district police/security department or released to another law enforcement entity.

Board Policy 3540 - Transportation

Policy updated to incorporate expanded learning opportunities in the philosophical statement, and reflect **NEW LAW (SB 88, 2023)** which (1) requires the district to obtain specified attestations from any private entity with which it contracts to provide student transportation, (2) provides for requirements for vehicles used to provide student transportation for compensation, and (3) adds qualification requirements for drivers who provide transportation to students.

Board Policy Manual

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

Philosophy, Goals, Objectives and Comprehensive Plans

Policy 0460: Local Control And Accountability Plan

CSBA NOTE: Education Code 52060-52077 require the Governing Board to adopt, on or before July 1, a local control and accountability plan (LCAP), an annual update to the LCAP, and a local control funding formula (LCFF) budget overview for parents/guardians. Pursuant to Education Code 52060, the LCAP must include goals and actions aligned with eight state priorities related to (1) the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair, (2) implementation of and student access to state academic content and performance standards, (3) parent/guardian involvement and family engagement, (4) student achievement, (5) student engagement, (6) school climate, (7) student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster youth (i.e., "unduplicated students" for purposes of supplemental and concentration grants under the LCFF), and (8) student outcomes in the specified course of study. Education Code 52060 provides that, in addition to addressing the state priorities in the LCAP, the district may establish and address local priorities and goals. See the accompanying administrative regulation for further information about the required content of the LCAP.

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the county/district budget and facilitate continuous improvement of county/district practices.

CSBA NOTE: Pursuant to Education Code 52064, the State Board of Education (SBE) has adopted a template that districts must use to complete the LCAP and the annual update, which, as amended by SB 114 (Ch. 48, Statutes of 2023), provides for numerous changes which are required to be adopted by SBE for use in the 2024-25 school year. Additionally, Education Code 52064.4, as added by SB 153 (Ch. 38, Statutes of 2024), requires, for the period July 1, 2025 to June 30, 2028, all Learning Recovery Emergency Funds received to be included, as specified, in the LCAP or annual update. This requirement will be reflected in the template and instructions that accompany the template adopted by SBE at its November 2024 meeting. Districts should ensure that they are using the most up-to-date template, an electronic version of which is available on the California Department of Education's (CDE) website.

The Board shall adopt a county/districtwide local control and accountability plan (LCAP) and an annual update to the LCAP, based on the most up-to-date template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP and the annual update shall be adopted or updated, as required, on or before July 1 of each year. (Education Code 52060, 52064; 5 CCR 15494-15497)

The LCAP and the annual update shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming. (Education Code 52060, 52064)

An "unduplicated student" is a student who is eligible for free or reduced-price meals, who is an English learner, or who is a foster youth, as defined in Education Code 42238.01. (Education Code 42238.02)

CSBA NOTE: Education Code 52052, as amended by SB 114, has been expanded to include long-term English learners as a numerically significant subgroup, separate from 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.

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and students experiencing homelessness, when there are at least 30 students in the subgroup or at least 15 foster youth, students experiencing homelessness, or long-term English learners. (Education Code 52052)

CSBA NOTE: The following paragraph is for use by districts that receive LCFF equity multiplier funding. Pursuant to Education Code 42238.024 and 52064, as added and amended by SB 114, districts that receive LCFF equity multiplier funding are required to include specific goals in the LCAP for each school generating such funding.

Pursuant to Education Code 42238.024, as amended by SB 153, if a school which is otherwise eligible to receive LCFF equity multiplier funds is closed in the year in which the funds are to be allocated, that school is instead deemed to be ineligible, and any unspent funds provided are required to be returned to CDE.

The LCAP shall also include focused goals, as specified in Education Code 52064, for each school generating local control funding formula (LCFF) equity multiplier funds.

CSBA NOTE: Pursuant to Education Code 52064.3, as amended by SB 153, the date upon which an Individuals with Disabilities Education Act (IDEA) Addendum is required to be completed by districts that are identified by CDE as needing an improvement plan pursuant to 34 CFR 300.600-300.647 has been extended to July 1, 2027. Such identified districts must comply with the requirements specified in the following paragraph.

Beginning July 1, ~~2025~~2027, if the district is identified by the California Department of Education (CDE) as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the district adopts an improvement plan after being identified, but before July 1, ~~2025~~2027, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, ~~2028~~2030, whichever occurs first. The IDEA ~~addendum~~Addendum shall be developed, reviewed, and approved in conjunction with and in the same manner as the LCAP and the annual update, and shall be submitted to CDE within 15 days of adoption by the Board. (Education Code 52064.3)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

CSBA NOTE: Except for the IDEA Addendum, the LCFF budget overview for parents/guardians, and the school plan for student achievement, districts are not required to align the LCAP with any other district strategic documents, such as the District Strategic Plan, English Learner Master Plan, or Facilities Master Plan. However, districts are encouraged to align their LCAPs with other district strategic documents to ensure consistent implementation.

The LCAP shall also be aligned with other district and school plans, to the extent possible, in order to minimize duplication of effort and provide clear direction for program implementation.

CSBA NOTE: Pursuant to Education Code 52064.1, districts are required to develop an LCFF budget overview for parents/guardians in conjunction with, and attached as a cover to, the LCAP and the annual update. The budget overview is subject to the requirements of Education Code 52062 and 52070 pertaining to the adoption, review, and approval of the LCAP and the annual update.

As part of the adoption of the LCAP and the annual update, the Board shall separately adopt a ~~local control funding formula~~LCFF budget overview for parents/guardians, based on the template developed by SBE, which includes specified information relating to the ~~county~~district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Advisory Committees

CSBA NOTE: Pursuant to Education Code 52063 and 5 CCR 15495, the Board is required to establish a parent advisory committee and, if district enrollment includes at least 15 percent English learners, an English learner parent advisory committee to review and comment on the LCAP and the annual update. The district may use existing parent advisory committees for these purposes if the committee composition complies with Education Code 52063 and 5 CCR 15495. However, the district should consider whether such opportunities need to be expanded to achieve significant levels of involvement in the planning process as intended by law.

Education Code 52063 requires the LCAP parent advisory committee to include parents/guardians of currently enrolled students with disabilities.

The Board shall establish a parent advisory committee, which shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students and parents/guardians of students with disabilities. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English ~~learner parent advisory committee~~ Learner Parent Advisory Committee, which shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

Beginning July 1, 2024, unless

The District English Learner Advisory Committee (DELAC) may serve as the district's LCAP English Learner Parent Advisory Committee, as specified in Administrative Regulation 6174 - Education for English Learners.

CSBA NOTE: The following paragraph is for districts serving middle and/or high school students. Education Code 52063 requires districts serving middle or high school students to include two students as full members of the existing parent advisory committee or establish a student advisory committee to provide advice to the Board and the Superintendent or designee. Student members of the parent advisory committee or the student advisory committee shall represent the diversity of the district's students, as described below. Districts that do not serve middle or high school students may delete the following paragraphs relating to student advisory members.

Unless a student advisory committee is established to provide advice to the Board and Superintendent, two students shall be included as full members of the parent advisory committee. The students shall serve for a renewable term of one full school year. (Education Code 52063)

Student members of the parent advisory committee or the student advisory committee shall represent the diversity of the district's students, including geographical, socioeconomic, cultural, physical, and educational diversity, and particular effort shall be made to reach out to at-risk or disadvantaged students to serve as members of such committees. (Education Code 52063)

The Superintendent or designee shall present the LCAP and the annual update to each of these committee(s) before they are submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s).

LCAP Development and Consultation

The Superintendent or designee shall gather data and information needed for effective and meaningful development of the LCAP and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

CSBA NOTE: Education Code 52060 requires consultation on LCAP development with all of the groups listed below. The Board may delegate responsibility for arranging meetings and other input opportunities to the Superintendent or designee.

5 CCR 15495 defines what it means to consult with students, including unduplicated students and other numerically significant student subgroups, and gives examples of methods that may be used for this consultation. State regulations do not provide examples of consultation with groups other than students, but consultations might include surveys, the use of existing advisory committees, solicitation of feedback from the groups after drafts of the LCAP and annual update are available, discussion of the LCAP and the annual update at staff meetings, and communication with parent organizations, student councils, school site councils, or other established committees or organizations. The district may expand the list with whom the district seeks consultation.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP and the annual update. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums and committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

CSBA NOTE: Pursuant to Education Code 305, the LCAP parent/guardian and community engagement process must include solicitation of input on language acquisition programs. See BP/AR 6174 - Education for English Learners for further information regarding the types of language acquisition programs that may be offered.

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

CSBA NOTE: Education Code 52062 requires notification to the public of the opportunity to submit written comments on the proposed LCAP and the annual update, including notification in the primary language of parents/guardians when required by Education Code 48985. Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students must be written in the primary language as well as in English; see BP 5145.6 - Parental Notifications.

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP and the annual update. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP and the annual update shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

CSBA NOTE: Pursuant to Education Code 42127, the Board must not adopt a district budget until the LCAP is in place for the budget year; see BP 3100 - Budget. The budget must include the expenditures necessary to implement the plan that will be effective during the subsequent fiscal year. If it does not, the County Superintendent of Schools will disapprove the district's budget.

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP and the annual update. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and Board Policy 3100 - Budget. (Education Code 52062)

Adoption and Submission

The Board shall adopt the LCAP and the annual update prior to adopting the county/district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

CSBA NOTE: Education Code 52070 requires the district to submit the LCAP and the annual update to the County Superintendent, who may seek written clarification of the contents and may submit recommendations for amendments as provided below. The County Superintendent is required to approve the LCAP and the annual update on or before October 8 if it is determined that (1) the LCAP and the annual update adhere to the template adopted by SBE and follows any SBE instructions or directions for completing the template, (2) the district budget includes expenditures sufficient to implement the specific actions and strategies in the LCAP, and (3) the LCAP adheres to supplemental and concentration grant expenditure requirements specified in Education Code 42238.07 for unduplicated students. In determining whether the district has fully demonstrated that it will use supplemental and concentration funds to increase or improve services for unduplicated students, 5 CCR 15497 requires the County Superintendent to review any descriptions of districtwide or schoolwide services provided.

Not later than five days after adoption of the LCAP, the annual update, the county/district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the annual update, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP and the annual update, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the county/district's LCAP and the annual update, the Board shall accept technical assistance from the County Superintendent focused on revising the LCAP and the annual update so that they can be approved. (Education Code 52071)

CSBA NOTE: Pursuant to Education Code 52064.5, as amended by SB 153, if the Board is unable to review local indicator data (data adopted by SBE to measure district and school site performance in regard to specified state priorities), due to any emergency specified in Education Code 46392, the Board is required to review such data at its next Board meeting, adopt a resolution describing the emergency event and the date on which the local indicator data was reviewed, and submit the resolution to CDE.

If the Board is unable to review local indicator data due to any emergency specified in Education Code 46392, the local indicator data shall be reviewed at the next Board meeting, and a resolution describing the emergency event and the date on which the local indicator data was reviewed shall be adopted and submitted to CDE. (Education Code 52064.5)

Revisions

The Board may adopt revisions to the LCAP and the annual update at any time during the period in which it is in effect, provided the Board follows the process to adopt the LCAP and the annual update pursuant to Education Code 52062 and the revisions are adopted in a public meeting.

Monitoring Progress and Complaints

CSBA NOTE: The following optional paragraph may be revised to reflect the district's timeline for reviewing the progress and effectiveness of strategies included in the LCAP. Reports should be provided to the Board in sufficient time to allow for any necessary changes in the annual update to the LCAP by July 1 of each year, as required by Education Code 52060-52061. The California School Dashboard provides a tool to assist in evaluation of district and school performance and includes all of the state priorities for the LCAP described in Education Code 52060.

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the county/district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to Administrative Regulation 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

Technical Assistance

CSBA NOTE: Pursuant to Education Code 52071, if the County Superintendent does not approve a district's LCAP and annual update, including the annual update and the budget overview for parents/guardians, then technical assistance is required to be provided. For more information regarding intervention and technical assistance, see BP 0500 - Accountability and BP 0520 - Intervention in Underperforming Schools.

If the county/district's LCAP and the annual update are not approved, the county/district shall accept technical assistance or other intervention that may be required pursuant to Education Code 52071

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

Community Relations

Policy 1250: Visitors/Outsiders

The ~~Governing Board of Education~~ believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program; consistent with this Board policy, the accompanying administrative regulation, and any procedures established by the Superintendent or designee.

CSBA NOTE: In Reeves v. Rocklin Unified School District, a California Court of Appeal affirmed the district's authority to establish reasonable regulations for student safety and protection against disruptions on school campuses.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours ~~should~~shall be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

CSBA NOTE: Penal Code 627.2 requires "outsiders" to register upon entering school grounds during school hours. Additionally, Education Code 32212 authorizes the Governing Board to adopt policy to control classroom interruptions consistent with local circumstances; see AR 6116 - Classroom Interruptions. In addition, Education Code 35160 authorizes the Board to act in any manner not inconsistent with law. Therefore, in order to ensure the safety of students and staff, a district may, in accordance with Education Code 32212, 35160 and Penal Code 627.2, require all visitors, including parents/guardians to register upon entering school campus and to comply with other reasonable requirements. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when requiring such registration.

The Attorney General has opined, in 95 Ops.Cal.Atty.Gen. 509 (1996), that the Board may restrict media representatives' access in the same manner as access by the general public, such as by requiring registration or accompaniment by a staff member when on school grounds. Therefore, if a district has developed a policy requiring all visitors to register upon entering school grounds, then media may be subject to the same requirements; see BP 1112 - Media Relations.

Any person who is not a student or staff member shall register immediately as a visitor upon entering any school building or grounds when school is in session.

The principal or designee ~~may~~shall provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

CSBA NOTE: Pursuant to Education Code 35160, the Board is responsible for maintaining order in schools under its jurisdiction. Therefore, in accordance with law, the district may authorize school administrators to direct disruptive individuals to leave school grounds; see AR 3515.2 - Disruptions. Penal Code 626.7 provides that a person who is directed to leave the campus and fails to leave, or later reenters without following the school's posted registration requirements, may be guilty of a misdemeanor.

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

Any visitor who is in a school building or on school grounds when school is in session shall behave in an orderly manner while on school grounds and by utilizing the district's complaint ~~processes~~process if they have concerns with any district program or employee. In accordance with Penal Code 626.7 and Administrative Regulation 3515.2 - Disruptions, the principal or designee ~~may~~shall request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

CSBA NOTE: Pursuant to Penal Code 626.81, registered sex offenders are prohibited from school buildings and grounds except for lawful business and with written permission. Penal Code 626.81 requires that the written permission indicate the date(s) for which permission is granted. It also authorizes the principal to grant permission to a registered sex offender who is not the parent/guardian of a student at the school to volunteer at the school, provided that the principal notify the parent/guardian of each student at the school at least 14 days prior to the first date for which written permission is granted ; see AR 1240-Volunteer Assistance and BP/AR 3515.5 - Sex Offender Notification.

In addition, pursuant to Education Code 49091.10 and 51101, parents/guardians, including those who are required to register as sex offenders, have a prescribed right to be involved in the education of their children. Thus, the district must adopt measures that are effective in maintaining a safe school environment while avoiding a violation of the statutory rights of such parents/guardians.

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds- in accordance with Board Policy and Administrative Regulation 3515.5 - Sex Offender Notification. The principal shall ~~indicate on~~report to the written Superintendent or designee anytime such a request is received and notify the Superintendent or designee if permission ~~the date(s) and times for which permission has been~~is granted or denied. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity.-

The principal ~~also shall report to~~indicate on the Superintendent or designee anytime he/she gives such written permission- the date(s) and times for which permission has been granted. (Penal Code 626.81)

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Business and Noninstructional Operations**Policy 3100: Budget**

The Governing Board of Education recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with and reflects the county/district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The county/district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the county/district.

The county/district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified county/district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed county/district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

CSBA NOTE: Education Code 42103 and 42127 require the district to hold a public hearing prior to adoption of the budget. A public hearing on the district's local control and accountability plan (LCAP) must occur at the same meeting as the public hearing on the proposed budget. See the accompanying administrative regulation and BP 0460 - Local Control and Accountability Plan for requirements pertaining to the public hearing.

Pursuant to Education Code 52064.1, districts are required to develop a local control funding formula (LCFF) budget overview for parents/guardians with specified information, based on a template created by the Superintendent of Public Instruction (SPI). The budget overview must be developed in conjunction with, and attached as a cover to, the LCAP and annual update to the LCAP. The adoption, review, approval, and posting of the budget overview are subject to the same requirements as for the LCAP, including the requirement for a public hearing.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127. The hearing shall occur at the same meeting as the public hearing on the district's LCAP and the local control funding formula (LCFF) budget overview for parents/guardians. (Education Code 42103, 42127, 52062, 52064.1)

The Board shall adopt the county/district budget at a public meeting held after the date of the public hearing, but on or before July 1 of each year. The Board shall adopt the budget following its adoption of the LCAP, or annual update to the LCAP, and the LCFF budget overview for parents/guardians. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

CSBA NOTE: Pursuant to Education Code 42126, the district budget must be in a format prescribed by the SPI. The SPI has established a requirement that districts use the Standardized Account Code Structure (SACS). SACS ensures that districts meet state and federal reporting guidelines and comply with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB). The California Department of Education's (CDE), "California School Accounting Manual" provides guidance regarding coding of revenues and expenditures.

The budget that is presented at the public hearing as well as the budget formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of

Public Instruction (SPI). (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

CSBA NOTE: Education Code 42127 requires the district to file the adopted budget with the County Superintendent of Schools as described below. If the district fails to submit a budget by July 1, the County Superintendent will, at district expense, develop a budget by September 15 and transmit that budget to the Governing Board.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file the adopted district budget with the County Superintendent of Schools California Department of Education (CDE). The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

CSBA NOTE: Pursuant to Education Code 42127, on or before September 15, the County Superintendent must approve, conditionally approve, or disapprove the district's adopted budget. Education Code 42127 requires that this determination be based on a consideration of whether the district's adopted budget complies with state standards and criteria, will allow the district to meet its current and multiyear financial obligations, includes the expenditures necessary to implement the LCAP or annual update to the LCAP, satisfies all conditions established by the County Superintendent in the case of a conditionally approved budget, and complies with the requirements pertaining to ending fund balances that exceed the state minimum recommended reserve.

Education Code 42127 also requires the County Superintendent to consider other studies, reports, evaluations, or audits that may indicate that the district is in fiscal distress; see the Fiscal Crisis and Management Assistance Team's, "Fiscal Oversight Guide" and BP 3460 - Financial Reports and Accountability.

If the County Superintendent CDE disapproves or conditionally approves the district's budget, the Board shall review and respond to the County Superintendent's CDE's recommendations at a regular public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Advisory Committee

CSBA NOTE: The following optional section is for use by districts that choose to establish a budget advisory committee to provide input during the budget development process. The committee may be appointed by the Superintendent or designee (Option 1), by the Board (Option 2), or may be a Board subcommittee composed exclusively of Board members (Option 3). Regardless of whether the district chooses Option 1, 2, or 3, representation of Board members on the committee should be less than a majority of the Board, since having a quorum participate in any committee would in essence create a Board meeting when the committee meets. Committees established by Board action are subject to the Brown Act; see BP/AR 1220 - Citizen Advisory Committees. Districts should delete or modify the following options as appropriate. See the accompanying administrative regulation for optional language regarding the committee's composition and duties.

This committee is different from the budget review committee that is required pursuant to Education Code 42127 and 42127.1 if the County Superintendent disapproves the district's budget; see the accompanying administrative regulation.

OPTION 1: (Budget advisory committee appointed by the Superintendent)

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 1 ENDS HERE

OPTION 2: (Budget advisory committee appointed by the Board)

The Board may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 2 ENDS HERE

OPTION 3: (Budget advisory committee is a Board subcommittee)

The Board may establish a budget subcommittee composed exclusively of Board members.

OPTION 3 ENDS HERE

Board representation on any budget advisory committee shall not comprise a majority of the Board.

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

Budget Criteria and Standards

CSBA NOTE: Pursuant to Education Code 46211, as amended by AB 176 (Ch. 998, Statutes of 2024), attendance generated through an attendance recovery program will be excluded from the average daily attendance (ADA) of the school district.

The county/district budget shall be developed in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, LCFF revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. In addition, the Superintendent or designee shall provide the supplemental information specified in 5 CCR 15451, which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33129, 42127.01; 5 CCR 15440-15451)

CSBA NOTE: The following paragraph is for use by districts that receive supplemental and concentration funding within the LCFF based on the number and concentration of "unduplicated students", students who are eligible for free or reduced-price meals, English learners, and foster youth, pursuant to Education Code 42238.02 and 42238.03. 5. CCR 15496 addresses the method of determining the percentage by which services for unduplicated students must be increased or improved above services provided to all students in the fiscal year. Pursuant to 5 CCR 15496, the district's LCAP must include evidence demonstrating how LCFF funding apportioned on the basis of unduplicated students is used to support such students; see AR 0460 - Local Control and Accountability Plan.

Pursuant to Education Code 42238.01, as amended by AB 176, when a school is between base year eligibility determinations, any current or newly enrolled students who are eligible for free or reduced-priced meals may be included for purposes of the LCFF.

The county/district budget shall provide for increased or improved services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

CSBA NOTE: The following paragraph is for use by districts that receive LCFF equity multiplier funding. Pursuant to Education Code 42238.024 and 52064, as added and amended by SB 114 (Ch. 48, Statutes of 2023), districts that receive LCFF equity multiplier funding are required to include specific goals in the LCAP for each school generating such funding. Pursuant to Education Code 42238.024, as amended by SB 153 (Ch. 38, Statutes of 2024), if a school which is otherwise eligible to receive LCFF equity multiplier funds is closed in the year in which the funds are to be allocated, that school is instead deemed to be ineligible, and any unspent funds provided are required to be returned to CDE.

Additionally, the district budget shall provide for increased or improved services for each school which generates LCFF equity multiplier funding. (Education Code 42238.024, 52064)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other

factors necessary to ensure that the budget is a realistic plan for county/district revenues and expenditures.

Fund Balance

CSBA NOTE: The following section should be revised to reflect district practice. GASB Statement 54 addresses the way fund balances (i.e., the gross differences between assets and liabilities reflected on the balance sheet) in governmental funds are reported in external financial reports. Fund balances must be classified as nonspendable, restricted, committed, assigned, and unassigned in accordance with GASB 54 definitions. For more information regarding reporting and accounting of district funds, see AR 3460 - Financial Reports and Accountability. Pursuant to GASB 54, the Board has sole authority to specify purposes of funds classified as "committed" and also must express, or delegate the authority to express, intended purposes of resources that result in the "assigned" fund balance. The Board may modify the following section to reflect its fund balance policy or may adopt a formal resolution containing the required components.

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law

CSBA NOTE: For purposes of the committed fund balance, GASB 54 requires that the Board commit funds no later than the end of the reporting period. CDE's, "New Requirements for Reporting Fund Balance in Governmental Funds," clarifies that for districts the end of the reporting period is June 30.

3. Committed fund balance includes amounts constrained to specific purposes by the Board

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent shall have discretion to further delegate the authority to assign funds.

5. Unassigned fund balance includes amounts that are available for any purpose

When multiple types of funds are available for an expenditure, the county/district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

CSBA NOTE: Although not required by GASB 54, the Government Finance Officers Association (GFOA) recommends that public agencies adopt a minimum fund balance policy that establishes an appropriate level of unrestricted fund balance that will be maintained in the general fund. GFOA's, "Best Practice: Fund Balance Guidelines for the General Fund," describes a variety of factors that should be considered when developing a minimum fund balance policy, such as the predictability of its revenue and volatility of its expenditures, perceived exposure to significant one-time outlays, potential drain upon the general fund from other funds as well as the availability of resources in other funds, potential impact on bond ratings and the corresponding increased cost of borrowed funds, and portion of unrestricted fund balance already committed or assigned for a specific purpose.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the county/district against unforeseen circumstances.

CSBA NOTE: GFOA recommends that the minimum fund policy address both the circumstances under which the unrestricted fund balance can be spent down and the procedure for replenishing deficiencies. The district may revise the following optional paragraph to specify the rate at which the district will attempt to recover the fund balance.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Reserve Balance

CSBA NOTE: 5 CCR 15450 establishes a minimum local reserve balance for economic uncertainties based on the district's ADA. The minimum reserve balance is the greater of five percent or \$80,000 for districts with 0-300 ADA; the greater of four percent or \$80,000 for districts with 301-1,000 ADA; three percent for districts with 1,001- 30,000 ADA; two percent for districts with 30,001-250,000 ADA; and one percent for districts with over 250,000 ADA. The following paragraph may be revised to reflect the minimum reserve applicable to the district's ADA.

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

CSBA NOTE: Education Code 42127.01 establishes, under certain conditions, a maximum amount of local reserve balance for economic uncertainties. Pursuant to Education Code 42127.01, if the amount of monies in the state Public School System Stabilization Account is three percent or more of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district's combined assigned or unassigned ending general fund balance must not exceed 10 percent of those funds in the immediately following fiscal year.

Basic aid districts, as described in Education Code 42238.02, and districts with 2,500 or less ADA are exempted from this requirement and may delete the following paragraph. Other districts may also be exempted from this requirement by the County Superintendent for up to two consecutive fiscal years within a three-year period upon providing documentation of extraordinary fiscal circumstances, such as multiyear infrastructure or technology projects, that substantiate the need for a reserve in excess of the limit specified in Education Code 42127.01.

In any year following the fiscal year in which the district is notified by the SPI that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds, unless the requirement is waived in accordance with Education Code 42127.01. (Education Code 42127.01)

Long-Term Financial Obligations

The county/district's current-year budget and multiyear projections shall include adequate provisions for addressing the county/district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

CSBA NOTE: The following paragraph is optional. Government Code 21710-21716 establish the California Employers' Pension Prefunding Trust Program and related Trust Fund, allowing districts that provide a defined benefit pension plan to their employees to prefund required pension contributions to the California Public Employees' Retirement System (CalPERS). Districts may elect to participate in the Prefunding Trust Program for the purpose of investing payments toward their required CalPERS pension contributions.

The Board may approve a plan for meeting the district's long-term obligations to fund contributions to the California Public Employees' Retirement System (CalPERS) or other defined pension plans such as the California State Teachers Retirement System which, to the extent possible, minimizes significant increases in annual general fund expenditures towards pension obligations. The plan may include prefunding required pension contributions through the California Employers' Pension Prefunding Trust Program pursuant to Government Code 21710-21716.

CSBA NOTE: The following two optional paragraphs are for use by districts that provide "other postemployment benefits" (OPEBs), such as medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits to retired employees or Board members, and should be revised to reflect district practice; see BP/AR 4154/4254/4354 - Health and Welfare Benefits and BB 9250 - Remuneration, Reimbursement and Other Benefits. CSBA recommends that districts adopt a specific funding strategy for addressing their OPEB obligations. The district may pay the premiums as they fall due ("pay-as-you-go"), but in such a case the district would then accrue a deficit with respect to future retirees which can be expected to grow as a result of an increasing retiree population and increases in benefit costs. Therefore, it is recommended that the district prefund the debt, to the extent possible, using a method and level to be determined by the Board. For example, the district may contribute a set amount or percentage of the actuarially determined "annual required contributions" to an irrevocable trust or designated fund each year.

GASB Statement 75 requires districts that do not provide OPEB through a trust to report the total unfunded liability (i.e., OPEBs that are not prefunded) in the district's financial statements; see AR 3460 - Financial Reports and Accountability.

CSBA's OPEB Solutions Program provides access to a trusted source of analysis and a GASB 75-compliant trust to prefund future obligations. See CSBA's website for further information.

The Board shall approve a plan for meeting the county/district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the county/district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the county/district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the county/district and maintains flexibility to adjust for changing budgetary considerations.

The Superintendent or designee shall annually present a report to the Board on the estimated accrued but unfunded cost of OPEBs. As a separate agenda item at the same meeting, the Board shall disclose whether ~~or not~~ it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

CSBA NOTE: The following optional paragraph is for use by districts that are self-insured for workers' compensation claims, either individually or as part of a joint powers agency. See AR 3460 - Financial Reports and Accountability for provisions related to reporting the estimated accrued but unfunded cost of workers' compensation claims based on an actuarial report.

The Superintendent or designee shall annually present a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims and the actuarial reports upon which the estimated costs are based. As a separate agenda item at the same meeting, the Board shall disclose whether it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

CSBA NOTE: The following section is optional and should be revised to reflect district practice.

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the county/district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, county/district income declines, increased revenues or unanticipated savings are made available to the county/district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

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

Business and Noninstructional Operations

Policy 3280: Sale Or Lease Of District-Owned Real Property

CSBA NOTE: The following optional policy and accompanying administrative regulation detail the procedures that govern the district's sale or lease of surplus real property, and may be revised to reflect district practice.

Education Code 17455 authorizes the sale, or lease for up to 99 years, of any district real property together with any personal property located thereon without approval of the voters within the district. To do so, the property must not or will not be needed by the district and the district must follow the procedures specified in Education Code 17387-17391.

Pursuant to Education Code 33050, a district may request the State Board of Education to waive the statutory bid procedures specified in Education Code 17387-17391, in order to sell surplus real property through a request for proposal process.

Pursuant to Education Code 17219, when the district has not used a previously used site for school purposes within the preceding five years, or has not used a newly acquired site within five years of acquisition for any of grades K-8 or seven years of acquisition for any of grades 7-12, the State Allocation Board (SAB) is authorized to charge an "unused site fee" in accordance with Education Code 17219-17224. For further information regarding non-use payments, see the Office of Public School Construction's, "Unused Site Program Handbook."

Additionally, the Surplus Land Act (Government Code 54220-54234) requires local agencies, including school districts, prior to disposing of certain land, to offer to sell or lease such land to certain entities for affordable housing, parks and recreation, and other specified uses.

Due to the complexities surrounding the disposal of surplus real property, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel before initiating the process to sell or lease surplus real property.

The Board of EducationThe Governing Board believes that district facilities and resources should be utilized in an economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space for the effective delivery of instruction.

CSBA NOTE: Pursuant to Education Code 17387-17391, before surplus real property is sold or leased, the Governing Board must appoint an advisory committee to advise the Board on the disposition of such property. Education Code 17388 and 17391 establish exceptions from this requirement, which are listed in Items #1-3 below.

Education Code 17389 requires that the advisory committee be representative of specific groups within the community and be composed of not less than seven or more than 11 members, commonly referred to as a "7-11 Committee". See the accompanying administrative regulation for further information on the composition and duties of this committee.

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. -The Board may elect not to appoint a district advisory committee for any of the following: -(Education Code 17388, 17391)-

1. A rental of property for a period of time not exceeding 30 days
2. A lease or rental of surplus property to a private educational institution for the purpose of offering summer school
3. A sale, lease, or rental of surplus property to be used for teacher or other employee housing

4. ~~Until July 1, 2024, a sale or lease of surplus property that has not previously operated, or was not constructed to be operated, as an early childhood education facility or a school for elementary or secondary instruction~~

CSBA NOTE: Pursuant to Government Code 65402, if the county or city has adopted a general plan which is applicable in the area where the district property is located, the district must notify the county or city planning agency of the location, purpose, and extent of the proposed disposition of district property. The planning agency is required to report back to the district within 40 days, indicating whether the proposed disposition conforms with the general plan. If objections are not raised within 40 days, the lack of response is deemed to be a finding that the district's proposed disposition of the property is in conformity with the local planning agency's adopted general plan. Even if the planning agency disapproves of the location, purpose, or extent of the proposed disposition, the district may overrule the disapproval.

In addition, to ensure that the proposed disposition of the property conforms with any general plan adopted by the local planning agency that affects or includes the area where the surplus property is located, the Board shall submit a report to the local planning agency describing the location of the surplus property and the purpose and extent of the proposed sale or lease. -(Government Code 65402)

CSBA NOTE: When proposing the sale or lease of surplus property, the district must also comply with the California Environmental Quality Act (CEQA) (Public Resources Code 21000-21177), when applicable. Pursuant to 14 CCR 15061, the sale or lease of property is exempt from detailed CEQA review if there is no possibility that the sale or lease will have a significant environmental effect. In such cases, the district must adopt a notice of exemption in accordance with 14 CCR 15062.

The Board shall determine whether the sale or lease of the surplus property is subject to review under the California Environmental Quality Act. -(Public Resources Code 21000-21177; 14 CCR 15061-15062)

CSBA NOTE: Pursuant to Government Code 54956.8, the Board may hold a closed session for real property negotiations, including the sale or lease of property by the district. The Attorney General opined in 94 Ops.Cal.Atty.Gen. 82 (2011) that only three subjects related to real property negotiations may be considered in closed session, which are (1) the amount of consideration the local agency is willing to pay or accept in exchange for the real property rights to be acquired or transferred, (2) the form, manner, and timing of how that consideration will be paid, and (3) items that are essential to arriving at the authorized price and payment terms. See BB 9321 - Closed Session.

The Board may meet in closed session with its real property negotiator prior to the sale or lease of real property by the district in order to grant its negotiator authority regarding the minimum price or rent and terms of the sale or lease. -(Government Code 54956.8)

CSBA NOTE: Pursuant to Government Code 54221, the Board must first declare land to be either (1) surplus land or (2) exempt surplus land under the Surplus Land Act before taking any action to dispose of the land. If land is determined to be "exempt surplus land", certain requirements set forth in the Surplus Land Act (Government Code 54220-54234) do not apply, except for providing notice of the property's availability for sale or lease to specified public entities.

The declaration of whether land is surplus land or exempt surplus land may be done by way of a resolution, which is separate from the resolution adopted to order the sale or lease of surplus property, described below in "Resolution of Intention to Sell or Lease."

Before taking action to dispose of any land, the Board shall declare, at a regular meeting, supported by written findings that, under the Surplus Land Act, the land is either (1) surplus land or (2) exempt surplus land. (Government Code 54221)

CSBA NOTE: Pursuant to Government Code 54221, as amended by AB 480 (Ch. 788, Statutes of 2023), the Board is not required to make a resolution of intent to sell or lease described below at a public meeting for certain exempt surplus land if the district provides notice and opportunity for public comment as described below. Additionally, the Board is required to provide the Department of Housing and Community Development (HCD) notice as specified in its August 2024, "Updated Surplus Land Act Guidelines." For more information regarding land that is defined as "exempt surplus land", see the accompanying administrative regulation.

However, if the land involved is exempt surplus land as specified in Government Code 54221(f)(1), the Board, at its discretion, may decide not to make such a declaration. Instead of the declaration, the Board may identify the land as exempt surplus land in a notice that is published and available for public comment and to the entities identified in Government Code 54222 at least 30 days before the exemption takes effect. (Government Code 54221)

Additionally, at least 30 days prior to disposing of exempt surplus land, the district shall provide the Department of Housing and Community Development (HCD) a copy of the Board's declarations and findings supporting the Board's determination that the land is exempt surplus land using the form prescribed by HCD. (Government Code 54221)

CSBA NOTE: If the Board determines that under the Surplus Land Act the land involved is not exempt surplus land, then certain requirements must be followed in order to dispose of the property. Pursuant to Government Code 54230.5, before agreeing to terms for the disposition of surplus land, districts are required to provide HCD with a description of the notices of availability sent to public entities, summary of negotiations conducted with any responding public entities, and a copy of any restrictions to be recorded against the property as required by the Surplus Land Act. Pursuant to Government Code 54230.7, as added by SB 229 (Ch. 774, Statutes of 2023), districts disposing of surplus land that received a notification of violation from HCD are required to hold an open and public meeting to review and consider the substance of the notice of violation and may not take final action to ratify or approve the proposed disposal until a public meeting is held; see BB 9323.2-E(1) - Actions by the Board.

If the district has received notification from HCD that the district has violated the Surplus Land Act pursuant to Government Code 54230.5, the Board shall not pursue a final action to ratify or approve the proposed disposal of surplus land unless the Board holds an open and public meeting in compliance with Government Code 54230.7 to review and consider the substance of the notice.

CSBA NOTE: When a district is selling any surplus property or leasing it with an option to purchase, Education Code 17464 and Government Code 54222 of the Surplus Land Act list the public entities that must be given priority to lease or purchase the property and the types of notice that the district must provide such entities before disposing of the property.

Pursuant to Education Code 17464, the notice is required to be mailed to specified public entities and a general notice published once each week for three successive weeks in a regularly published newspaper, with at least five days intervening between the publication dates. If a public entity(ies) desiring to purchase or lease the property responds to the notice within 60 days after the third publication, the district is required to negotiate with the public entity in an effort to arrive at a mutually satisfactory price or lease payment during that 60-day period.

Additionally, pursuant to Government Code 54222 and 54223 of the Surplus Land Act, a public entity interested in leasing or purchasing the land is required to respond within sixty days after the notice is sent and is entitled to a negotiation period of ninety days.

Under certain circumstances, districts may also need to comply with the Naylor Act (Education Code 17485- 17500), which requires that priority be given to public agencies when disposing of any district property that includes a playground, playing field, or land particularly suited for outdoor recreational or open-space purposes.

Under certain conditions, the district may grant priority to licensed child care providers pursuant to Education Code 17458 or may sell surplus property for less than fair market value to public entities for recreational purposes pursuant to Education Code 17230.

When selling or leasing district real property, the Board shall comply with applicable procedures and give priority to specified public agencies as required by law. -(Education Code 17230, 17464, 17485-~~17499~~17500; Government Code ~~54222~~54221-54234)

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds

vote of all of its members at a regularly scheduled open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. -(Education Code 17466)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. -(Education Code 17469)

CSBA NOTE: Education Code 17470 requires districts to take reasonable steps to notify the former owner of the property of the public meeting at which bids will be considered. However, the Board is not required to accord the former owner the right to purchase the property at the tentatively accepted highest bid price nor to offer to sell the property to the former owner at the tentatively accepted highest bid price.

At least 60 days prior to the public meeting, the Superintendent or designee shall take reasonable steps to provide written notification of the public meeting, by certified mail, to the former owner from whom the district acquired the property. -(Education Code 17470)

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. -Before accepting a written proposal, the Board shall call for oral bids in accordance with law. -(Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. -(Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. -(Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. -Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. -(Education Code 17475-17478)

Use of Proceeds

CSBA NOTE: Pursuant to Education Code 17462, the proceeds derived from the sale of surplus property or lease with an option to purchase must generally be used for one-time expenditures for capital outlay or maintenance, with specified exceptions. The law does not place limitations on the use of proceeds for a lease of surplus property that does not include an option to purchase.

The Superintendent or designee shall ensure that the proceeds from the sale or lease with an option to purchase of surplus district property are used for one-time expenditures and not for ongoing expenditures such as salaries and general operating expenses. -(Education Code 17462; 2 CCR 1700)

Proceeds from a sale of surplus district property shall generally be used for capital outlay or maintenance costs that the Board determines will not recur within a five-year period. -Proceeds from a lease of district property with an option to purchase may be deposited into a restricted fund for the routine repair of district facilities, as defined by the State Allocation Board (SAB-), for up to a five-year

period. (Education Code 17462)

CSBA NOTE: Pursuant to Education Code 17462, proceeds from the sale or lease with an option to purchase may be deposited in the district's general fund when the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements. Thus, districts may not apply to the state for new construction or modernization funding during that time period unless certain conditions specified in Education Code 17462 are satisfied.

However, if the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements, the proceeds from the sale or lease with an option to purchase may be deposited in a special reserve fund for the future maintenance and renovation of school sites or in the district's general fund. ~~(Education Code 17462)~~

~~In addition, until July 1, 2024, if district surplus property was purchased entirely with local funds, the proceeds from the sale or lease of the property, together with any personal property located on the property, may be deposited into the general fund of the district and may be used for any one-time general fund purpose. Before exercising this authority, the Board shall: (Education Code 17463.7) (Education Code 17462)~~

- ~~1. Submit to SAB documents certifying that the sale of real property does not violate the provisions of a local bond act and the real property is not suitable to meet projected school construction needs for the next 10 years~~
- ~~2. At a public meeting, adopt a plan for expending one-time resources from the sale or lease of the property which identifies the source and intended use of the surplus property proceeds and describes the reasons that the expenditure will not result in ongoing fiscal obligations for the district~~

CSBA NOTE: Pursuant to Education Code 17462.3, if the district is selling real property purchased, improved, or modernized with funds received from a state school facilities funding program within the previous 10 years, the district is required to return those funds to SAB under specified conditions. The district must notify OPSC of the sale by submitting Form SAB 308, available on OPSC's website.

Whenever the district sells real property that was purchased, improved, or modernized with funds that were received from a state school facilities funding program within the previous 10 years, the district shall notify OPSC within 90 calendar days of the sale of the property if the proceeds from the sale are not used for capital outlay and the property is not sold to a charter school, another school district, a county office of education, or an agency that will use the property exclusively for the delivery of child care and development services. If SAB subsequently makes a finding that the sale is subject to Education Code 17462.3, the district shall return the funds to the SAB within 90 calendar days of the finding. (2 CCR 1702)

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Business and Noninstructional Operations**Policy 3320: Claims And Actions Against The District**

CSBA NOTE: The following optional policy reflects the claims procedure in the Government Claims Act pursuant to Government Code 810-996.6. The Government Claims Act sets forth prelitigation requirements and deadlines for claims against public entities, including school districts. In City of Stockton v. Superior Court, the California Supreme Court held that the claim requirements in Government Code 900-915.4 also apply to claims for breach of contract. For any cause of action that is excepted from the Government Claims Act pursuant to Government Code 905 but has its claim presentation procedure specified in another statute or regulation, such as childhood sexual assault, a claim must be presented in accordance with that statute or regulation. For any cause of action that is excepted from the Government Claims Act pursuant to Government Code 905 but is not governed by any procedure in another statute or regulation, the district may establish its own claim presentation procedure in accordance with Government Code 935.

Government Code 905 specifies certain types of claims which are exempted from the procedures in the Government Claims Act. Pursuant to Government Code 935, a district is authorized to establish its own claims processing procedures for those exempted claims. A local claims requirement must be similar to and be no more restrictive than those established by the Government Claims Act. For example, the district's procedures may not allow a longer time for the Governing Board to take action on a claim than the timeline provided for claims under the Government Claims Act. The following policy may be revised to reflect district practice.

Because a district's insurance carrier or joint powers authority (JPA) may require the district to comply with certain claims management conditions as part of the district's contractual coverage obligation, it is strongly recommended that, prior to adoption by the Board, this Board policy be reviewed for consistency with any applicable conditions of coverage. A district's failure to follow those contractual conditions may result in a loss of coverage benefits.

It is recommended that the district consult CSBA's District and County Office of Education Legal services or district legal counsel, as necessary, if questions arise regarding the proper procedure to follow for a claim against the district, and the district's insurance carrier and legal counsel for questions regarding conditions of coverage from an insurance carrier or JPA.

The Board of EducationThe Governing Board desires to conduct district operations in a manner that minimizes risk, protects district resources, and promotes the health and safety of students, staff, and the public. Any and all claims for money or damages against the district shall be presented to and acted upon in accordance with the Government Claims Act or other applicable state or district procedures, as well as the district's joint powers authority (JPA) agreement or other insurance coverage.

CSBA NOTE: The following optional paragraph is for use by districts that choose to establish their own claims procedures for certain types of claims pursuant to Government Code 935.

Any claim for money or damages not governed by the Government Claims Act (Government Code 810-996.6) or specifically excepted by Government Code 905 shall be presented and acted upon in accordance with district-established procedures consistent with the manner and time limitations specified in this Board policy. (Government Code 935)

CSBA NOTE: Pursuant to Government Code 935, claims procedures established by the district may include a requirement that a claim be presented and acted upon in accordance with such procedures as a prerequisite to the filing of a lawsuit against the district. The following paragraph extends this requirement to claims filed under other statutes and may be revised to reflect district practice.

Unless otherwise provided by statelaw, a written claim shall be presented to and acted upon by the Board in accordance with such procedures prior to filing a lawsuit against the district for money or federal-law or regulation. (Government Code 935)damages.

Upon notice to the district of a claim, the Superintendent or designee shall take all necessary steps to protect the district's rights under any applicable contractual agreements, including the right to indemnification from its insurance or other coverage provider.

Roster
Time Limitations

CSBA NOTE: Items #1-4 below reflect timelines for presenting claims in relation to different causes of action, pursuant to the Government Claims Act and other applicable statutes.

The following time limitations apply to the presentation of claims for money or damages against the district:

1. Claims relating to a cause of action for death or for injury to a person, personal property, or growing crops shall be presented to the Board not later than six months after the accrual of the cause of action (Government Code 911.2)
2. Claims relating to any other cause of action subject to the Government Claims Act shall be filed not later than one year after the accrual of the cause of action (Government Code 911.2)

CSBA NOTE: Claims for childhood sexual assault are governed by the timelines and procedures specified in Code of Civil Procedure 340.1 and 340.11. For claims of childhood sexual assault that occurred on or after January 1, 2024, Code of Civil Procedure 340.1, as amended by AB 452 (Ch. 655, Statutes of 2023), provides that there are no time limits for the commencement of actions for the recovery of damages for such assaults, including plaintiffs who are 40 years of age or older who file certificates of merit by the plaintiff's attorney and by a licensed mental health practitioner selected by the plaintiff setting forth the facts which support the declaration. For claims of childhood sexual assault that occurred on or before December 31, 2023, Code of Civil Procedures 340.1, as amended by AB 452, and Code of Civil Procedure 340.11, as added by SB 558 (Ch. 877, Statutes of 2023), provide that the statute of limitations is 22 years from the date the plaintiff attains age 18 or within five years of the date the plaintiff discovers or reasonably should have discovered that psychological injury or illness occurring after age 18 was caused by sexual assault, with claims by plaintiffs who are 40 years of age or older only permitted if the person or district knew or had reason to know, or was otherwise on notice, of any misconduct that creates a risk of childhood sexual assault by an employee, volunteer, representative, or agent or designee, or the person or district failed to take reasonable steps or to implement reasonable safeguards to avoid acts of childhood sexual assault.

3. Claims relating to childhood sexual assault and other causes of action which are specifically excepted from the Government Claims Act by Government Code 905, that are subject to a claims presentation procedure in another statute or regulation, shall be presented to the Board in accordance with the applicable governing statute or regulation (Government Code 905)

CSBA NOTE: Optional Item #4 below is for use by any district whose Board has chosen to exercise the authority in Government Code 935 to establish its own procedure for the presentation of claims which are excluded from the Government Claims Act by Government Code 905 and which are not governed by any other applicable statute or regulation. Pursuant to Government Code 935, the district's procedure cannot require a shorter time for presentation of a claim than the time specified in Government Code 911.2. However, the Board has the discretion to adopt a more flexible time limitation and may increase the amount of time allowed for filing such claims. If the Board adopts a more flexible time limitation, Item #4 should be revised accordingly.

4. Claims relating to any cause of action which is specifically excepted from the Government Claims Act by Government Code 905 but is not governed by any other claim presentation statute or regulation shall be presented to the Board within the time limits specified in Items #1 and 2 above, depending on the applicable cause of action (Government Code 911.2, 935)

Receipt of Claims

A claim shall be deemed presented and received when delivered to the district office or deposited in a post office, mailbox, sub-post office, substation, mail chute, or other similar facility maintained by the U.S. government, in a sealed envelope properly addressed to the district office with postage paid, or when otherwise actually received in the district office or by the Board secretary or clerk. (Government Code 915, 915.2)

CSBA NOTE: Government Code 915 authorizes a claim, amendment to a claim, or application for a late claim to be submitted through electronic means, if so authorized by a Board resolution. In practice, such electronic means involve online completion of a fillable form and/or transmission by email. The following paragraph may be revised to specify the electronic means authorized by the district. If the Board has not adopted a resolution authorizing electronic submission, the district should delete the following paragraph.

Pursuant to Government Code 915.4, if the Board authorizes electronic submission, then any notice required of the district in response to a claim, amendment, or application for a late claim is required to be sent to the electronic address from which the district received the claim or application, unless the claimant or applicant specified an alternative electronic address for that purpose.

For more information regarding district notice requirements, see "Notice of Claim Insufficiency," "Late Claims," and "Action on Claims", below.

A claim may be submitted electronically in the manner specified by the Superintendent or designee. (Government Code 915, 915.2)

CSBA NOTE: In most circumstances, a district's insurance provider or JPA is responsible for claims management, including investigating, defending, and managing a district's response to a claim presented under the Government Claims Act. The following paragraph requires the Superintendent or designee to immediately forward any claims received to the district's JPA or insurance provider in order to help ensure compliance with any conditions of coverage.

Upon receipt of a claim against the district pursuant to the Government Claims Act, the Superintendent or designee shall promptly provide written notice to the district's JPA or insurance carrier in accordance with the applicable conditions of coverage.

Review of Contents of the Claim

CSBA NOTE: Most JPAs and insurance carriers provide a claim form. The person submitting the claim need not use the claim form provided by the district but, pursuant to Government Code 910 and 910.2, the claim must contain a signature and all the information listed below.

The Superintendent or designee shall review any claim received to ensure that the claim contains all of the following information as specified in Government Code 910 and 910.2:

1. The name and post office address of the claimant
2. The post office address to which the person presenting the claim desires notices to be sent
3. The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted
4. A general description of the indebtedness, obligation, injury, damage, or loss incurred insofar as it may be known at the time of presentation of the claim
5. The name(s) of the district employee(s) causing the injury, damage, or loss, if known
6. The amount claimed if it totals less than \$10,000, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the claim, together with the basis of computation of the amount claimed

If the amount claimed exceeds \$10,000, the dollar amount shall not be included in the claim and the claimant shall indicate whether the claim is a limited civil case as specified in Code of Civil Procedure 85 and 86.

7. The signature of the claimant or the person acting on the claimant's behalf

Notice of Claim Insufficiency

CSBA NOTE: Pursuant to Government Code 910.8, if a claim is found insufficient, the district is required to notify the claimant of the defects or omission in the claim. Government Code 915.4 authorizes such notice to be personally delivered or mailed or, if the Board has adopted a resolution authorizing electronic submission of claims, then any notice of claim insufficiency is required to be sent to the electronic address from which the claim was sent unless the claimant specifies an alternative electronic address for that purpose; see "Receipt of Claims", above. Pursuant to Government Code 911, if the district, or the JPA or insurance carrier acting on the district's behalf, fails to give notice that the claim is insufficient, as specified below, then the district may not later raise that issue as a defense to the claim.

If a claim is found insufficient or not to satisfy the form requirements under Government Code 910 and 910.2, the Board or its designee shall, within 20 days of receipt of the claim, provide a notice in the manner specified in Government Code 915.4 that states the particular defects or omission in the claim. (Government Code 910.8)

CSBA NOTE: Districts should investigate the background of each claim thoroughly, be cautious before rejecting a claim because of insufficiency of information, and consult CSBA's District and County Office of Education Legal Services or district legal counsel, and/or the district's JPA or insurance provider, as appropriate. In *Stockett v. Association of California Water Agencies Joint Powers Insurance Authority*, the California Supreme Court held that a claim is sufficient, and may not be barred, so long as enough information is disclosed to allow the district to adequately conduct an investigation of the claim's merits, even if the claim was not indicated in the claimant's initial notice.

The Board shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

Amendment to Claims

Within the time limits provided in "Time Limitations" above or prior to final action by the Board, whichever is later, a claim may be amended if, as amended, it relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Late Claims

When a claim that is required to be presented not later than six months after the accrual of the cause of action, as specified in "Time Limitations" above, is not presented within that time, an application to present a late claim may be presented to the Board, in the manner specified in Government Code 915 and 915.2, within a reasonable time not to exceed one year after the accrual of the cause of action. The application shall include the proposed claim and shall state the reason for the delay in presenting the claim. (Government Code 911.4)

CSBA NOTE: Pursuant to Government Code 911.3, when a claim is presented late and is not accompanied by an application to present a late claim, the Board or designee may, at any time within 45 days after the claim is presented, give written notice to the person presenting the claim that the claim was not filed timely and that it is being returned without further action. In such circumstances, the Board or designee should notify the claimant that "no action" was taken because the claim was presented late, as taking formal action to "reject" the claim could indicate that the Board had accepted the filing of the late claim and potentially waiver certain legal defenses.

Although districts are not required to provide this notice, failing to do so may prevent the district from relying on the claim's untimeliness as a defense in future litigation. Because of this, the language in the following paragraph has been drafted to require provision of the notice whenever an untimely claim is received. Districts that do not wish to notify claimants that their claim is untimely, and therefore risk the waiver of their untimeliness defense, may modify the language accordingly.

If the claim is presented late and is not accompanied by an application to present a late claim, the Board or its designee shall, within 45 days, give written notice, in the manner specified in Government Code 911.3, that the claim was not presented timely and that it is being returned without further action. (Government Code 911.3)

The Board shall grant or deny the application to present a late claim within 45 days after it is presented.

This 45-day period may be extended by written agreement of the claimant and the Board provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The Board shall grant the application to present a late claim where one or more of the following conditions are applicable: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise, or excusable neglect and the district was not prejudiced in its defense regarding the claim by the claimant's failure to present the claim within the time limit
2. The person who sustained the alleged injury, damage, or loss was a minor during all of the time specified for presentation of the claim
3. The person who sustained the alleged injury, damage, or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason the person failed to present the claim
4. The person who sustained the alleged injury, damage, or loss died before the expiration of the time specified for the presentation of the claim

If the application to present a late claim is denied, the claimant shall be given notice in substantially the same form as set forth in Government Code 911.8 and in the manner specified in Government Code 915.4.

If the Board does not take action on the application to present a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless the time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

Action on Claims

CSBA NOTE: Pursuant to Government Code 945.6, if the Board formally acts to reject a claim and provides notice of such rejection, the claimant has only six months from the rejection to initiate a lawsuit. If the Board takes no action or fails to provide written notice rejecting the claim, the claimant then has two years to initiate a suit against the district. The notice of rejection is required to comply with the notification requirements of Government Code 913 unless the claim has no address on it.

Although the Board takes final action on claims as specified below, such action is based on the evaluation of the claim by the district's insurance provider or JPA.

Within 45 days after the presentation or amendment of a claim, the Board shall take action on the claim. This time limit may be extended by written agreement between the district and the claimant before the expiration of the 45-day period. If the 45-day period has expired, the time limit may be extended if legal action has not commenced or been barred by legal limitations. (Government Code 912.4)

The Board may act on the claim in one of the following ways: (Government Code 912.4, 912.6)

1. If the Board finds that the claim is not a proper charge against the district, the claim shall be rejected
2. If the Board finds that the claim is a proper charge against the district and is for an amount justly due, the claim shall be allowed
3. If the Board finds that the claim is a proper charge against the district but is for an amount greater than is justly due, the Board shall either reject the claim or allow it in the amount justly due and reject it as to the balance
4. If legal liability of the district or the amount justly due is disputed, the Board may reject or compromise the claim
5. If the Board takes no action on the claim, the claim shall be deemed rejected

CSBA NOTE: The following paragraph is optional. Government Code 935.4 authorizes, but does not require, the Board to delegate to any employee the authority to allow, compromise, or settle a claim of \$50,000 or less. Boards that do not wish to delegate such authority should delete the following paragraph. Boards that wish to delegate this authority may modify the following paragraph to specify a different employee to whom the authority is delegated and/or an amount less than \$50,000.

Management of the defense or settlement of the claim may be subject to contractual requirements contained in the district's insurance policy, memorandum of coverage, or contractual indemnity agreements. Thus, even when the Board has authorized the Superintendent or another employee to settle such claims, the authority is subject to any such requirements or conditions of coverage.

In accordance with Government Code 935.4, the Board delegates to the Superintendent the authority to allow, compromise, or settle claims of \$50,000 or less pursuant to any conditions of coverage in the district's JPA agreement or insurance coverage.

CSBA NOTE: The following paragraph should be revised depending on whether the Board delegated to an employee, and if so to which employee, the authority to allow, compromise, or settle a claim of less than \$50,000.

If the Board, or Superintendent when appropriate, allows the claim, in whole or in part, or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the Board may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Board or its designee shall transmit to the claimant written notice of action taken or of inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall be provided in the manner specified in Government Code 915.4. (Government Code 913)

Registry of Public Agencies

CSBA NOTE: Government Code 53051 requires public agencies, such as school districts, to register the information specified below, including the names of all Board members, with the Secretary of State and County Clerk. In *Hovd v. Haward Unified School District*, the appellate court held that if the information required to be registered to the Secretary of State and County Clerk is not on file or is not accurate, then a claimant may still state a claim even if the time limit for presenting a claim has expired.

Pursuant to Government Code 960.2 and 960.3, if the information is not on file or is not accurate, the court may allow a person to serve a claim on the district by mailing or personally delivering process to the Secretary of State's office. Additionally, pursuant to Government Code 946.4, if the information is not on file or is not accurate, then if a plaintiff fails to present a claim to the district before filing suit, this will not constitute a defense for the district. Thus, it is imperative that all required information be current and accurate.

Within 10 days of any change in the full, legal name of the district, the mailing address of the Board, or the names, titles, and addresses of the Board president, the Board clerk or secretary, or other Board members, the Superintendent or designee shall file the updated information with the Secretary of State and the County Clerk. (Government Code 53051)

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

Business and Noninstructional Operations
Policy 3515.5: Sex Offender Notification

CSBA NOTE: Penal Code 290.45 specifies that when a law enforcement agency reasonably suspects that children may be at risk from a registered sex offender, the agency may notify educational institutions. However, the law does not stipulate procedures for districts to follow when so notified. Penal Code 290.45 also provides that any person who receives such sex offender information from a law enforcement agency may only disclose that information in the manner and to the extent authorized by the law enforcement agency. Districts should act reasonably and responsibly if the information is received and should collaborate with local law enforcement in order to determine the most responsible means of communication; see the accompanying administrative regulation. Because school personnel are not equipped to assess the relative danger of offenders, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when developing their planned response to the receipt of sex offender information.

In order to protect students while they are traveling to and from school, or attending school or a school-related activity, the ~~Governing Board of Education~~ believes it is important that the district respond appropriately when a law enforcement agency notifies the district about registered sex offenders who may reside or work within district boundaries.

The Superintendent or designee shall establish an ongoing relationship with law enforcement officials to coordinate the receipt and dissemination of such information. To the extent authorized by law, the Superintendent or designee also shall establish procedures for notifying appropriate staff as necessary.

CSBA NOTE: Penal Code 290.45 grants the district and its employees immunity from civil liability for the good faith dissemination of any sex offender information received from a law enforcement agency, as long as the dissemination is in the manner and to the extent authorized by the law enforcement agency.

Any district employee to whom sex offender information is disclosed by a law enforcement entity shall disclose the information only when authorized by the law enforcement entity and in the manner authorized.

CSBA NOTE: Pursuant to Penal Code 290.46 ("Megan's Law") information about certain sex offenders, including their home addresses, is available to the public via the Internet. The district may choose to include notice regarding the availability of this information in its annual parent/guardian notification. The following paragraph is optional and may be revised to reflect district practice.

The Superintendent or designee ~~shall~~may annually notify parents/guardians ~~in writing~~ of the availability of information about registered sex offenders on the Department of Justice's ~~Internet~~Megan's Law website.

Role of District Police/Security Department

CSBA NOTE: The following optional section is for use by districts with district police/security departments. Penal Code 290.45 provides that a school district police/security department may be a "designated law enforcement agency" for purposes of receiving information from the Department of Justice about registered sex offenders. As a "designated law enforcement agency," the school district police/security department may make the determination to release information about sex offenders to the school community, such as parents/guardians of students attending the school and other persons regularly present at the school site including students, employees, or volunteers.

In accordance with law, Board policy and administrative regulation, the district police/security department may disseminate information about registered sex offenders to the school community. The district police/security department shall consult with local law enforcement and the Superintendent or designee prior to any such dissemination.

When a registered sex offender's email address or username used for instant messaging or social networking or other internet identifier, as defined in Penal Code 290.024, is submitted to the district police/security department, such information shall only be used by the department or released to another law enforcement entity for the purpose of investigating a sex-related crime, a kidnapping, or human trafficking. No other disclosure shall be made or authorized by the department, except as required by a court order. (Penal Code 290.45)

The district police/security department shall maintain records of the means and dates of dissemination for five years. (Penal Code 290.45)

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

Business and Noninstructional Operations

Policy 3540: Transportation

CSBA NOTE: Pursuant to Education Code 39800, the Governing Board may provide transportation for students to and from school whenever such transportation is advisable and good reasons exist to provide these services. The following optional policy is for use by districts that choose to provide transportation services through their own transportation system, contracting out, or other methods, and should be revised to reflect district practice.

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, including expanded learning opportunities programs, promote regular attendance, and reduce tardiness. In determining the extent to which the district will provide transportation services, the Board shall weigh student and community needs against the cost of providing such services.

CSBA NOTE: A district is authorized to provide transportation services in an economical and efficient way, as long as the arrangement complies with law. For example, Education Code 39800.1 permits partnering with a municipally-owned transit system, in order to provide transportation services to middle and high school students.

The Superintendent or designee shall recommend to the Board economical, environmentally sustainable, and appropriate means of providing transportation services. The district's transportation services may be provided by means of a joint powers agreement, a cooperative student transportation program, or a consortium, as permitted by law.

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student pursuant to Education Code 35350 or the evacuation of students as necessary for their safety.

Transportation Plan

CSBA NOTE: The following section may be revised to reflect district practice. Education Code 39800.1 requires, as a condition of apportionment, a district to adopt a transportation plan in consultation with classified staff, teachers, school administrators, and other stakeholders, and to update the plan annually by April 1. The plan is required to include descriptions of the transportation services to be provided to certain student groups as specified below.

The Superintendent or designee shall develop a transportation plan in consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents/guardians, students, and other stakeholders. (Education Code 39800.1)

The transportation plan shall be presented to and adopted by the Board at an open meeting, with the opportunity for in-person and remote public comment, and shall be updated annually by April 1. (Education Code 39800.1)

The transportation plan shall include descriptions of the following: (Education Code 39800.1)

1. The transportation services offered to students
~~How~~
2. The prioritization of transportation services ~~will be prioritized~~ for low-income students, and students in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive

~~2.~~

3. The transportation services accessible to students with disabilities and homeless children and youth, as defined pursuant to the federal McKinney-Vento Homeless Assistance Act (42 USC 11301)

How

4. The manner in which unduplicated students, as defined in Education Code 42238.02, will be able to access available home-to-school transportation at no cost

Transportation Contracts

CSBA NOTE: The following paragraph may be revised to reflect district practice. Pursuant to Education Code 39800 and 39802, the district may use one or more means to provide transportation, as indicated below. For example, the district may use school buses for its regular home-to-school program and contract with private parties to provide transportation for field trips.

The Board may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools to provide necessary transportation services. (Education Code 35330, 39800, 39801)

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802-~~3~~39803)

CSBA NOTE: Pursuant to Education Code 39879, as added by SB 88 (Ch. 30, Statutes of 2023), the district is required to obtain written attestations from any private entity with which it contracts to provide student transportation.

Prior to contracting with a private entity for student transportation services, the district shall obtain written attestations from the entity that: (Education Code 39879)

1. The entity does not have any applicable law violations at the time of applying for the contract
2. The entity will maintain compliance with applicable laws for the duration of the contract
3. Under the contract, only drivers who meet the requirements specified in Education Code 39877 will work
4. The entity has on file all the reports and documents required pursuant to Education Code 39877 for the duration of the contract, including, but not limited to, updated, revised, or modified reports and documents, and that the reports and documents shall be available for inspection by the district

Any vehicle used to provide student transportation for compensation shall meet both of the following requirements: (Education Code 39879)

1. Be inspected every 12 months, or every 50,000 miles, whichever comes first, at a facility licensed by the Bureau of Automotive Repair to ensure that the vehicle passes a 19-point vehicle inspection, as adopted by the Public Utilities Commission and as specified in D.13-09-045, before allowing the vehicle to be driven, except for vehicles which are already subject to a statutory inspection program
2. Be equipped with a first aid kit and a fire extinguisher

Expenses and Fees

CSBA NOTE: The following paragraph is optional. If a district that has been providing transportation decides instead to have alternative transportation provided through an outside company or volunteers, this action may constitute "contracting out" and be subject to negotiation pursuant to the Educational Employment Relations Act (Government Code 3540-3549.3).

In lieu of providing transportation in whole or in part, the district may pay the student's parents/guardians either their actual and necessary expenses in transporting the student or the cost of the student's food and lodging at a place convenient to the school. In either case, the amount of the payment shall not exceed the cost that would be incurred by the district to provide for the transportation of the student to and from school. (Education Code 39806- 39807)

CSBA NOTE: The following optional paragraph is for use by districts that choose to require parents/guardians of transported students to pay a portion of the cost of transportation as authorized by Education Code 39807.5. Pursuant to Education Code 39807.5, the district is required to waive the fee for a student with a disability who meets the requirements set forth in Education Code 56026, and an unduplicated student, as defined in Education Code 42238.02, which includes a student who is eligible for free or reduced-price meals, who is an English learner, or who is a foster youth. See BP/AR 3250 - Transportation Fees.

The Board may charge a transportation fee to parents/guardians of transported students in accordance with Education Code 39807.5 and ~~BP/AR~~Board Policy/Administrative Regulation 3250 - Transportation Fees.

Safety and Monitoring

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

CSBA NOTE: The following optional paragraph is for use by districts that maintain their own transportation system and may be revised to reflect district practice. Pursuant to Penal Code 637.7, the district is authorized, as the registered owner of the school bus, to use electronic tracking systems to determine the location or movement of the vehicle.

In addition to using a global positioning system (GPS) to locate a bus in an emergency or to track delays, the district may choose to authorize parents/guardians to access the location data so that they may determine when their child has been picked up or dropped off at a bus stop.

Additionally, Vehicle Code 4854 permits the use of devices approved by the Department of Motor Vehicles as an alternative to conventional license plates, stickers, tabs, and cards when specified requirements are met. However, pursuant to Vehicle Code 4854, such alternative devices may not be used to monitor an employee except during work hours and if strictly necessary for the performance of the employee's duties. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel when considering the use of vehicle location technology to monitor employees.

The district may install a global positioning system (GPS) on school buses and/or student activity buses in order to enhance student safety and provide real-time location data to district and school administrators, and parents/guardians.

~~The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance.~~

CSBA NOTE: The following optional paragraph is for use by districts that maintain their own transportation system. A driver who provides transportation to students shall meet the requirements specified in Education Code 39877 and 39878, as added by SB 88.

The Superintendent or designee shall ensure the qualifications of bus drivers, in accordance with Administrative Regulation 3542 - School Bus Drivers, and related staff employed by the district; provide for the maintenance and operation of district-owned school buses and other equipment; and ensure adequate facilities for equipment storage and maintenance.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: April 10, 2007
revised: June 11, 2019
revised: February 14, 2023
revised: ??, 2025

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

Business and Noninstructional Operations

Policy 3540.12: Vehicle Use Policy

The Sierra County Office of Education (County) and Sierra-Plumas Joint Unified School District (District) are responsible for the safety and welfare of its students at any time they are on County/District premises or in the custody of County/District employees. The County/District is also responsible for the safety of employees while on duty or on County/District business.

In order to meet the County/District's responsibility for its students' and employees' safety, and to minimize the district's legal and financial responsibility for violations of law by its employees in the course of their duties and/or for any harm to students and employees, it is the policy of this Board that no employee shall at any time be authorized to, or on his/her own without authorization, operate a district vehicle or his/her personal automobile for any work-related purpose without being properly licensed and complying with California vehicle registration and insurance laws.

Only employees designated by the County/District Superintendent shall be authorized to transport students.

Any violation of this policy shall be subject to discipline up to, and including, termination from employment with the district.

The County/District Superintendent or designee shall develop administrative regulations to ensure countywide/districtwide implementation of this policy.

All County/District employees shall be furnished with a copy of this policy.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: ???

CSBA POLICY GUIDE SHEET – February 11, 2025 *First Reading*

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 5113.1 – Chronic Absence and Truancy

Policy updated to move to the philosophical paragraph language which provides that students who are identified as chronically absent or truant receive appropriate support services and interventions as early as possible. Additionally, policy updated to incorporate strategies identified by the California Department of Education for encouraging student attendance, and reflect **NEW LAW (SB 153, 2024)** which, beginning July 1, 2025, authorizes districts to implement attendance recovery programs for students in grades transitional kindergarten-12 to make up lost instructional time and offset absences.

Board Policy 5148.2 – Before/After School Programs

Policy updated to require a district to prioritize expanded learning opportunity programs (ELO) at school sites in the lowest income communities, as determined by prior year percentages of students eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with ELOs across their attendance area. Additionally, policy updated to reflect **NEW LAW (SB 153, 2024)** which requires, beginning in the 2025-26 fiscal year, a Governing Board to declare its operational intent to run an ELO to the Superintendent of Public Instruction, and authorizes districts to use ELO funds to support attendance recovery programs.

Board Policy 6158 – Independent Study

Policy updated to reflect **NEW LAW (SB 153, 2024)** and **NEW LAW (AB 176, 2024)** which require a district that submits an affidavit for a school closure necessitated by an emergency condition to (1) for an emergency event occurring after September 1, 2021 but before July 1, 2026, certify that the district has a plan for offering independent study to affected students within 10 instructional days, and (2) for events occurring on or after July 1, 2026, certify that an instructional continuity plan is included in the district's comprehensive safety plan and that the district offered student engagement and instruction consistent with the instructional continuity plan or certify that it did not do so due to extenuating circumstances. Additionally, **NEW LAW (SB 153, 2024)** (1) provides that when computing average daily attendance for apportionment purposes, students participating in independent study may only be credited with one day of attendance for each calendar day, (2) makes specified independent study requirements applicable only when students are participating in an independent study program for 16 school days or more in a school year, (3) provides that evidence of student participation, in addition to other forms of evidence, may include documentation that the student participated in an instructional period either visually or verbally, (4) provides that a written agreement is required for independent study of any length of duration, (5) requires districts to obtain a signed written agreement for an independent study program of more than 15 school days before the beginning of independent study, and for an independent study program of 15 school days or fewer, during the school year in which the independent study program takes place, and (6) makes similar changes to course-based independent study. In addition, **NEW LAW (AB 176, 2024)** clarifies that the district is required to maintain documentation of hours or fraction of an hour for both student work products and the time that the student engaged in asynchronous instruction. Policy also updated to reflect **NEW LAW (SB 348, 2023)** which requires districts to make available, at no cost, a nutritionally adequate breakfast and lunch to any district student who requests a meal including an independent study student who is scheduled for educational activities, as defined in law, lasting for two or more hours at a school site, resource center, meeting space, or other satellite facility, regardless of the student's eligibility for a free or reduced-price meal, and to clarify the meaning of "caregiver" in the context of general independent study agreement requirements to make consistent with similar material related to course-based independent study agreement requirements.

Board Policy 6170.1 – Transitional Kindergarten

Policy updated to reflect **NEW LAW (AB 2268, 2024)** which exempts students in transitional kindergarten (TK) from the requirement to be assessed in English listening and speaking for purposes of initial identification as an English learner, and **NEW LAW (SB 153, 2024)** which requires districts that commingle TK students and California State Preschool Program children in the same classroom to complete an observation using the Classroom Assessment Scoring System (CLASS) tool and CLASS environment tool.

Board Policy 6174 – Education for English Learners

Policy updated to reference **NEW LAW (AB 2074, 2024)** which requires the California Department of Education to develop a statewide implementation plan for the, “El Roadmap Policy”. Additionally, policy updated to reflect **NEW LAW (714, 2023)** which clarifies that the term “newcomer student” has the same meaning as “immigrant children and youth” as defined in law, **NEW LAW (SB 114, 2023)** which includes long-term English learners as a numerically significant subgroup, **NEW LAW (SB 141, 2023)** which defines “long-term English learner” as a student who has not attained English language proficiency within seven years of initial classification as an English learner, and **NEW LAW (AB 2268, 2024)** which exempts students in transitional kindergarten from the requirement to be assessed in English listening and speaking for purposes of initial identification as an English learner. In addition, policy updated to remove material related to instruction collaboration agreements which is more appropriately placed in other policy, include material from the accompanying administrative regulation “Reclassification/Redesignation” section as the content is more appropriately placed in policy, and clarify the differing definitions of “long-term English learner” for the distinct purposes for which they apply.

Board Bylaw 9240 – Board Training

Bylaw updated to include ethics training required by Governing Board members who are in office as of January 1, 2025, with completion by January 1, 2026, and every two years thereafter. Additionally, bylaw updated to add that the Board president work with the Superintendent or designee to include funds for professional development and associated reasonable travel expenses for the Board as a whole and for each individual Board member in the district’s proposed annual budget and, consistent with the availability of funds in the district’s adopted annual budget, (1) the Board president or designee annually develop, and bring to the Board for adoption, a Board professional development calendar designed to assist the Board as a whole, and (2) individual Board members identify and participate in additional professional development opportunities and then timely inform the Board president and the Superintendent upon doing so. In addition, bylaw updated to revise references to relevant training opportunities.

Board Bylaw 9270 – Conflict of Interest

Bylaw updated to add that Governing Boards are mandated to adopt a conflict of interest code and to adopt policies regarding incompatible offices and activities. Additionally, bylaw updated to denote “District Official” as the general term for a position to which the district’s conflict of interest code applies and to reflect **NEW LAW (SB 1181, 2024) and NEW LAW (SB 1243, 2024)** which increased the threshold to \$500 for certain disclosure requirements and restrictions on accepting, soliciting, or directing campaign contributions. In addition, bylaw updated to permit any District Official, who, in good faith, believes that they may be subject to the requirements of the bylaw and has questions, is unclear, or is unsure regarding the application of the requirements of the bylaw, to seek advice from the district’s legal counsel with the permission of the Superintendent, Board president, or majority of the Board. Bylaw also updated to include ethics training required by Board members who are in office as of January 1, 2025, with completion by January 1, 2026, and every two years thereafter. Bylaw also reorganized for coherence, clarity, and consistent style.

Exhibit(1) 9270 – Conflict of Interest

Exhibit updated to denote “District Official” as the general term for a position to which the district’s conflict of interest code applies. Additionally, exhibit updated with revised resolution language and simplified list of designated positions.

Board Policy Manual

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

Students

Policy 5113.1: Chronic Absence And Truancy

CSBA NOTE: The following optional policy addresses both chronic absence, which refers to students missing an excessive number of school days for any reason, whether excused or unexcused, and truancy, which refers to students missing school and/or being tardy without a valid excuse. Education Code 48260 defines a "valid excuse" for purposes of classifying students as truants; see the accompanying administrative regulation. Also see BP/AR 5113 - Absences and Excuses for information about methods of verification of student absences. Pursuant to Education Code 48326, as added by AB 2771 (Ch. 154, Statutes of 2024), beginning with the 2026-27 school year, the California Department of Education (CDE) is required to post on its website information regarding methods of reducing chronic absenteeism, including the formation of school site absence intervention teams.

The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school.- The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district-, and that students who are identified as chronically absent or truant receive appropriate support services and interventions as early as possible.

CSBA NOTE: The following paragraph may be revised to reflect district practice. Districts are required to track student attendance for the purpose of reporting chronic absenteeism for the state accountability system (the California School Dashboard) and identifying students who are classified as truants pursuant to Education Code 48260-48273. Tools to calculate chronic absence, such as the District Attendance Tracking Tool and School Attendance Tracking Tool, are available from Attendance Works.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district.

CSBA NOTE: In developing strategies for addressing chronic absence and truancy, districts may consider reasons for absences given by individual students as well as survey data using tools such as the California Healthy Kids Survey and/or the California School Climate, Health, and Learning Survey System available from WestEd.

CDE has identified strategies that have a positive effect in encouraging students to regularly attend school, which can be found on CDE's webpage, "School Attendance Improvement Strategies." Some of these practices include identifying and responding to grade level and student subgroup patterns of chronic absence and truancy; improving communication with parents/guardians, including using bilingual aides and sending out attendance emails in the language used by parents/guardians; positive reinforcement for improved attendance such as prizes for individuals or classes with the most improved attendance; and personalizing relationships between students and school support staff and/or teachers, including establishing homeroom classes for secondary students for all years of high school.

Additionally, CSBA's, "Seize the Data: Using Chronic Absence Data to Drive Student Engagement," provides research and strategies for districts to use to reduce chronic absenteeism.

The Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy-, including in relation to grade level and student subgroup patterns of chronic absence and truancy.

The Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing

chronic absence. Such an approach shall include strategies for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment; relevant and engaging learning experiences; school activities that help develop students' feelings of connectedness with the school, including personalized relationships between students and teachers and/or support staff; school-based health services; letters alerting parents/guardians to the value of regular school attendance, including the use of bilingual aides and communication in the primary language used by parents/guardians; and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

The tiered approach shall also provide for early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year.- Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals; transportation assistance; counseling, including trauma-informed practices, for mental or emotional difficulties; academic supports; efforts to address school or community safety concerns; discussions with the student and parent/guardian about their attitudes regarding schooling; or other strategies to remove identified barriers to school attendance. The Superintendent, attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

The Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

CSBA NOTE: State law establishes a series of interventions that the district is required or authorized to impose depending on the number of truancies committed by a student; see the accompanying administrative regulation. Habitually truant students, as defined in Education Code 48262, may be referred to a school attendance review board (SARB) if established by the county office of education or to a SARB established by the district Governing Board pursuant to Education Code 48321; see BP/AR 5113.12 - District School Attendance Review Board. Instead of the SARB process, students may be referred to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6. Education Code 48264.5 authorizes, but does not require, students who continue to be truant after receiving these interventions to be referred to a juvenile court. Parents/guardians of students who are identified as truant may be subject to penalties pursuant to Education Code 48293, Penal Code 270.1, and/or Penal Code 272.

Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.

CSBA NOTE: Pursuant to Education Code 46211, as added by SB 153 (Ch. 38, Statutes of 2024), a district may, beginning July 1, 2025, implement attendance recovery programs for students in grades transitional kindergarten- 12 to make up lost instructional time and offset absences, including chronic absenteeism for up to 10 days of attendance in a school year or the number of absences a student accrued in that school year, whichever is less. A student's participation in an attendance recovery program may not be compulsory or punitive for such student. Students participating in an attendance recovery program may generate average daily attendance for the school year in which the program is operated, and that otherwise meets the requirements of Education Code 46211. For more information see the accompanying administrative regulation.

To provide students with an opportunity to make up lost instructional time and offset absences, the Superintendent or designee may implement an attendance recovery program for students in grades transitional kindergarten-12. Any such attendance recovery program shall be operated in accordance with Education Code 46211 and as specified in the accompanying administrative regulation.

CSBA NOTE: Education Code 48900 expresses legislative intent that alternatives to suspension or expulsion be used with students who are truant, tardy, or otherwise absent from assigned school activities; see BP 5144 - Discipline and BP 5144.1 - Suspension and Expulsion/Due Process.

A student's truancy, tardiness, or other absence from school shall not be the basis for suspension or expulsion. -Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

CSBA NOTE: Education Code 52060 requires districts to include the rates of school attendance, chronic absence, dropout, and graduation, as applicable, in their local control and accountability plan (LCAP); see BP/AR 0460 - Local Control and Accountability Plan.

The California School Dashboard includes measures of district and school performance in each priority area addressed in the LCAP, including chronic absence for grades kindergarten-8. The Dashboard reports the degree to which districts and schools meet performance criteria as well as changes in performance from year to year.

For more information regarding LCAP measures see BP 0500 - Accountability. For grades 9-12, chronic absence rates are available through CDE's DataQuest.

The Superintendent, attendance supervisor, or designee shall periodically report to the Board regarding student attendance patterns in the district, including rates of chronic absence and truancy districtwide and for each school, grade level, and numerically significant student subgroup as defined in Education Code 52052. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to develop annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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 5148.2: Before/After School Programs

CSBA NOTE: The following policy is for use by districts providing expanded learning opportunities beyond the regular school day, including before-school, after-school, summer, vacation, and/or intersessional programs, and should be revised to reflect the program(s) offered by the district. For eligible programs in grades Transitional Kindergarten (TK)-9, the district may apply for funding from the state's After School Education and Safety Program (ASES) (Education Code 8482-8484.65) and/or the federal 21st Century Community Learning Centers Program (21st CCLC) (Education Code 8484.7-8484.9; 20 USC 7171-7176). The federal 21st Century High School After School Safety and Enrichment for Teens Program (ASSETs) (Education Code 8420-8428; 20 USC 7171-7176) provides funding for eligible programs in grades 9-12. These programs are optional and have different requirements. See the accompanying administrative regulation for major requirements of each program, including mandated policy language regarding late arrival and early dismissal for students participating in ASES.

Education Code 46120 provides for the Expanded Learning Opportunities Program (ELO) and allocates funding to districts under a formula based on a district's average daily attendance and percentage of unduplicated students, defined as any student who is eligible for free or reduced-price meals, who is an English learner, or who is a foster youth. Districts with a prior fiscal year local control funding formula unduplicated pupil percentage of less than 75 percent are required to offer access to ELO to all unduplicated students in classroom-based instructional programs in grades TK-6, inclusive, and ensure that access is provided to any unduplicated student whose parent/guardian requests placement in ELO. Pursuant to Education Code 46120, on school days, ELO must include in-person before or after school programs and, on non-school days, intersessional programs of specified lengths of time as described below and in the accompanying administrative regulation. Student participation in ELO is optional; however, districts may not opt out of providing ELO.

Pursuant to Education Code 46120, as amended by SB 114 (Ch. 48, Statutes of 2023), a district may contract with a third-party to provide ELOs, and that third-party is required to comply with applicable child care facility license requirements including when serving children who do not participate in ASES, 21st CCLC, or ELO. Pursuant to Education Code 46120, as amended by AB 176 (Ch. 998, Statutes of 2024), an ELO operated by a third-party that holds a child daycare facility license or special permit, as of June 1, 2023, is required to maintain that license or permit capacity as a requirement of contracting for ELOs until June 30, 2025.

The California Department of Education (CDE) monitors, through its Federal Program Monitoring (FPM) process, Expanded Learning Division grants including before-school, after-school, summer/supplemental, equitable access, ASES transportation, and ELO.

The following policy is applicable to ASES, 21st CCLC, ASSETS and ELO, unless otherwise noted, and may be adapted by districts that offer other programs through district funding or alternative sources. If the district does not offer any programs beyond the regular school day, it may modify the following policy as appropriate.

The Governing Board desires to provide learning opportunities for students beyond the regular school day that support the regular education program in a supervised environment. The content of such programs shall be coordinated with the district's vision and goals for student learning, local control and accountability plan, curriculum, and academic standards.

CSBA NOTE: The following paragraph reflects requirements related to collaborative planning for the programs offered by the district. ASES (Education Code 8482.5), ASSETs (Education Code 8422), 21st CCLC (Education Code 8484.75), and ELO (Education Code 46120) have different collaboration requirements; see the accompanying administrative regulation.

Each program offered by the district shall be planned through a collaborative process as required by law. (Education Code 8422, 8482.5, 8484.75, 46120)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 8482.5, in awarding funding for ASES programs, the state gives priority to schools with at least 50 percent of students eligible for free or reduced-price meals. Pursuant to 20 USC 7174, funding for the 21st CCLC and ASSETs programs is restricted to schools receiving federal Title I funding. Additionally, 20 USC 7174 and Education Code 8422 and 8484.8 give competitive priority for these federal programs to applications jointly submitted by school districts and community organizations for programs that (1) are located in schools that are implementing comprehensive or targeted support and improvement activities pursuant to 20 USC 6311 or other schools determined by the district to be in need of intervention and support to improve student academic achievement and other outcomes, (2) serve students at risk for academic failure, dropping out of school, involvement in criminal or delinquent activities, or lacking strong positive role models, (3) provide activities not otherwise accessible to participating students or expand accessibility to high-quality services that may be available in the community, (4) continue or expand existing grants, and (5) for 21st CCLC programs, provide year-round expanded learning programming. For a further description of competitive priority for funding, see CDE's, "After School Education and Safety, 21st Century Community Learning Centers, 21st Century High School After School Safety Enrichment for Teens Grant Programs Frequently Asked Questions," and, "Expanded Learning Funding Opportunities," available on its website.

The district shall prioritize offering Expanded Learning Opportunities Programs (ELO) at school sites in the lowest income communities, as determined by prior year percentages of students eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with ELOs across their attendance area. (Education Code 46120)

To the extent feasible, the district shall give priority to establishing expanded learning opportunities beyond the regular school day in low-performing schools and/or programs that serve low-income and other at-risk students.

CSBA NOTE: Pursuant to Education Code 46120, as amended by SB 153 (Ch. 38, Statutes of 2024), districts are required, beginning with the 2025-26 fiscal year, to annually declare to CDE their operational intent to run an ELO in accordance with instructions and forms that will be furnished by the Superintendent of Public Instruction.

Any expanded learning opportunities, including but not limited to After School Education and Safety (ASES), 21st Century Community Learning Center (21st CCLC), 21st Century High School After School Safety and Enrichment for Teens (ASSETs), ELO, or any other program to be established pursuant to Education Code 8421, 8482.3, 8484.75, or 46120, shall be approved by the Board. Additionally, the Board shall declare its operational intent to run an ELO to the Superintendent of Public Instruction as specified in Education Code 46120.

CSBA NOTE: The following optional paragraph is applicable to all programs. Pursuant to Education Code 8483.4 (applicable to ASES, 21st CCLC, and ELO), the program administrator is required to establish qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise students meet the minimum qualifications for an instructional aide pursuant to district policies; see the accompanying administrative regulation. A district offering an ASSETs program must establish its expectations for staff qualifications.

The Superintendent or designee shall ensure that all staff who directly supervise students in any expanded learning opportunities possess appropriate knowledge and experience. As needed, staff and volunteers shall receive ongoing training related to their job responsibilities.

CSBA NOTE: Pursuant to Education Code 46120, as amended by SB 153, ELO funds may also be used to support attendance recovery programs when attendance recovery is operated by the district in conjunction with, and on the same school site as, its ELO. For more information on attendance recovery programs, see BP/AR 5113.1 - Chronic Absence and Truancy and BP 5147 - Dropout Prevention.

Each before-school, after-school, summer, vacation or intersessional expanded learning opportunity shall include academic and enrichment elements in accordance with law and administrative regulation, and may be used in conjunction with attendance recovery programs. Additionally, each program may include

support services that reinforce the educational component and promote student health and well-being.

CSBA NOTE: Education Code 8482.6 (applicable to ASES, 21st CCLC, and ELO) and Education Code 8422 (applicable to ASSETs programs) authorize the district to charge fees to participating families, with certain exceptions as described below.

Option 1 below is for use by districts that choose not to charge family fees. Option 2 is for use by districts that will charge a permissible family fee to cover unfunded costs of the program.

OPTION 1: (For districts that do not charge family fees)

No fee shall be charged for participation in the program.

OPTION 1 ENDS HERE

OPTION 2: (For districts that charge permissible family fees)

A family fee may be charged to participating families based on the actual cost of services.

CSBA NOTE: The following paragraph is for use by districts selecting Option 2 that offer an ASSETs program, and may be modified to reflect any program(s) offered by the district. Pursuant to Education Code 8422, ASSETs programs that charge fees to participating families are required to waive or reduce the fees for families with students who are eligible for free or reduced-price meals.

However, for the ASSETs program, a family fee shall be waived or reduced for families with students who are eligible for free or reduced-price meals. (Education Code 8422)

CSBA NOTE: The following paragraph is for use by districts selecting Option 2 that offer ASES, 21st CCLC, and/or ELO, and may be modified to reflect any program(s) offered by the district. Pursuant to Education Code 8482.6, family fees may not be charged for these programs for a student who is eligible for free or reduced-price meals or if the district knows the participating student is experiencing homelessness or in foster care. Additionally, a program that charges such fees is required to schedule fees on a sliding scale that considers family income and ability to pay. CDE, through its FPM process, will review whether the district has policy(ies) in place to waive or reduce the income collected for youth eligible for free and reduced-price meals and that the program is not charging youth who are identified as experiencing homelessness or foster youth.

For ASES, 21st CCLC, and/or ELO, no fee shall be charged for a student who is eligible for free or reduced-price meals, or a student experiencing homelessness, or in foster care. Family fees shall be calculated on a sliding scale that considers family income and ability to pay. (Education Code 8482.6, 46120)

OPTION 2 ENDS HERE

CSBA NOTE: The remainder of this policy is for use by districts that selected either Option 1 or 2 above.

The following optional paragraph is for use by districts with programs serving students ages 11-12 years. Welfare and Institutions Code 10273, provides that the preferred placement for students ages 11-12 years is in a before- school or after-school program rather than in subsidized child care and development services. When subsidized child care services are also available, students ages 11-12 years will be eligible for subsidized child care services only for the portion of care that is not available in a before-school or after-school program. See AR 5148 - Child Care and Development.

Eligible students who are 11 or 12 years of age shall be placed in a before-school or after-school program, if and when available, rather than subsidized child-care and development services. During the time that the before-school or after-school program does not operate, such students may be provided the option of enrolling in child-care and development services in accordance with the enrollment priorities established in Administrative Regulation 5148 - Child Care and Development. (Welfare and Institutions Code 10273)

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

To assist in evaluations of program effectiveness, the district may refer to CDE's, "Quality Standards and Continuous Quality Improvement (CQI)," and, "Guidance for a Quality Improvement Process," which describe available assessment tools that are closely aligned with the program standards.

To the extent consistent with state and federal privacy laws, Education Code 8484.1 authorizes the district to share specified student data (i.e., school day attendance data, statewide assessment scores, English language development test placement or reclassification scores, California Healthy Kids Survey results in aggregate form, student engagement and behavioral data, and other academic measures, including grades and course completion) with the operator of an after-school program with which the district has a contract that includes a confidentiality agreement. It is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel with questions about the sharing of student data.

Additionally, Education Code 8427 and 8484 require the after-school program to submit data on school and program attendance and program quality to CDE; see the section "Reports" in the accompanying administrative regulation.

The Board and the Superintendent or designee shall monitor student participation rates and shall identify multiple measures that shall be used to evaluate program effectiveness. Such measures may include, but are not limited to, student outcome data; program self-assessments; feedback from staff, participating students, and parents/guardians; and observations of program activities.

CSBA NOTE: The following paragraph is for use by districts that offer ASES, 21st CCLC, and/or ELO, and may be adapted by districts that offer ASSETs or other programs. Pursuant to Education Code 8482.3 and 46120, a district that offers ASES, 21st CCLC, and/or ELO is required to review program goals, program content, and outcome measures, selected from among those listed in Education Code 8484, every three years and to retain documentation for five years. CDE, through its FPM process, will review whether the program plan has been approved by the Governing Board in a public meeting and posted on the district's website.

Every three years, the Superintendent or designee shall review the after-school program plan, including, but not limited to, program goals, program content, and outcome measures. Documentation of the program plan shall be maintained for a minimum of five years in accordance with law and as specified in Board Policy/Administrative Record 3580 - District Records and Board Policy/Administrative Record 5125 - Student Records. (Education Code 8482.3, 46120)

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: ??, 2025

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

Students**Policy 6158: Independent Study**

CSBA NOTE: Education Code 51744-51749.6 authorize districts to establish independent study programs to meet the educational needs of students.

Education Code 51747 and 51749.5 mandate the Governing Board to adopt a policy with specified components as a condition of receiving state apportionments for traditional and course-based independent study, and to implement the policy in accordance with the rules and regulations adopted by the Superintendent of Public Instruction. The mandated components for traditional independent study and course-based independent study are reflected throughout this policy and the accompanying administrative regulation.

Education Code 51744 encourages districts, when adopting policy, to consider offering more than one independent study model for short- and long-term placements in accordance with Education Code 51747, 51747.5, and 51749.6.

In the event of a school closure necessitated by an emergency condition specified in Education Code 46392, Education Code 46393, as amended by SB 153 (Ch. 38, Statutes of 2024) and AB 176 (Ch. 998, Statutes of 2024), requires districts submitting affidavits regarding emergency events occurring after September 1, 2021, but before July 1, 2026, to certify that the district has a plan for offering independent study to impacted students within 10 instructional days. For events occurring on or after July 1, 2026, Education Code 46393, as amended by SB 153 and AB 176, requires districts to certify that the district's comprehensive safety plan includes an instructional continuity plan, and that the district offered student engagement and instruction consistent with the instructional continuity plan or certify that it did not do so due to extenuating circumstances.

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered for short- or long-term placements, on a full- time or part-time basis, and/or in conjunction with part- or full-time classroom study.

CSBA NOTE: 5 CCR 11701 requires the Board to hold a public hearing when setting policy regarding the maximum length of time that may elapse between the time an independent study assignment is made and the date by which the student must complete it, and the level of satisfactory educational progress and the number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the student's best interests to remain in independent study. See "General Independent Study Requirements" below for more information regarding these requirements.

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students. (Education Code 51747; 5 CCR 11701)

CSBA NOTE: Pursuant to Education Code 58500-58512, independent study may be offered as a program within a school, as a charter school, or as an alternative school of choice; see AR 0420.4 - Charter School Authorization, BP 6146.11 - Alternative Credits Toward Graduation, and BP/AR 6181 - Alternative Schools/Programs of Choice.

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, a charter school, an alternative school or program of choice, ~~a charter school~~, and/or an online course.

Student participation in independent study shall be voluntary and no student shall be required to participate. (Education Code 51747, 51749.5, 51749.6)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

CSBA NOTE: Pursuant to Education Code 46300, as amended by SB 153, when computing average daily attendance for apportionment purposes, students participating in independent study may only be credited with one day of attendance for each calendar day.

~~The minimum period of time for any independent study option~~An independent study student shall be three consecutive school days ~~not be credited with more than one day of attendance per calendar day.~~
(Education Code 46300)

CSBA NOTE: Pursuant to Education Code 49501.5, as amended by SB 348 (Ch. 600, Statutes of 2023), a district is required to make available at no cost, a nutritionally adequate breakfast and lunch to any district student who requests a meal, including an independent study student who is scheduled for educational activities, as defined in Education Code 49010, lasting for two or more hours at a school site, resource center, meeting space, or other satellite facility, regardless of the student's eligibility for a free or reduced-price meal. For more information regarding school meals, see BP/AR 3550 - Food Service/Child Nutrition Program.

A nutritionally adequate breakfast and lunch shall be made available at no cost to any independent study student scheduled for educational activities lasting two or more hours at a school site, resource center, meeting space, or other satellite facility, who requests a meal. (Education Code 49501.5)

General Independent Study Requirements

The Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for participation and is likely to succeed as well as or better than the student would in the regular classroom setting.

CSBA NOTE: Pursuant to Education Code 46100, the Board is required to fix the length of the school day for each grade level, in accordance with law. The California Department of Education, on its "Frequently Asked Questions" and "Independent Study" webpages, clarifies that independent study is not an alternative curriculum and that students in independent study are required to meet the same number of instructional minutes as their peers who are physically at the school site for their instruction.

The minimum instructional minutes shall be the same for all students at each school including students participating in independent study, except as otherwise permitted by law. (Education Code 46100)

CSBA NOTE: Education Code 51747 mandates the Board to adopt policy on the maximum length of time, by grade level and type of program, which may elapse between the time an independent study assignment is made and the date by which the student must complete the assignment. 5 CCR 11700 defines "type of program" as the statutory program category for purposes of attendance accounting. In addition, 5 CCR 11701 mandates that Board policy reflect an awareness that excessive leniency in the duration of independent study assignments can result in a student falling so far behind peers as to increase, rather than decrease, the risk of dropping out of school.

The following paragraph sets one week for all grade levels and types of programs as the maximum length of time an independent study assignment should be completed, and should be revised to reflect the length of time determined by the Board. In order to ensure that apportionment credits are received, the length of time determined by the Board in its policy should be reflected in the student's written agreement. See "Master Agreement" below.

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of programs. When

necessary, based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date specified in the student's written agreement.

CSBA NOTE: Education Code 51747 mandates the Board, to adopt policy which specifies the level of satisfactory educational progress and the number of missed assignments allowed before an evaluation is conducted to determine whether it is in a student's best interest to remain in independent study. The following paragraph specifies a maximum of three assignments and should be revised to reflect the Board's determination of the number of missed assignments that will give rise to an evaluation.

The number of missed assignments that will give rise to an evaluation must be included in the student's written agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments.

Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
-
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
-
3. Learning of required concepts, as determined by the supervising teacher
-
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

CSBA NOTE: Education Code 51747 mandates the Board to adopt policy that includes the provision of content aligned to grade level standards that is substantially equivalent to in-person instruction. For high schools, this requirement includes access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. See BP/AR 6143 - Courses of Study.

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California (UC) or the California State University (CSU) as creditable under the A-G admissions criteria. (Education Code 51747)

CSBA NOTE: Education Code 51747 mandates the Board to adopt policy that includes plans, by grade level, to provide students with specified levels of live interaction and/or synchronous instruction as described in Items #1-3 below and defined in the accompanying administrative regulation. Education Code 51747, as amended by SB 153, makes this requirement applicable only when students are participating in an independent study program for 16 school days, or more, in a school year. Pursuant to Education Code 51747, this requirement is not applicable to students enrolled in a comprehensive school for classroom-based instruction who participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, as described below. Pursuant to Education Code 51747.5, the district may claim apportionment credit for independent study only to the extent of the time value of student work products as personally judged by a certificated employee of the district, or the combined time value of student work products and participation in synchronous instruction, as long as the synchronous instructional offering augments the time value of the student work product and evidence of student participation is furnished and maintained. Pursuant to Education Code 51747.5, as amended by SB 153, work products may include the daily time value spent by a student engaged in asynchronous instruction, including work

completed on an online or computer-based instructional activity, regardless of whether student work products are produced, if the computer program documents student participation. Education Code 51747.5, as amended by AB 176, clarifies that the district is required to maintain documentation of hours or fraction of an hour for both student work products and the time that the student engaged in asynchronous instruction. Evidence of student participation may include, but is not limited to, student work produced or performed, or documentation that the student participated in an instructional period either visually or verbally, as verified by a certificated employee and maintained by the district for each hour or fraction of an hour of the synchronous instructional offering. See "Records", below.

The Superintendent or designee shall ensure that all students participating in independent study for ~~45~~16 school days or more in a school year receive the following throughout the school year: (Education Code 51747)-

1. For students in grades transitional kindergarten, ~~kindergarten, and grades 1 to (TK)-3,~~ opportunities for daily synchronous instruction
-
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
-
3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

CSBA NOTE: Education Code 51747 mandates the Board to adopt policy that includes procedures for tiered reengagement strategies for students who meet the conditions specified in Items #1-3 below. Education Code 51747, as amended by SB 153, makes this requirement applicable only when students are participating in an independent study program for 16 school days, or more, in a school year. Pursuant to Education Code 51747, this requirement is also not applicable to students who participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, as described below.

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students participating in an independent study program for ~~45~~16 school days or more in a school year who are: (Education Code 51747)-

1. Not generating attendance for more than ten percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar
-
2. Not participating in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span
-
3. In violation of their written agreement

CSBA NOTE: Education Code 51747 requires that the district's tiered reengagement strategies procedures include local programs intended to address chronic absenteeism, as applicable.

Tiered reengagement strategies procedures used in district independent study programs shall include local programs intended to address chronic absenteeism, as applicable, including but not limited to the following: (Education Code 51747)-

1. Verification of current contact information for each enrolled student
-
2. Notification to parents/guardians of lack of participation within one school day of the recording of a nonattendance day or lack of participation
-
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
-
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

CSBA NOTE: Education Code 51747 mandates the Board to adopt policy that includes a plan to expeditiously, and not longer than five instructional days, transition students whose families wish to return to in-person instruction from independent study. Education Code 51747, as amended by SB 153, makes this requirement applicable only when students are participating in an independent study program for 16 school days, or more, in a school year.

Pursuant to Education Code 51747, the requirement is also not applicable to students who participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, as described below.

The Superintendent or designee shall, for students who participate in an independent study program for ~~15~~16 school days ~~or~~ for more in a school year, develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days. (Education Code 51747)

CSBA NOTE: Pursuant to Education Code 51747, the live interaction and/ or synchronous learning requirements, tiered reengagement strategies, and transition plan obligations do not apply to students enrolled in a comprehensive school for classroom-based instruction who, under the care of an appropriate licensed professional(s), participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, provided the district obtains evidence of the need as specified in Education Code 51747.

When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee. (Education Code 51747)

CSBA NOTE: Education Code 51747 mandates the Board to adopt policy providing that a current written agreement (i.e., the "master agreement") will be maintained for each student who participates in independent study and for whom apportionment is claimed. Education Code 51747 provides that no independent study agreement may be valid for longer than one school year.

In addition, Education Code 51749.5 mandates the Board to adopt policy providing that a "learning agreement" be maintained for each student participating in course-based independent study. See "Master Agreement" and "Learning Agreement for Course-Based Independent Study" below for required content of these agreements.

The Superintendent or designee shall ensure that a written agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

CSBA NOTE: Education Code 51747 requires districts to hold a student-parent-educator conference upon the request of a parent/guardian prior to making a decision about enrollment or disenrollment in independent study. The term "student-parent-educator conference" is defined in Education Code 51745.5 and reflected in the accompanying administrative regulation.

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in ~~the section~~ "Master Agreement," below, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

Master Agreement

CSBA NOTE: Education Code 51747 mandates that, in order to receive apportionments for independent study, the district is required to adopt and implement policy providing for a signed written independent study agreement which contains the components listed in the following section. Pursuant to Education Code 46300, as amended by SB 153, districts may claim independent study

average daily attendance for any length of duration. As such, a written agreement is required for independent study of any length of duration.

Pursuant to Education Code 51747, as amended by SB 153, the district is required to obtain a signed written agreement for an independent study program of more than 15 school days before the beginning of independent study, and for an independent study program of 15 school days or fewer, during the school year in which the independent study program takes place. Education Code 51747, as amended by SB 153, clarifies that for independent study programs of 15 school days or fewer the agreement may be signed at any time during the school year, but includes legislative intent that parents/guardians be provided the written agreement at or before the beginning of the school year. However, Education Code 46300.7 states that apportionments shall be received for a student in independent study only if the district receives written permission from the parent/guardian before the independent study begins, specifying the actual dates of participation, methods of study and evaluation, and resources to be made available for the student's independent study. As Education Code 46300.7 and 51747 are inconsistent regarding when written agreements need to be signed for programs of 15 school days or fewer, districts are encouraged to consult CSBA's District and County Office of Education Legal Services or district legal counsel.

A written agreement shall be developed and implemented for each student participating in independent study ~~for three or more consecutive school days.~~ (Education Code 46300, 51747)

For student participation ~~for 15~~ lasting 16 school days or more, a signed written agreement shall be obtained before the student begins independent study. For student participation of ~~less than~~ 15 school days or fewer, a signed written agreement ~~shall~~ may be obtained ~~within ten at any time during the school days of the first day of year in which the student's enrollment independent study program takes place.~~ (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but is not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work

CSBA NOTE: As described in "General Independent Study Requirements" above, pursuant to Education Code 51747, the written agreement must contain statements reflecting Board policy pertaining to (1) the maximum length of time, by grade level and type of program, which may elapse between the time an independent study assignment is made and the date by which the student is required to complete the assignment and (2) the number of missed assignments allowed before an evaluation would be required to determine whether it is in a student's best interest to remain in independent study. Education Code 51747 also requires that the written agreement contain a statement of the Board's policy regarding the level of satisfactory educational progress for students participating in independent study.

4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will ~~trigger~~ give rise to an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year

6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports
8. A statement that independent study is an optional educational alternative ~~in which~~ no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction
- ~~10. Before the commencement of independent study projected to last for 15 school days or more, or within ten school days of the first day of enrollment for independent study for less than 15 school days, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under 18 years of age, the certificated employee responsible for the general supervision of independent study, and for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student~~

CSBA NOTE: Pursuant to Education Code 51747, the date upon which a written agreement needs to be signed will vary depending on the projected length of independent study, as specified below.

Additionally, for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student is required to sign the written agreement.

All learning agreements shall be signed by the student, the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of independent study, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. If the independent study program is projected to last for more than 15 school days, the learning agreement shall be signed before the commencement of the program. For an independent study program that is projected to last for 15 or fewer school days, the learning agreement shall be signed at any time during the school year in which the independent study program is to take place. (Education Code 51747)

CSBA NOTE: Pursuant to Family Code 6550-6552, a person who is 18 years of age or older who completes and signs a caregiver's authorization affidavit declaring that a minor lives at the person's home is authorized as a caregiver to enroll the minor child in school and consent to school-related medical care on behalf of the minor. For purposes of the above paragraph, caregiver means a person who has met the requirements of Family Code 6550-6552.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Course-Based Independent Study

CSBA NOTE: This section is for districts that provide independent study courses to its students. Education Code 51749.5-51749.6 establish a course-based independent study option that may be offered if certain requirements are met, as described below. Education Code 51749.5 mandates that boards adopt policies that comply with the legal requirements listed in the following section and any applicable regulations adopted by the State Board of Education.

The following paragraph may be revised to reflect the grade levels offered by the district.

The district's course-based independent study program for students in grades K-12 shall be subject to the following requirements: (Education Code 51749.5)-

1. A signed learning agreement shall be completed and on file for each participating student, pursuant to Education Code 51749.6
-
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction
-
3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards-
-

For high schools, this shall include access to all courses offered by the district for graduation and approved by UC or CSU as creditable under the A-G admissions criteria.-

The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that a student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. ~~The-Additionally, the~~ certification shall ~~also~~ include plans to provide opportunities throughout the school year, for all students in ~~transitional kindergarten, kindergarten, and grades 1-3~~ TK-3 to receive daily synchronous instruction, for all students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for all students in grades 9-12 to receive at least weekly synchronous instruction.
-

4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3
-
5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program as indicated by the student's performance on applicable student-level measures of student achievement and engagement set forth in Education Code 52060-; completion of assignments, assessments, or other indicators that evidence that the student is working on assignments-; learning of required concepts, as determined by the supervising teacher-; and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher-
-

If satisfactory educational progress in one or more independent study courses is not being made, the teacher providing instruction shall notify the student and, if the student is under 18 years of age, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. ~~A written record of the evaluation findings shall be treated as a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.~~

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student-; a plan for outreach from the school to determine student needs, including connection with health and social services as necessary-; and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

6. Examinations shall be administered by a proctor

7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district-
Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.
-
8. A student shall not be required to enroll in courses included in the course-based independent study program
-
9. The student-teacher ratio in the courses in this program shall ~~meet the requirements of~~ be in accordance with Education Code 51745.6
-
10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208
-
11. Courses required for high school graduation or for admission to UC or CSU shall not be offered exclusively through independent study
-
12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011
-
13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course
-

CSBA NOTE: Pursuant to Education Code 51749.5, a student with disabilities may participate in a course- based independent study program if the student's individualized education program specifically provides for such participation.

14. A student with disabilities, as defined in Education Code 56026, may participate in course-based independent study if the student's individualized education program specifically provides for that participation
-
15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study
-
16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days

Learning Agreement for Course-Based Independent Study

Before enrolling a student in a course within a course-based independent study program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian, with a written learning agreement that includes all of the following: (Education Code 51749.6)-

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to Item #3 of ~~the~~ "Course-Based Independent Study ~~section~~" above
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an

alternative program, which may include, but is not limited to, a regular school program

5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports
7. A statement that enrollment is an optional educational alternative ~~in which~~ no student may be required to participate.

In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through course-based independent study only if the student is offered the alternative of classroom instruction.
8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study
11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.

CSBA NOTE: Pursuant to Education Code 51749.6, the date upon which a learning agreement needs to be signed will vary depending on the projected length of an independent study course, as specified below. In addition, for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student is required to sign the learning agreement.

All learning agreements shall be signed ~~and dated~~ by the student, ~~and by~~ the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of the independent study course, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. If the independent study program is projected to last for more than 15 school days, the learning agreement shall be signed before the commencement of the program. For an independent study program that is projected to last for 15 or fewer school days, the learning agreement shall be signed at any time during the school year in which the independent study program is to take place. (Education Code 51749.6)

† For purposes of ~~this~~ the above paragraph, "caregiver" means a person who has met the requirements of Family Code 6550-6552.

Learning agreements may be signed using an electronic signature that complies with state and federal standards, as determined by CDE. (Education Code 51749.6)

A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's permission for the student to receive instruction through course-based independent study. (Education Code 51749.6)

Upon the request of a student's parent/guardian, and before signing a learning agreement as described above, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference, or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian, an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51749.6)

Student-Parent-Educator Conferences

CSBA NOTE: Education Code 51747 and 51749.5 require districts to hold student-parent-educator conferences as defined by Education Code 51745.5, at specified times. See the accompanying administrative regulation for the definition of student-parent-educator conference.

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or, if requested by a parent/guardian, prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

Records

CSBA NOTE: Pursuant to Education Code 51745.6, 51747, 51747.5, and 51749.5, the Education Audit Appeals Panel's, "Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting," includes verification of compliance with specified components of law related to independent study, with loss of apportionment for independent study for districts found to be noncompliant.

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)-

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
-
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
-
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
-
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

CSBA NOTE: Education Code 51747.5, as amended by AB 176, clarifies that the district is required to maintain documentation of hours or fraction of an hour for both student work products and the time that the student engaged in asynchronous instruction. As a result, districts will need to document hours or fractions of an hour of work product time before converting to days of attendance.

Additionally, the district shall maintain documentation of hours or fraction of an hour for student work products and the time that students engaged in asynchronous instruction. (Education Code 54747.5)

5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code ~~51746~~51745.6 and 51749.5 ~~(Education Code 51746 and 51749.5)~~
-
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of

each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300-
(~~Education Code 51747.5~~)

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as ~~nonparticipatory~~non-participatory for that school day. (Education Code 51747.5)

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

CSBA NOTE: Education Code 51747 and 51749.6 authorize specified records to be maintained in an electronic file, as provided in the following paragraph. Pursuant to Education Code 51747 and 51749.6, an electronic file includes a computer or electronically stored image of an original document, including, but not limited to, a PDF, JPEG, or other digital file type, that may be sent via fax machine, email, or other electronic means.

Signed written and supplemental agreements, assignment records, work samples, and attendance records may be maintained as an electronic file in accordance with Education Code 51747 and 51749.6, as applicable.-

Program Evaluation

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

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement, as needed.

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 6170.1: Transitional Kindergarten**

CSBA NOTE: The following policy is for use by districts that maintain kindergarten and may be revised to reflect district practice. Education Code 33050 prohibits the waiver of specified provisions related to transitional kindergarten (TK) and kindergarten provided for in Education Code 48000-48003. For more information on waivers, see BP 1431 - Waivers.

The California Department of Education's (CDE), "Universal Prekindergarten FAQs" and "Transitional Kindergarten FAQs," available on its website, provide guidance to districts on the implementation of universal prekindergarten and TK programs. Additionally, CDE has developed a universal prekindergarten resources website, "Universal PreKindergarten, California's Great Start," designed for use by districts that operate a California State Preschool Program (CSPP), Head Start, and/or TK program.

Education Code 48000 defines TK as the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. Many of the requirements applicable to kindergarten, such as class size, minimum school day, and facilities, are also applicable to TK. The district will receive funding based on average daily attendance (ADA) for students in a TK program that meets the requirements specified in Education Code 48000.

Education Code 8281.5 established the California Prekindergarten Planning and Implementation Grant Program as an early learning initiative with the goal of expanding access to classroom-based prekindergarten programs. Grant funds may be used for costs associated with creating or expanding preschool programs through the CSPP or TK programs, or to establish or strengthen partnerships with other providers of prekindergarten education within the district, including Head Start programs, to ensure that high-quality options for prekindergarten education are available for four-year-old children.

Pursuant to the California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facilities Grant Program (Education Code 17375), districts may be awarded grants for the construction of new preschool classrooms, the modernization of existing preschool classrooms, or the modernization of existing kindergarten-grade 12 classrooms that will be converted to provide CSPPs operated by districts on a public school site.

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

Eligibility

CSBA NOTE: While children are not required to attend kindergarten or TK, all school districts are required to provide TK to age-eligible children pursuant to Education Code 48000. According to CDE's, "Universal Prekindergarten FAQs," no age-eligible child may be denied access to TK by being placed on a waiting list.

The district's TK program shall admit children as follows: (Education Code 48000):

~~1. For the 2023-24 school year, children whose fifth birthday is between September 2 and April 2~~

1. For the 2024-25 school year, children whose fifth birthday is between September 2 and June 2

2. For the 2025-26 school year, and in each school year thereafter, children who turn four by September 1

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or ~~ehildearechild care~~ program, including, but not limited to, a Head Start program, a ~~ehildearechild care~~ center serving children through an alternative payment program, a general ~~ehildearechild care~~ and development program, a California State Preschool Program (CSPP), a migrant ~~ehildearechild care~~ and development program, ~~ehildearechild care~~ and development services for children with special needs, or a program serving children through a CalWORKs Stage 1, Stage 2, or Stage 3 program. (Education Code 48000)

CSBA NOTE: CDE's, "Universal Prekindergarten FAQs," clarify that children are required to have documentation of required immunizations or a valid exemption prior to admission to TK. For information about required immunizations and exemptions, see BP/AR 5141.31 - Immunizations.

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

CSBA NOTE: The following paragraph is optional. If the district chooses to allow kindergarten-eligible children to enroll in the TK program, CDE recommends in its, "Universal Prekindergarten FAQs," that the district establish criteria to determine selection requirements. The parent/guardian of a kindergarten-eligible child who is enrolled in TK must, at the end of the year, sign a Kindergarten Continuance Form verifying agreement with the child enrolling in kindergarten the following year; see "Continuation to Kindergarten" below.

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Superintendent or designee, determines that it is in the child's best interest.

CSBA NOTE: The following paragraph is optional. Pursuant to Education Code 48000, the district may, at its discretion, determine whether to allow admittance of children whose fifth birthday is after the date specified for admittance for the applicable year as described above. Such students may be admitted at any time during the school year, including at the beginning of the year. Education Code 48000 provides that districts will not receive ADA apportionment for a child whose birthday is after the date specified for the applicable year until the child's fifth birthday.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after the date specified for admittance for the applicable year as described above, provided that upon the recommendation of the Superintendent or designee, the Board determines that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

CSBA NOTE: The following paragraph is optional and may be deleted by districts that do not allow early enrollment children in TK. Pursuant to Education Code 48000.15, as amended by SB 141 (Ch. 194, Statutes of 2023), for the 2024-25 school year, a district that offers TK to early enrollment children must concurrently offer enrollment in a CSPP program, if offered by the district, space permitting. The district may enroll an early enrollment child in a CSPP program operated by the district regardless of income, after all other eligible children have been enrolled. Districts will not receive ADA apportionment for an early enrollment child admitted to TK until the child's fifth birthday. For more information on district preschool programs, see BP/AR 5148.3 - Preschool/Early Childhood Education.

Additionally, the district may enroll an early enrollment child in TK whose fourth birthday is between June 3 and September 1, inclusive, preceding the school year during which they are enrolled in TK. The Superintendent or designee shall maintain any classroom that includes an early enrollment child with a classroom enrollment that does not exceed 20 students and an adult-to-student ratio of at least one adult to every 10 students. Additionally, if an early enrollment child is enrolled in TK, the district shall concurrently offer enrollment to the child in the district's CSPP, subject to available space. (Education Code 48000.15)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

CSBA NOTE: Education Code 48000 states the Legislature's intent that the TK curriculum be aligned to the California Preschool Learning Foundations developed by CDE. These standards address essential knowledge and skills in the subject areas listed below. The standards and companion preschool curriculum frameworks are available on CDE's website.

Pursuant to Education Code 8203.3, CDE in consultation with the California Department of Social Services, is responsible for establishing and updating prekindergarten learning development guidelines that focus on preparing children for kindergarten, including developmental milestones, assessment, and suggested methods for achievement.

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

CSBA NOTE: Pursuant to Education Code 313, as amended by AB 2268 (Ch. 15, Statutes of 2024), students in TK are not required to be assessed in English listening and speaking for purposes of initial identification as an English learner. However, CDE's "Interim Guidance on Transitional Kindergarten Students and English Language Proficiency Testing," provides that districts should continue to conduct the Home Language Survey during TK enrollment to identify whether the primary or native language of a student is a language other than English. Since there may be implications with other state and federal laws, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel, as necessary.

Students in TK are not required to be assessed in English listening and speaking for purposes of initial identification as an English learner. However the district shall conduct the Home Language Survey during enrollment to identify whether the primary or native language of a student is other than English.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. Education Code 37202 permits districts to maintain TK and kindergarten classes for different lengths of time during the school day, either at the same or a different school site. Districts offering TK classes for different lengths of time are still required to meet the minimum and maximum length of school day provided in law. Pursuant to Education Code 46111, 46115, and 46117, at the kindergarten and TK level the minimum school day is three hours (180 minutes), including recess but excluding noon intermission, and the maximum school day is four hours (240 minutes), excluding recess, except for students in expanded learning opportunity programs intended to supplement instructional time provided by a district pursuant to Education Code 46120, or if the district has adopted an extended-day kindergarten pursuant to Education Code 8973. However, pursuant to Education Code 46119, if the district has fewer than 40 kindergarten students, the Governing Board may apply to the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each, including recesses, taught on the same day by the same teacher. Also see BP/AR 5148.2 - Before/After School Programs and AR 6112 - School Day.

Pursuant to Education Code 48003, districts are required to provide an annual report to CDE regarding the type of kindergarten program offered by the district, including part-day, full-day, or both. The California Basic Educational Data System (CBEDS) School Information Form, located on CDE's website, requires a report on the type of TK program offered.

The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long, including recess but excluding noon intermission, except for TK students enrolled in expanded learning opportunity programs provided by the district pursuant to Education Code 46120. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full-day, part-day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

The Superintendent or designee shall collaborate with parents/guardians and relevant community groups, in accordance with the plan developed for how all children in the attendance area of the district will have access to full- day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning offerings opportunities, the After School Education and Safety Program, CSPP, Head Start programs, and other community-based early learning and care programs.

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. According to CDE's, "Universal Prekindergarten FAQs," it is the intent of the law to provide separate and unique experiences for TK and kindergarten students. However, districts have flexibility to determine how best to meet the curricular needs of each child and whether TK and kindergarten students may be enrolled in the same classrooms.

Education Code 48000, as amended by SB 153 (Ch. 38, Statutes of 2024), requires districts that commingle TK students and CSPP children in the same classroom to complete an observation using the Classroom Assessment Scoring System (CLASS) tool and CLASS environment tool, rather than the formerly required Early Childhood Environment Rating Scale.

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be commingled in the same classroom with four-year-old students from a CSPP program as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8207, 48000)-)

1. The classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten
-
2. An early childhood environment rating scale, as specified in 5 CCR 18281, is observation using the Classroom Assessment Scoring System (CLASS) tool and CLASS Environmental tool are completed for the classroom
-
3. All children enrolled for 10 or more hours per week are evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272
-
4. The classroom is taught by a teacher that holds a credential issued by the Commission on Teacher Credentialing (CTC) in accordance with Education Code 44065 and 44256
-
5. The classroom is in compliance with the adult-child ratio specified in Education Code 8241
-
6. Contractors of the district report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068 except for contractors of the TK program

The district shall maintain an average TK class enrollment of not more than 24 students for each school site, not including students who are continuously enrolled in and meet the minimum day requirement for independent study for more than 14 school days in a school year. (Education Code 48000)

Staffing

CSBA NOTE: To be qualified to teach a TK class, the teacher must possess an appropriate multiple subjects or early childhood education credential issued by the Commission on Teacher Credentialing (CTC) authorizing instruction in TK. Education Code 48000 establishes additional requirements for credentialed teachers who are first assigned to a TK class after July 1, 2015, as provided below. CTC may issue a one-year emergency specialist teaching permit in early childhood education that authorizes teaching all subjects in a self-contained TK general education classroom, provided that certain conditions are met as specified in Education Code 44300.

Additionally, 5 CCR 80067, 80067.1, 80067.2, and 80067.3, pertaining to the prekindergarten-grade 3 (PK-3) early childhood education specialist credential, include requirements, and accelerated pathways to meet the requirements, in an effort to increase the number of early childhood education teachers. The PK-3 credential is designed to provide individuals who already hold a bachelor's degree and have

gained experience in early childhood education through their work, to have an expedited pathway to earning the credential to teach in the PK-3 environment; see CTC Coded Correspondence 24-03 for more information. For more information about the Early Childhood Education Emergency Specialist Permit/Emergency Transitional Kindergarten Permit, see AR 4112.2 -- Certification.

TK assignments are subject to assignment monitoring and reporting by the County Superintendent of Schools in accordance with Education Code 44258.9.

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from CTC that authorizes such instruction.

CSBA NOTE: Education Code 48000 extends until August 1, 2025, the requirement for credentialed teachers who are first assigned to a TK class to meet additional qualifications, as described below.

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2025, have at least 24 units in early childhood education and/or child development, comparable professional experience in a preschool setting, and/or a child development teacher permit or an early childhood specialist credential issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.

The district shall maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2025-26 school year. (Education Code 48000)

Continuation to Kindergarten

CSBA NOTE: The following section is consistent with guidance in CDE's, "Universal Prekindergarten FAQs."

There is no requirement that an age-eligible student complete a year of TK or kindergarten before enrolling in first grade. Pursuant to Education Code 48010, a student must be six years old on or before September 1 to be eligible for first grade. However, if a student is not six years old by September 1, the student may be admitted to first grade in accordance with Education Code 48011, if the child has completed one year of kindergarten or, in some cases, has attended some kindergarten. CDE's, "Universal Prekindergarten FAQs," note that a year of TK is not equivalent to a year of kindergarten, for purposes of enrolling a 5-year-old student in first grade pursuant to Education Code 48011.

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

CSBA NOTE: The following optional paragraph is for use by districts that allow kindergarten-eligible children to enroll in TK; see "Eligibility" above. When such students are subsequently enrolled in kindergarten, the district is required to obtain a signed Kindergarten Continuance Form in order to receive kindergarten ADA for those children since they would otherwise be age-eligible for first grade. A sample Kindergarten Continuance Form is available on CDE's, "Universal Prekindergarten FAQs," website. CDE recommends that approval for a student to continue in kindergarten not be sought until near the end of the year of TK, since permission obtained unreasonably far in advance could be found invalid.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

CSBA NOTE: Pursuant to Education Code 46300, the district may not include for ADA purposes the attendance of any student for more than two years in kindergarten or for more than two years in a combination of TK and kindergarten.

A student shall not attend more than two years in kindergarten or a combination of TK and kindergarten. (Education Code 46300)

Assessment

CSBA NOTE: The following section regarding assessment of TK students' development and progress may be revised to reflect district practice. One assessment resource for TK students is CDE's Desired Results Developmental Profile, which is designed to assess the developmental progression of all children from early infancy to kindergarten entry. Additionally, CDE's report, "Proposed Tools and Process for the Early identification of Developmental Delays and Learning Disabilities," provides tools and a process for the early identification of children between two and six at risk for developmental delays or learning disabilities.

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

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

Instruction**Policy 6174: Education For English Learners**

CSBA NOTE: The following policy may be revised to reflect district practice. State and federal law establish requirements for the identification, placement, and education of English learners.

Pursuant to Education Code 42238.02 and 42238.03, the local control funding formula provides additional funding based on the number and concentration of unduplicated counts of students who are English learners, foster youth, and/or eligible for free or reduced-price meals. Such funds must be used to increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number or concentration of unduplicated students; see BP 3100 - Budget.

In addition, 20 USC 6801-7014 (Title III) provide grant funds that may be used to supplement, but not supplant, funding from other sources for the purpose of ensuring that English learners attain English proficiency and meet the same challenging academic standards that are applicable to all students. During the Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will expect to see evidence that the district has complied with state and federal requirements. See CDE's website for FPM compliance monitoring instruments.

For further information regarding English learners, programs, and services, see CDE's, "The California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners," (Roadmap) available on its website.

Pursuant to Education Code 361, as added by AB 2074 (Ch. 946, Statutes of 2024), CDE is required to develop a statewide implementation plan for the, "EL Roadmap Policy," which includes clear and measurable statewide goals of implementation, alignment with other state initiatives, guidance for districts, and a system for monitoring implementation of the plan.

The Governing Board intends to provide English learners with challenging curriculum and instruction that maximize the attainment of high levels of proficiency in English, advance multilingual capabilities, and facilitate student achievement in the district's regular course of study.

CSBA NOTE: Pursuant to Education Code 60811, the State Board of Education (SBE) adopted state academic content standards for English language development (ELD), and the English Language Arts/English Language Development Framework aligned with the California Common Core State Standards for English language arts, for students whose primary language is a language other than English. A supplementary resource, "Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning," specifies the correspondence of the state ELD standards to the California Common Core State Standards for mathematics and the Next Generation Science Standards.

CDE's, "California Digital Learning Integration and Standards Guidance," available on its website, provides distance learning curriculum and instructional guidance for mathematics, English language arts, and English language development.

Additionally, CDE's, "Roadmap" encourages differentiated instruction and curriculum which are integrated across all subject areas and emphasizes inquiry-based learning and critical thinking skills.

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level. Such instruction shall be based on sound instructional theory, be aligned with state content standards, emphasize inquiry-based learning and critical thinking skills, and be integrated across all subject areas.

CSBA NOTE: The following items are for use by districts that maintain middle and/or high schools and may be revised to reflect the grade levels offered by the district. Education Code 60811.8 prohibits districts from denying any student who is an English learner the opportunity to enroll in core curriculum courses, courses required for middle school promotion or high school graduation, courses

required for college admission, or advanced courses, with specified exceptions for recently arrived immigrant children and youth as defined in 20 USC 7011. Pursuant to Education Code 60811.8, as amended by AB 714 (Ch. 342, Statutes of 2023), "newcomer student" has the same meaning as "immigrant children and youth." However, Education Code 60811.8 does not require districts to create supplemental courses in languages other than English.

No middle or high school student who is an English learner shall be denied enrollment in any of the following: (Education Code 60811.8)

1. Courses in the core curriculum areas of reading/language arts, mathematics, science, and history/social science, courses required to meet state and local high school graduation requirements, or courses required for middle school grade promotion-

~~1.~~ However, ~~an English learner who has been enrolled in a middle or high school in the United States for less than 12 months or student who is enrolled~~ a newcomer student or an immigrant child or youth, as defined in 20 USC 7011, or is a student participating in a program designed to develop the basic English skills meet the academic and transitional needs of newly-arrived immigrant-newcomer students and that has as its primary objective the development of English language proficiency, may be denied ~~participation~~ enrollment in any ~~such course, of the courses stated above~~ if the course of study provided to the student is designed to remedy academic deficits incurred during participation and is reasonably calculated to enable the student to attain parity of participation in the standard instructional program within a reasonable length of time after the student enters the school system.

-
2. A full course load of courses specified in Item #1 above
-
3. Other courses that meet the "A-G" course requirements for college admission or are advanced courses such as honors or Advanced Placement courses, on the sole basis of the student's classification as an English learner

CSBA NOTE: Education Code 52060 requires the district's local control and accountability plan (LCAP) to include annual goals and specific actions, aligned to state and local priorities, for all students and for each "numerically significant" student subgroup as defined in Education Code 52052, including English learners; see BP/AR 0460 - Local Control and Accountability Plan. CDE's, "Roadmap" provides an alignment between principles outlined for English learners and the eight state priority areas required in the district's LCAP.

Education Code 52052, as amended by SB 114 (Ch. 48, Statutes of 2023), has been expanded to include long-term English learners as a numerically significant subgroup, separate from 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.

The district shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners, and long-term English learners, in accordance with Board Policy and Administrative Regulation 0460 - Local Control and Accountability Plan.

CSBA NOTE: The following paragraph may be revised to reflect district strategies for parent/guardian and community involvement. Education Code 305 requires the district to solicit input on language acquisition programs as part of the parent/guardian and community engagement process during the development of the LCAP; see "Language Acquisition Programs" below. In addition, if district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, Education Code 52063 requires the establishment of an English Learner Parent Advisory Committee to review and comment on the district's LCAP; see the accompanying administrative regulation and BP 0460 - Local Control and Accountability Plan.

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners. The Superintendent or designee may also provide an English development literacy training program for parents/guardians and community members so that they may better support students' English language development.

Staff Qualifications and Training

CSBA NOTE: Commission on Teacher Credentialing's (CTC) leaflet CL-622, "Serving English Learners," and "Bilingual Authorization Educator Preparation Preconditions, Program Standards, and Bilingual Teaching Performance Expectations," describe requirements pertaining to the qualifications of teachers of English learners. A teacher who is assigned to provide English language development, specially designed academic instruction in English, and/or primary language instruction to English learners must hold an appropriate authorization from CTC; see AR 4112.22 - Staff Teaching English Learners.

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

CSBA NOTE: The following paragraph reflects a requirement for districts that receive federal Title III funds to improve the education of English learners and is recommended for use by all districts. 20 USC 6825 lists the required uses of such funds, including the provision of professional development of sufficient intensity and duration to have a positive and lasting impact on teachers' performance in the classroom. Pursuant to 20 USC 6825, such professional development must not include one-day or short-term workshops and conferences.

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

CSBA NOTE: The following paragraph is optional. CDE's, "Roadmap," indicates the importance of a supportive and collaborative environment in order for teachers to effectively address the complex needs of English learners.

Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.

Identification and Assessment

CSBA NOTE: CDE's, "Roadmap," emphasizes the importance of early identification of English learners, as early childhood is a crucial period of time for language development. Education Code 313 requires any district that has one or more students who are English learners to assess the English language proficiency of those students using the English Language Proficiency Assessments for California (ELPAC).

However, pursuant to Education Code 313, as amended by AB 2268 (Ch. 15, Statutes of 2024), students in transitional kindergarten (TK) are exempted from this assessment requirement. CDE's, "Interim Guidance on Transitional Kindergarten Students and English Language Proficiency Testing," provides that districts should continue to conduct the Home Language Survey during TK enrollment to identify whether the primary or native language of a student is a language other than English. Since there may be implications with other state and federal laws, it is recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel, as necessary.

The ELPAC includes an initial test for identifying students who may be English learners and an annual summative assessment for determining English learners' level of English proficiency and progress in acquiring the skills of listening, speaking, reading, and writing in English. CDE also provides a home language survey to be used to identify students who should be tested for English proficiency. See the accompanying administrative regulation for further information about test administration, identification of English learners, and reclassification criteria.

The Superintendent or designee shall maintain procedures for the early identification of ~~English learners~~ and an assessment of ~~their~~ the proficiency of English learners at all grade levels, except transitional kindergarten, using the English Language Proficiency Assessments for California (ELPAC). To oversee test administration, the Superintendent or designee shall annually designate a district ELPAC coordinator and a site coordinator for each test site in accordance with 5 CCR 11518.40-11518.45.

Once identified as an English learner, a student shall be annually assessed for language proficiency until the student is reclassified based on criteria specified in the accompanying administrative regulation.

CSBA NOTE: In addition to testing the level of English proficiency of English learners, districts are required, pursuant to Education Code 60640, to administer the California Assessment of Student Performance and Progress (CAASPP) to English learners; see BP/AR 6162.51 - State Academic Achievement Tests. As needed, English learners may be provided with testing resources, such as universal tools, designated supports, and accommodations, specified in 5 CCR 853 during test administration.

CAASPP also includes the optional California Spanish Assessment for students in grades 3-8 and high school, which measures a student's competency in reading, writing, and listening in Spanish.

Pursuant to Education Code 60900.1, CDE is required to annually post on its website CAASPP test results by English language acquisition status and to report enrollment data by English language acquisition status and disability.

In addition, English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR 853. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 853)

CSBA NOTE: The following paragraph is optional. CDE's, "Roadmap," highlights the importance of formative assessments in order to continually adapt methodologies and instruction to meet the needs of English learners.

Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.

Language Acquisition Programs

CSBA NOTE: Education Code 305-310 authorizes parents/guardians to select a language acquisition program that best suits their child. At a minimum, the district must offer a structured English immersion program. It also may offer a dual-language immersion program, transitional and developmental program for English learners, or other language acquisition program as defined in Education Code 306. Pursuant to 20 USC 6312 and 34 CFR 100.3, parents/guardians have a right to decline or opt their child out of a language acquisition program. The following section may be revised to reflect programs offered by the district. Also see the accompanying administrative regulation.

The district shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. (Education Code 306; 5 CCR 11300)

At a minimum, the district shall offer a structured English immersion program which includes designated and integrated English language development. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. (Education Code 305-306; 5 CCR 11309)

CSBA NOTE: The following optional paragraph may be revised to reflect district practice. The Education Code does not define the term "nearly all" for purposes of ensuring that nearly all instruction in the structured English immersion program is provided in English pursuant to Education Code 306. The following paragraph defines "nearly all" as to provide that all classroom instruction be conducted in English except for clarification, explanation, and support as needed. The district could instead establish a minimum percentage of classroom instructional time to be conducted in English or specify the types of courses to be conducted in English and the courses (e.g., science, algebra) to be taught in the student's primary language.

For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

CSBA NOTE: Items #1-2 below are optional and may be revised to reflect district practice.

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)-

1. A dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding
-
2. A transitional or developmental program for English learners that provides literacy and academic instruction in English and a ~~student's~~ student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards

CSBA NOTE: The following paragraph is for use by districts that maintain any of grades K-3.

The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. The Superintendent or designee shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Education Code 310; 5 CCR 11310)

CSBA NOTE: Pursuant to 5 CCR 11311, districts are required to establish a process with specified components for schools to receive and respond to requests from parents/guardians of enrolled students, and those enrolled for attendance in the next school year, to establish a language acquisition program other than, or in addition to, those already available at the school.

See "Language Acquisition Programs" in the accompanying administrative regulation.

Whenever a student is identified as an English learner based on the results of the ELPAC, the student's parents/guardians may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311)

~~Until July 1, 2029, the Superintendent or designee may, with Board approval, and as specified in BP 5117 - Interdistrict Attendance, enter into an instruction collaboration agreement (ICA) with another school~~

~~district, county office of education, or charter school to offer the same or similar courses and coursework to students who have been impacted by teacher shortages, disruptions, or cancellations, or teacher shortages to dual language immersion programs. (Education Code 48345)~~

Reclassification/Redesignation

~~When an English learner is has acquired a reasonable level of English proficiency, as determined based on state and district reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code ~~313 and~~ 52164.6, or upon the request by of the student's parent/guardian of an English learner, the student shall be transferred from a language acquisition program into an English language mainstream classroom.~~

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

CSBA NOTE: Education Code 313 and 52164.6, and 5 CCR 11303, require that the district's reclassification process include, at a minimum, the criteria specified in Items #1-4 below.

Additionally, during the FPM process CDE will review, as mandatory evidence of program implementation and compliance, if the district has a current adopted Board policy and/or administrative regulation(s) that describes the reclassification process.

SBE has approved the use of the Summative ELPAC Overall Performance Level (PL) 4 as the statewide standardized English language proficiency (ELP) criterion for reclassification. According to CDE's, "English Language Proficiency Assessments for California Information Guide," districts are required to use Overall PL 4 to determine whether a student has met the ELP assessment criterion, as reflected in Item #1 below. All other reclassification criteria, as provided in Items #2-4 below, remain locally determined.

Additional guidance and resources regarding reclassification criteria are available on CDE's website. The district may expand the following list to reflect any additional criteria it has established.

The criteria for determining whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to: (Education Code 313, 52164.6; 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the ELPAC

CSBA NOTE: CDE's "Observation Protocol for Teachers of English Learners (OPTTEL)," is a resource to support educators in monitoring and evaluating language use of English learner.

2. Evaluation by the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student, including, but not limited to, a review of the student's curriculum mastery and academic performance
3. Parent/guardian involvement, including:
 - a. Notice to parents/guardians of language reclassification and placement, including a description of the reclassification process and the parent/guardian's opportunity to participate
 - b. Encouragement of parent/guardian participation in the district's reclassification procedure, including seeking parent/guardian opinion and consultation during the reclassification process
 - c. Provision of an interpreter for the parent/guardian, when necessary

CSBA NOTE: Pursuant to Education Code 313, Item #4 requires comparison of student performance on an objective assessment of basic skills that provides an empirically established range of performance of English proficient students of the same age. A letter from CDE to district superintendents, "Updated Reclassification Guidance for 2018-19," dated January 18, 2019, clarifies that the Smarter Balanced Summative Assessment may be used as a local measure of the fourth criterion for grades 3-8 and 11, or districts may select another local assessment for all grade levels. CDE correspondence and resources, available on its website, provide examples of appropriate measures.

4. Comparison of student performance on an objective assessment of basic skills in English against an empirically established range of performance in basic skills, based on the performance of English proficient students of the same age, which demonstrates whether the student is sufficiently proficient in English to participate effectively in a curriculum designed for students of the same age whose native language is English

The student's language proficiency assessments, the participants in the reclassification process, and any decisions regarding reclassification shall be retained in the student's permanent record. (5 CCR 11305)

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

CSBA NOTE: Pursuant to 20 USC 6841, districts receiving federal Title III funding are required to report to CDE the number and percentage of English learners, including English learners with a disability, meeting state academic standards for each of four years after they are no longer receiving services under Title III. During the FPM process, CDE will review whether the district monitors the progress of reclassified students for a minimum of four years to ensure correct classification and placement of reclassified students and the provision of additional academic support as needed. A letter from CDE to district superintendents, "Monitoring Reclassified Students," dated December 20, 2019, describes the areas in which districts should monitor students to ensure academic progress of former English learner students.

Districts that do not receive Title III funding may revise the following paragraph to reflect district practice.

The Superintendent or designee shall monitor students for at least four years following their reclassification to ensure the students have not prematurely exited, any academic deficit incurred through participation in the English learner program has been remedied, and the students are meaningfully participating in the standard instructional program compared to students who had never participated in an English learner program. (5 CCR 11304; 20 USC 6841)

Program Evaluation

CSBA NOTE: The following section may be revised to reflect indicators agreed upon by the Governing Board and Superintendent or designee for measuring the effectiveness of the district's educational program for English learners. Education Code 52061 requires that the annual update of the LCAP include a review of progress toward the goals included in the LCAP, an assessment of the effectiveness of the specific actions described in the LCAP toward achieving the goals, and a description of changes the district will make as a result of this review and assessment.

Pursuant to Education Code 313.2, CDE is required to annually determine the number of students in each district and school who are, or are at risk of becoming, long-term English learners and to report that information to districts and schools. Definitions of "long-term English learner" and "English learner at risk of becoming a long-term English learner" are contained in Education Code 313.1.

The definition of "long-term English learner" in Education Code 313.1 is an English learner who is enrolled in any of grades 6 to 12; has been enrolled in schools in the United States for six years or more; has remained at the same English language proficiency level for two or more consecutive prior years, or has regressed to a lower English language proficiency level; and a student in any of grades 6 to 9 who has scored far below basic or below basic on the prior year's English language arts standards-based achievement test administered pursuant to Education Code 60640, or a score determined by the Superintendent of Public Instruction on any successor test. This definition differs

from the definition of long-term English learner pursuant to Education Code 52052 for purposes of state and local priorities set forth in the LCAP.

20 USC 6311 requires the inclusion of a performance indicator on English language proficiency within the state accountability system under Title I.

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:-

1. Progress of English learners towards proficiency in English
-
2. The number and percentage of English learners reclassified as fluent English proficient
-
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners as defined in accordance with Education Code ~~311~~
~~-313.1~~
4. The achievement of English learners on standards-based tests in core curricular areas
-
5. For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309
-
6. Progress toward any other goals ~~for English learners~~ identified in the district's LCAP
~~- for English learners and long-term English learners as defined in Education Code 52052~~
7. A comparison of current data with data from at least the previous year in regard to Items #1-6 above
-
8. A comparison of data between the different language acquisition programs offered by the district

The Superintendent or designee shall also provide the Board with regular reports from any district or schoolwide English learner advisory committees.

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

Board Bylaws**Bylaw 9240: Board Training**

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

CSBA's Professional Governance Standards include expectations that each Governing Board member will participate in professional development and commit the time and energy necessary to be an informed and effective leader. See CSBA's website for education opportunities, including, but not limited to, the Institute for New and First-Term Board Members, Masters in Governance Program, Annual Education Conference and Trade Show, Legal Symposium for Experienced Board Members, Board Presidents Workshop, Brown Act Workshop, Policy Update Webinars, and Ethics Trainings, as well as other workshops and webinars on specific topics, and in-district governance consulting services.

~~The Board of Education~~The Governing Board believes that the Board's ability to effectively and responsibly govern the district is essential to promoting student achievement, building positive community relations, and protecting the public interest in district schools. Board members shall ~~be provided sufficient~~participate in mandatory ethics training, as outlined below, and are encouraged to participate in ongoing opportunities for professional development ~~that helps~~sufficient to help them understand their responsibilities, stay abreast of new developments in education, and ~~develop~~boardsmanshipimprove governance skills.

CSBA NOTE: Government Code 53234-53235.2 requires a Board member, except for a member whose term of office ends before January 1, 2026, to receive specified training in ethics by January 1, 2026, and at least once every two years thereafter, and for the district to maintain records of such training. Additionally, Government Code 53235, as amended by AB 2631 (Ch. 201, Statutes of 2024), requires the Fair Political Practices Commission, in consultation with the Attorney General, to create, maintain, and make an ethics training course available to local agency officials, including Board members.

Unless a Board member's term expires prior to January 1, 2026, each Board member shall complete ethics training in accordance with Government Code 53234-53235.2 by January 1, 2026, and at least once every two years thereafter. (Government Code 53235)

Once completed, the Board member shall inform the Board president and Superintendent, who shall ensure that records are retained for each Board member's participation in the required ethics training.

The Board president and/or the Superintendent or designee shall provide an orientation to newly elected or appointed Board members ~~which includes comprehensive information regarding~~consistent with Board roles, policies, Bylaw 9230 - Orientation.

The Board president shall work with the Superintendent or designee to include funds for professional development and ~~procedures~~associated reasonable travel expenses for the Board as a whole and for each individual Board member in the district's ~~vision~~proposed annual budget.

Consistent with the availability of funds in the district's adopted annual budget, the Board president or designee shall annually develop, and ~~goals, operations, and current challenges.~~ Throughout their first term, Board members shall continue to participate in additional educational opportunitiesbring to the Board for adoption at a Board meeting, a Board professional development calendar designed to assist ~~them~~the Board as a whole in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

All Board members are encouraged to continuously participate in advanced training offered by the California School Boards Association in order to reinforce boardsmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-

~~person attendance at workshops and conferences. In addition, workshops and consultations may be held within the district on issues that involve the entire governance team.~~

~~Funds for board training shall be budgeted annually for the Board and each Board member. In selecting appropriate activities, the Board and/or individual Board members shall consider activities that are aligned with the district's vision and goals and the needs of the Board or individual member to obtain specific knowledge and skills. The Board shall annually develop a board training calendar in order to schedule and track board training activities and to schedule opportunities for Board members to report on the activities in which they participated.~~

~~Board members may attend a conference or similar public gathering with other Board members and/or with the Superintendent or designee in order to develop common knowledge and understanding of an issue or engage in team building exercises. In such cases, a majority of the Board members shall~~

CSBA NOTE: The following paragraph permits individual Board members to identify and participate in additional professional development opportunities, with the only condition that there are funds available in the district's adopted annual budget for such purpose. It may be revised to reflect district practice.

Consistent with the availability of funds in the district's adopted annual budget, individual Board members may identify and participate in additional professional development opportunities, and shall timely inform the Board president and the Superintendent upon doing so. Additionally, the Superintendent or designee shall establish timelines and procedures for how an individual Board member shall request that the district pay for such professional development opportunities, whether in advance or by reimbursement.

Board members are encouraged to consider participating in the professional development opportunities offered by CSBA such as the Institute for New and First-Term Board Members, Masters in Governance Program, Annual Education Conference and Trade Show, Legal Symposium for Experienced Board Members, Board Presidents Workshop, Brown Act Workshop, Policy Update Webinars, and Ethics Trainings.

Individual Board members are encouraged to share the knowledge or skills acquired from individual professional development opportunities with the full Board, thereby benefiting the Board and district.

CSBA NOTE: Pursuant to Government Code 54952.2, a "meeting" subject to Brown Act requirements does not include the attendance of a majority of the Board's members at a conference or similar public gathering, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the Board. Also see BB 9320 - Meetings and Notices.

Consistent with Board Bylaw 9320 - Meetings And Notices, Board members may attend a professional development opportunity as part of a conference or similar public gathering, such as the Annual Education Conference and Trade Show hosted by CSBA, so long as a majority of the Board members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the district's jurisdiction, ~~so as not to violate the Brown Act open meeting laws pursuant to Government Code 54952.2.~~

~~Board members shall report to the Board, orally or in writing, on the board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and district.~~

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

Board Bylaws

Bylaw 9270: Conflict Of Interest

CSBA NOTE: Pursuant to Government Code 87300, the Governing Board is mandated to adopt a conflict of interest code, as specified in "Conflict of Interest Code" below. Additionally, pursuant to Government Code 1126, the Board is mandated to adopt policy regarding incompatible offices and activities, as specified in "Incompatible Offices and Activities" below.

Determining whether a conflict of interest exists requires an analysis under (1) the conflict of interest provisions of the Political Reform Act (PRA) (Government Code 87100-87505), as specified in "Conflict of Interest under the Political Reform Act," (2) Government Code 1090-1098, as specified in "Conflict of Interest under Government Code 1090 - Financial Interest in a Contract," and (3) the common law doctrine against conflict of interest, as specified in "Common Law Doctrine Against Conflict of Interest" below. Additionally, different conflict of interest law provisions apply to different officials and positions. Therefore, it is strongly recommended that districts consult CSBA's District and County Office of Education Legal Services or district legal counsel, and staff from the Fair Political Practices Commission (FPPC), as soon as a potential conflict is identified.

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no "District Official," defined as a Board member, district employee, or other person in a position designated position in the district's conflict of interest code, shall participate in the making of any decision for the district when the decision will or may be affected by the Board member's, district employee's, or other designated persons District Official's financial, family, or other personal interest or consideration.

Even if a prohibited conflict of interest does not exist, as defined by law.

Additionally, a Board member shall abstain from voting on personnel matters that uniquely affect the Board member's relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which the Board member's relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by ~~the~~ common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

CSBA NOTE: The following paragraph reflects the common law definition of "relative within the third degree."

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner, unless the individual is widowed or divorced.

Conflict of Interest Code

CSBA NOTE: The Board is required to adopt a conflict of interest code in compliance with Government Code 87300-87313. Pursuant to Government Code 87303, the district's conflict of interest code is required to be approved by the appropriate code reviewing body. For districts located entirely in one county, the code reviewing body is the board of supervisors of the county in which the district is located. The FPPC is the code reviewing body for those school districts located in more than one county.

Pursuant to 2 CCR 18730, the requirements of the Government Code are satisfied if a district adopts a conflict of interest code that incorporates 2 CCR 18730 by reference, along with a list of District Officials and disclosure categories. The accompanying exhibit contains a sample resolution that includes an appendix with District Officials and disclosure categories which, once adopted by the Board, will comprise the terms of the district's conflict of interest code that should be submitted to the code reviewing body.

The Board shall adopt a conflict of interest code for the district that incorporates the provisions of 2

CCR 18730 by reference, ~~specifies the district's designated positions~~ delineates the District Officials, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. ~~(Government Code 87303)~~

Upon direction by the code reviewing body, the Board shall review ~~the district's~~ conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new ~~designated positions,~~ District Officials or changes to the duties ~~assigned to existing positions, amendments, or revisions of~~ District Officials, the ~~amended code~~ Board shall amend the code, which shall then be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

Conflict of Interest under the Political Reform Act

CSBA NOTE: The FPPC has adopted an eight-step analysis, detailed in Government Code 87100-87500, 2 CCR 18700-18707, and interpretive opinions, to determine whether a conflict of interest exists under the PRA for a District Official. When such a conflict exists, the individual with a conflict is required to disclose the interest and not participate in the decision, as specified below. Because Family Code 297.5 grants a registered domestic partner the same rights, protections, and benefits as a spouse under state law, analysis of a conflict of interest with regard to a Board member's spouse is also applicable to a registered domestic partner.

~~Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)~~

Conflict of Interest under the Political Reform Act

~~A district official, including a Board member, designated employee, or other person in a designated position~~ A District Official shall not make, participate in making, or in any way use or attempt to use an official position to influence a governmental decision in which the ~~district official~~ District Official knows or has reason to know that there is a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the ~~district official, the district official's~~ District Official's immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18707)

A ~~district official~~ District Official makes a governmental decision when, acting within the authority of the office or position, the ~~district official~~ District Official authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before ~~another district official~~ other District Officials for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

CSBA NOTE: 2 CCR 18705 permits a District Official who is financially interested in a contract to participate in making a decision on the contract if (1) the District Official discloses the existence of the conflict and describes with particularity the nature of the financial interest in the contract, (2) gives a summary description of the circumstances under which the District Official believes the conflict may arise, and (3) either the District Official, or another District Official, discloses the legal basis for concluding that no alternative source of decision exists for the district.

~~However, a district official shall participate in the making of a contract in which the district official~~ However, a District Official is not prohibited from participating in the making of a contract in which the District Official has a financial interest if such participation is required by the rule of

necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

Conflict of Interest from Campaign Contributions

To avoid improper influence over the Board's decision making involving the issuance of a license, permit, or other entitlements for use, including a contract, district officers, which includes Board members or agency heads, shall comply with Government Code 84308, including the following: (Government Code 84308)

CSBA NOTE: Government Code 84308, as amended by SB 1181 (Ch. 785, Statutes of 2024) and SB 1243 (Ch. 1017, Statutes of 2024), imposes specified disclosure requirements and restrictions on accepting, soliciting, or directing campaign contributions of more than \$500 by board members and superintendents from a party or participant to a proceeding before the district involving a contract, license, permit, or other entitlement for use, as defined, or from an agent of such a party or participant, with limited statutory exceptions. Some disclosure requirements and restrictions apply before the district's decision on the proceeding is made, some apply while the decision is pending, and some apply after the decision has been made.

1. ~~A district officer is prohibited from accepting, soliciting, or directing a contribution of more than \$250 from any party or participant to a proceeding involving a license, permit, or other entitlement for use, or from that person's agent, while the proceeding is pending before the Board and for 12 months following the date a final decision is rendered in the proceeding, if the Board member knows or has reason to know that the party or participant has a financial interest in the Board's decision.~~
 1. ~~Any~~ Prior to the district officer who rendering a decision in a proceeding before the district involving a contract, license, permit, or other entitlement for use, as defined by Government Code 84308, a Board member whose campaign committee received a contribution of more than \$250 ~~500~~ from any party or participant in the proceeding to the proceeding, or from an agent of such a party or participant, in the prior 12 months, and the party who made such a contribution, shall both publicly disclose that fact on the record of the proceeding prior to the Board rendering a decision in the proceeding. Additionally, if a Board member willfully or knowingly received the contribution to the Board member's campaign committee of more than \$500 from any party or participant to such a proceeding, or from an agent of a party or participant, in the prior 12 months, and knows or has reason to know that the participant has a financial interest in the Board's district's decision, the district officer Board member shall not make, participate in making, or in any way attempt to use the Board member's official position to influence the Board's district's decision.
2. ~~A district officer who receives a contribution that would otherwise require disqualification as described in Item #2 above the proceeding. However, a Board member may make, participate in the proceeding making, or attempt to use the Board member's official position to influence the decision if the contribution is returned within 30 days from after the time decision was made or after the district officer Board member knows or should have known about the contribution and the proceeding, whichever is later.~~

~~A district officer who unknowingly accepts, solicits, or directs~~
3. ~~All Board members and the Superintendent are prohibited from accepting, soliciting, or directing a contribution of more than \$250 during the 500 to a candidate or ballot measure campaign committee from any party or participant to a proceeding before the district involving a contract, license, permit, or other entitlement for use, as defined by Government Code 84308, or from an agent of a party or participant, while the proceeding is pending before the district and for 12 months after following the date of the Board's district renders a final decision on the proceeding in the proceeding, if the Board member or Superintendent knows or has reason to know that the participant has a financial interest in the district's decision. However, if a Board member or the Superintendent does accept, solicit, or direct such a contribution during those 12 months but did not do so knowingly or willingly, the Board member or the Superintendent may cure the violation by returning ensuring that the contribution, or the portion exceeding \$250, 500, is returned within 1430 days of accepting, soliciting, or directing the contribution, provided the district officer did not knowingly or willfully accept, solicit, or direct the prohibited contribution. The district officer Board member or Superintendent shall maintain records of curing the violation. (Government Code 84308)~~

All Board members and the Superintendent are prohibited from accepting, soliciting, or directing a contribution of more than \$250 during the 500 to a candidate or ballot measure campaign committee from any party or participant to a proceeding before the district involving a contract, license, permit, or other entitlement for use, as defined by Government Code 84308, or from an agent of a party or participant, while the proceeding is pending before the district and for 12 months after following the date of the Board's district renders a final decision on the proceeding in the proceeding, if the Board member or Superintendent knows or has reason to know that the participant has a financial interest in the district's decision. However, if a Board member or the Superintendent does accept, solicit, or direct such a contribution during those 12 months but did not do so knowingly or willingly, the Board member or the Superintendent may cure the violation by returning ensuring that the contribution, or the portion exceeding \$250, 500, is returned within 1430 days of accepting, soliciting, or directing the contribution, provided the district officer did not knowingly or willfully accept, solicit, or direct the prohibited contribution. The district officer Board member or Superintendent shall maintain records of curing the violation. (Government Code 84308)

For a Board member or the Superintendent, a proceeding becomes "pending" when an item involving the contract, license, permit, or other entitlement for use, as defined by Government Code 84308, is

placed on a Board agenda for discussion or decision or when it is reasonably foreseeable that the proceeding will come before the district for a decision. For a party or participant, and the agent of a party of participant, a proceeding becomes "pending" when an application is filed with the district, or, if the proceeding process does not require an application, when the proceeding is before the district for a decision or other action. (Government Code 84308)

The provisions in Government Code 84308 as specified contributions disclosure requirements and restrictions above do not apply to contracts that are required to be competitively bid, labor contracts, competitively bid contracts, and personal employment contracts-, contracts valued under \$50,000, contracts where no party receives financial compensation, or contracts with another governmental agency. (Government Code 84308)

Form 700

CSBA NOTE: Government Code 87500 requires all District Officials to annually file a Form 700 (also known as a Statement of Economic Interest). Under the PRA, there are two separate categories of Form 700 disclosure requirements. For the first category, pursuant to Government Code 87302, which is applicable to most school districts, the disclosure requirements are determined by the district and set forth in its conflict of interest code. The second category, pursuant to Government Code 87200, is applicable to Board members, district employees, or district consultants who "manages public investments." Individuals in such positions, referred to by the FPPC as Government Code 87200/Article 2 filers, are required to file broader disclosure statements in accordance with the disclosure requirements specified in law and FPPC regulation. See "Additional Requirements for Boards that Manage Public Investments" below.

Each District Official shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. An individual who ceases to be a District Official shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date the individual ceased to be a District Official. (Government Code 87302)

Additional Requirements for Boards that Manage Public Investments

CSBA NOTE: The following optional section is for use only by districts with Government Code 87200/Article 2 filers and should be deleted by all other districts. See the accompanying exhibit for further information.

According to the FPPC, Government Code 87200/Article 2 filers are those positions which manage the investment of district surplus or special reserve funds in permitted securities and investments pursuant to Education Code 41015. Such filers include board members on boards that direct the investment of these funds, formulate or approve policies for the investment of these funds, even if the boards delegate day-to-day investment decisions to staff, or approve investment transactions involving these funds. Such filers do not include board members on boards where the district does not have any surplus or special reserve funds to invest and merely deposits all funds it receives (1) in the county treasury pursuant to Education Code 41001-41002.5 or (2) in a fund where a Tax and Revenue Anticipation Note (TRANS) is issued.

Any Board member, district employee, or district consultant who manages public investments- pursuant to, as defined by Government Code 87200, and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)-

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required-
2. Not discuss or vote on the matter, or otherwise act in violation of Government Code 87100-~~The~~

For a Board member-, the Board member shall not be counted toward achieving a quorum while the item is discussed.

However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. The Board member may listen to the public discussion and deliberations of the matter with members

~~of the public.~~

- ~~4.3.~~ Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, ~~unless~~

~~However, the Board member, district employee, or district consultant who manages public investments, as defined by Government Code 87200, may speak on the issue during the time that the general public speaks on it. Additionally, for a Board member, if the matter has been placed on the portion of the agenda reserved for uncontested matters.~~

~~If the item is on the consent calendar, the Board member shall either make a motion to remove abstain from voting on the consent calendar or, if the Board removes the item from the consent calendar or, the Board member shall abstain from voting on the consent calendar item.~~ In any event, the Board member shall refrain from discussing or voting on the item. However, the Board member is not required to leave the room during consideration of the consent calendar.

4. If ~~the Board's~~ decision is made during closed session, disclose the interest orally during the open session preceding the closed session—

This disclosure shall be limited to a declaration that the recusal is because of a conflict of interest pursuant to Government Code 87100. ~~The Board member~~ The Board member, district employee, or district consultant who manages public investments, as defined by Government Code 87200, shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the ~~Board's~~ decision.

Conflict of Interest under Government Code 1090 – Financial Interest in a Contract

CSBA NOTE: Pursuant to Government Code 1090, if a District Official has a financial interest in a contract, it is an absolute bar for that district to enter into the contract. The Attorney General has opined in 69 Ops. Cal. Atty. Gen. 255 (1986) that, unlike the PRA, the prohibitions in Government Code 1090 cannot, in most instances, be resolved by having the financially interested District Official recuse themselves from participating in the matter. However, there are two categories of exceptions, "remote interest" and "noninterest", both of which are specified below.

The prohibitions in Government Code 1090 generally apply to District Officials. However, the Attorney General has opined in 63 Ops. Cal. Atty. Gen. 868 (1980) that, in contrast to a Board member, an employee's financial interest would not prohibit the district from entering into a contract as long as the employee has not participated in the making of the contract, such as in discussions and planning, as detailed below.

Government Code 1090 does not define financial interest, but courts have held that, for the purposes of this statute, the definition of "financial interest" is not the same as the definition in the PRA which requires a "material financial effect" in order for a conflict to exist.

Violators of Government Code 1090 may be subject to a fine or, unlike the PRA, even criminal charges and/or imprisonment.

~~Board members, employees, or district consultants~~ A District Official shall not be financially interested in any contract made by the ~~Board on behalf of the~~ district, including in the development, ~~preliminary internal~~ discussions, negotiations, ~~compromises~~ modifications, planning, ~~reasoning~~ deliberation of issues, and specifications and solicitations for bids. If a ~~Board member~~ District Official has such a financial interest in a contract made by the ~~Board~~ district, the contract is void. (Government Code 1090)

Remote Interest Exception to Government Code 1090

CSBA NOTE: When the "remote interest" conditions specified in Government Code 1091 are satisfied (e.g., Board member is an employee of a nonprofit organization), then the district may enter into the contract as long as the affected Board member discloses the remote interest and abstains from the matter. The "remote interest" exception only applies to Board members and not to other District Officials.

A Board member shall not be considered to be financially interested in a contract in which there is only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a

Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member ~~or district official~~ to enter into the contract. (Government Code 1091)

Noninterest Exception to Government Code 1090

CSBA NOTE: Pursuant to Government Code 1091.5, certain financial interests are defined as "noninterests," meaning a conflict of interest does not exist and the district can enter into the contract. The "noninterest" exception applies to all District Officials.

One of the noninterests listed in Government Code 1091.5 is when a Board member's spouse has been employed by the district for at least one year prior to the Board member's election or appointment. If the spouse has not been employed by the district for at least one year prior to the Board member's election or appointment, the Attorney General opined in 80 Ops.Cal.Atty.Gen. 320 (1997) that the exception does not apply. The Attorney General, in 92 Ops.Cal.Atty.Gen. 26 (2009) and 87 Ops.Cal.Atty.Gen. 23 (2004), and case law have further clarified the application of this noninterest exception when a previously employed spouse changes to a different position during the Board member's term. Generally, these opinions have held that a lateral transfer or change of classification that does not require Board approval (e.g., second year probationary teacher automatically achieving permanent status, step increase) is the same employment not requiring a new contract and thus constitutes a noninterest.

However, the Attorney General has also opined in 69 Ops.Cal.Atty.Gen. 255 (1986) that when a new contract is involved (e.g., promotion from classroom teacher to principal, substitute employee becoming a probationary employee), the exception in Government Code 1091.5 does not apply and the action would be prohibited under Government Code 1090 because Board approval of the contract is required.

~~In addition, a Board member~~ A District Official shall not be considered to be financially interested in a contract ~~in which the interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's if the interest in being reimbursed is reimbursement~~ for actual and necessary expenses incurred in the performance of official duties, in the employment of a spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other ~~applicable circumstance~~ "noninterest" specified in Government Code 1091.5.

Common Law Doctrine Against Conflict of Interest

CSBA NOTE: Even when there is not a conflict pursuant to the PRA or Government Code 1090, the Attorney General has found that special situations may still exist under the common law doctrine against conflict of interest which, unlike the statutes, extends to noneconomic interests. In 92 Ops.Cal.Atty.Gen. 19 (2009), the Attorney General opined that a redevelopment board member should abstain from voting on a loan agreement where the recipient of the loan was a corporation owned by the board member's adult son. Although the board member was not financially interested in the contract under the PRA or Government Code 1090, the Attorney General determined that abstention was advisable under the common law doctrine against conflict of interest.

~~A Board member~~ A District Official shall abstain from any official action in which the ~~Board member's District Official's~~ private or personal interest may conflict with official duties- pursuant to the common law doctrine against conflict of interest.

Incompatible Offices and Activities

CSBA NOTE: Government Code 1099 and 1126 prohibit Board members and employees from engaging in any employment or activity which is inconsistent, incompatible, in conflict with, or inimical to their duties with the district. Government Code 1126 mandates that the district adopt procedures regarding this prohibition. See BP 4136/4236/4336 - Nonschool Employment for language implementing this mandate relative to employees.

The Attorney General indicated in 105 Ops.Cal.Atty.Gen. 69 (2022), 85 Ops.Cal.Atty.Gen. 60 (2002), 68 Ops.Cal.Atty.Gen. 171 (1985), and 65 Ops.Cal.Atty.Gen. 606 (1982) that it would be incompatible for Board members to serve on other elected or appointed boards, councils, or commissions that have interests which may conflict with the interests of the district. If a Board member is sworn into an incompatible office, then the Board member's position in the prior office is automatically terminated.

Pursuant to Education Code 35107, an employee of a school district may not be sworn into office as an elected or appointed member of that district's Board unless the employee resigns. If the employee does not resign, the employment automatically terminates when the employee is sworn into office. See BB 9220 - Governing Board Elections.

The determination as to whether an activity or office is incompatible is complex and requires a case-by-case analysis of the particular activities or duties of the office; therefore, it is recommended that CSBA's District and County Office of Education Legal Services or district legal counsel be consulted as appropriate.

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

Gifts

~~Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.~~

~~The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)~~

~~In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)~~

~~Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)~~

Gifts

CSBA NOTE: Pursuant to 2 CCR 18940.2, the gift limit is \$630 for the term January 1, 2025 through December 31, 2026. Pursuant to Government Code 89503, Board members and candidates are subject to gift limits for gifts from all sources unless exempted by law or regulation. For those Board members who file a Form 700 based on the disclosure categories specified in the district's conflict of interest code pursuant to Government Code 87302 (see the accompanying exhibit), the gift limit is only applicable to those individuals and entities that are disclosed on the Form 700.

Several exceptions exist within the Government Code's definitions of gifts, income, interest in real property, and investment; see Government Code 82028, 82030, 82033, and 82034. If questions arise as to such exceptions, the district may seek clarification from the FPPC through email to advice@fppc.ca.gov or consult CSBA's District and County Office of Education Legal Services or district legal counsel.

District Officials may accept gifts only under the conditions and limitations specified in law including, but not limited to, Government Code 89503 and 2 CCR 18730.

CSBA NOTE: District Officials may, in the circumstances described in Government Code 89506, receive payments, advances, or reimbursements for travel and related lodging and subsistence, which will not be subject to the gift limit set in Government Code 89503.

Gifts of travel and related lodging and subsistence shall be subject to the current gift conditions and limitations, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a ~~Board member or designated employee~~District Official, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States-
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code-

Gifts of travel exempted from the gift limitation, as described in Items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for ~~Board members and designated employees~~ District Officials. (Government Code 89506)

Honoraria

~~Board members and designated employees~~ District Officials shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

Advice

Any District Official, who, in good faith, believes that they may be subject to the requirements of this Bylaw and has questions, is unclear, or is unsure regarding the application of the requirements of this Bylaw to any particular instance or situation, may seek advice from the district's legal counsel with the permission of the Superintendent, Board President, or majority of the Board.

Training

CSBA NOTE: Government Code 53234-53235.2 require a Board member, except for a member whose term of office ends before January 1, 2026, to receive specified training in ethics by January 1, 2026, and at least once every two years thereafter, and for the district to maintain records of such training. Additionally, Government Code 53235, as amended by AB 2631 (Ch. 201, Statutes of 2024), requires the FPPC, in consultation with the Attorney General, to create, maintain, and make an ethics training course available to local agency officials, including Board members.

Unless a Board member's term expires prior to January 1, 2026, each Board member shall complete ethics training in accordance with Government Code 53234-53235.2 by January 1, 2026, and at least once every two years thereafter as specified in Board Bylaw 9240 - Board Training.

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Bylaw adopted: September 14, 2010
revised: July 12, 2016
revised: April 4, 2023
revised: ??, 2025

Sierra County/Sierra-Plumas Joint USD

Board Bylaws

Exhibit 9270 – Conflict Of Interest

RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE ~~OF THE SIERRA COUNTY OFFICE OF EDUCATION SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT~~

CSBA NOTE: The Governing Board is required to adopt a conflict of interest code in compliance with Government Code 87300-87313 of the Political Reform Act. Pursuant to 2 CCR 18730, the requirements of the Government Code are satisfied if a district adopts a conflict of interest code that incorporates 2 CCR 18730 by reference along with a list of District Officials, defined as a Board member or position designated in the district's conflict of interest code, and disclosure categories. District Officials are required to annually file a Form 700 (also known as a Statement of Economic Interest) pursuant to the disclosure requirements of the district's conflict of interest code.

Government Code 87303 requires a district's conflict of interest code to be approved by a code reviewing body. For school districts located entirely in one county, the code reviewing body is the board of supervisors of the county in which the district is located. The Fair Political Practices Commission is the code reviewing body for school districts with jurisdiction in more than one county.

The code reviewing body needs to review only the portion of the district's conflict of interest code that delineates the District Officials and the disclosure categories as detailed in the following sample resolution, including its Appendix, and not the other legal requirements related to conflict of interest reflected in the accompanying sample bylaw. The resolution, including the Appendix, should be adopted by the Board and, as necessary, forwarded to the code reviewing body. Pursuant to Government Code 87306.5, the code reviewing body is required to notify the district in even-numbered years of the need to review the district's conflict of interest code. Upon such notification, the district should review the Appendix and make any necessary changes. In some counties, the code reviewing body requires that a resolution be adopted during each review and that the Board's resolution and amended Appendix be submitted to that body. In other counties, only the Appendix needs to be submitted. In both cases, districts need not submit BB 9270 - Conflict of Interest to the code reviewing body.

In addition to the biannual review, districts should modify the Appendix and submit it, and the resolution, if required, to the code reviewing body when any changed circumstances within the district require amendments to the Appendix, such as the creation of a new District Official or a change of duties of a District Official.

The following resolution should be modified to reflect district practice as well as any specific requirements of the district's code reviewing body.

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

WHEREAS, a county/district is permitted to create its conflict of interest code by incorporating by reference the terms of 2 CCR 18730, along with a list of District Officials to whom the code applies and disclosure categories, in accordance with Government Code 87300 and 87306;

WHEREAS, the Governing Board of the Sierra County Office of Education/Sierra-Plumas Joint Unified School District ("County/District") has previously adopted a local conflict of interest code in this manner; and

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

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

~~WHEREAS, the Sierra County Office of Education/Sierra Plumas Joint Unified School County/District has recently reviewed its positionslist of District Officials, and the duties of each position, and has determined that (changes/no changes) to the current conflict of interest code are necessary; and,~~

~~WHEREASNOW THEREFORE BE IT RESOLVED, the Governing Board of the County/District adopts the following Conflict of Interest Code, including the accompanying Appendix of District Officials and Disclosure Categories, and~~

~~BE IT FURTHER RESOLVED, any earlier resolutions, bylaws, and/or appendices containing the district'sCounty/District's conflict of interest code shall beare hereby rescinded and superseded by this resolutionResolution and Appendix; and~~

~~NOW THEREFORE BE IT RESOLVED that the Sierra County Office of Education/Sierra Plumas Joint Unified School District Governing Board adopts the following Conflict of Interest Code including its Appendix of Designated Employees and Disclosure Categories.~~

PASSED AND ADOPTED THIS ____ day of _____, _____, at a meeting, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Attest:

Clerk of the Board

President

Conflict of Interest Code ("Code") of the

SIERRA COUNTY OFFICE OF EDUCATION ("County")
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT ("District")

The ~~provisions~~ Political Reform Act (PRA) (Government Code 81000-87505) requires the County/District to adopt a conflict of interest code. 2 CCR 18730 contains the terms of a conflict of interest code, which may be amended by the Fair Political Practices Commission (FPPC) to conform to amendments in the PRA. Therefore, the terms of 2 CCR 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, together with the FPPC are hereby incorporated by reference. This Code and the attached Appendix specifying designated, designating positions and establishing disclosure categories, are incorporated by reference and shall constitute the county/district's conflict of interest code of the district.

~~Governing Board members and designated employees~~ District Officials, defined as those positions listed herein, shall file a Form 700 (also known as a Statement of Economic Interest/Form 700) in accordance with the disclosure categories listed in the attached Appendix. ~~The Statement of Economic Interest~~ The Form 700 shall be filed with the County/District's filing officer and/or, if so required, with the County/District's code reviewing body. The ~~county/district's~~ filing officer shall make the statements available for public review and inspection.

APPENDIX

Disclosure Categories

CSBA NOTE: The following list must be modified to reflect the specific disclosure categories in the district.

Category 1: -A ~~person~~ District Official designated "Category 1" shall disclose the following:

- a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district-
- b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the County/District, or manufacture or sell supplies, books, machinery, or equipment of the type used by the County/District-

Category 2: -A ~~person~~ District Official designated "Category 2" shall disclose the following:

- a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs-
- b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs-
For ~~the purposes of a principal in~~ this category, ~~at~~ the principal's department is his/her/the principal's entire school.

CSBA NOTE: Category #3 below is for use only by districts in which certain positions "manage public investments," as defined by Government Code 87200; see the accompanying Board Bylaw. All other districts should delete Category #3.

Category 3 (Applicable to positions that "manage public investments," as defined by Government Code 87200): A District Official designated for "full disclosure" Category 3 shall disclose, in accordance with Government Code 87200-87210, the following:

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

Designated Positions

CSBA NOTE: The district should modify the following list to reflect the specific positions and applicable disclosure categories in the district.

<u>District Officials</u>	<u>Disclosure Categories</u>
<u>Governing Board Members</u>	<u>1 or 3</u>
<u>Superintendent</u>	<u>1 or 3</u>
<u>Assistant/Associate Superintendent</u>	<u>1 or 3</u>
<u>Purchasing Agent</u>	<u>1</u>
<u>Director</u>	<u>2</u>
<u>Principal</u>	<u>2</u>

Disclosures for Consultants

CSBA NOTE: To preclude amending the conflict of interest code whenever retaining a consultant in a decision-making capacity, the following section provides that the Superintendent or designee shall make case-by-case determinations of the disclosures necessary, depending on the range of duties to be performed by the consultant.

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

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

- 1. Approve a rate, rule, or regulation
- 2. Adopt or enforce a law
- 3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
- 4. Authorize the county/district to enter into, modify, or renew a contract that requires district approval

5. Grant county/district approval to a contract that requires county/district approval and in which the district is a party, or to the specifications for such a contract
6. Grant county/district approval to a plan, design, report, study, or similar item
7. Adopt or grant county/district approval of county/district policies, standards, or guidelines

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

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