

AGENDA FOR THE REGULAR MEETING OF THE
SIERRA COUNTY BOARD OF EDUCATION

August 11, 2015

6:00 pm REGULAR SESSION

Downieville School, 130 School Street, Downieville CA 95936, California

This meeting will be available for videoconferencing at Downieville School, 130 School Street, Downieville CA 95936

In the case of a technological difficulty at either school site, videoconferencing will not be available.

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 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 the Sierra County Board of Education, 109 Beckwith Road, Room 3, Loyalton, CA, 96118, and posted with the online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5)

- A. CALL TO ORDER
(Please be advised that this meeting will be recorded.)
- B. ROLL CALL
- C. FLAG SALUTE
- D. APPROVAL OF THE AGENDA
- E. INFORMATION/DISCUSSION ITEMS
 - 1. Superintendent's Report
 - a. Agreement with National University/Educational Services and Scholarships**
 - b. Filing of Declaration of Need of Fully Qualified Educators for the 2015-2016 school year. *A diligent search to recruit fully prepared teacher(s) was made and an insufficient number of certificated persons met the SCOE's employment criteria for the position(s).*
 - c. Approval of the CBEST (California Basic Educational Skills Test) Waiver for Substitute Teachers. *The Sierra County Board of Education and the Sierra County Superintendent declare that the Sierra County Office of Education (SCOE) has been unable to recruit enough day-to-day substitute teachers who have not had an opportunity to take and pass all sections of the California Basic Educational Skills Test (CBEST). The SCOE anticipates employing five (5) day-to-day substitutes on variable term CBEST waivers for the 2015-2016 school year.*
 - d. Occupational Therapist
 - e. School Nurse Services
 - f. Loyalton Elementary Preschool – Increase in Instructional Aide hours, 5 hrs. weekly
 - 2. Business Report
 - a. Board Report-Expenditures by Object 07/01/15 to 7/31/15**
 - b. 2015-16 Budget Calendar and 2016-17 Budget Development Calendar**
 - 3. Staff Reports (5 minutes)
 - 4. SPTA Report (5 minutes)
 - 5. Board Members' Report (5 minutes)
 - 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 whether or

Sierra County Board of Education
Regular Meeting Agenda
August 11, 2015

not it is listed on the agenda. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)

- a. Current location
- b. Videoconference location

F. CONSENT CALENDAR

1. Approval of minutes of the Regular Board meeting held July 14, 2015**
2. Approval of bill warrants for month of July 2015**
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending June 30, 2015. It is required per Education Code 35186 section (d) that a school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. No complaints regarding textbooks and instructional materials, teacher vacancy or misassignment or conditions of facilities were filed with Sierra County Office of Education during the quarter ending June 30, 2015. No complaints regarding textbooks and instructional materials, teacher vacancy or misassignment or conditions of facilities were filed with Sierra County Office of Education during the 2014-2015 school year.

G. ACTION ITEMS

1. New Business

1516-01 **Public Hearing** to announce the adoption of the Declaration of Need for Fully Qualified Educators for the 2015-2016 school year** (Grant)

1516-02 Adoption of Resolution No. 15-002, Superintendent Salary** (President)

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)


1516-03 Approval of Administrative Regulation 4161.2, 4261.2, 4361.2, Personal Leaves**

1516-04 Approval of Board Bylaw 9320, Meetings and Notices**

H. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on September 8, 2015, at Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA 96118, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6:00 pm
2. Suggested Agenda Items

I. ADJOURNMENT



Dr. Merrill M. Grant, Superintendent
Secretary to the County Board of Education

- *** prior month handout
** enclosed
* handout

AGREEMENT FOR EDUCATIONAL SERVICES AND SCHOLARSHIPS

BETWEEN

SIERRA COUNTY OFFICE OF EDUCATION

AND

NATIONAL UNIVERSITY



This Educational Services Scholarship Agreement (hereinafter "AGREEMENT") is entered into the 17th day of June, 2015 by and between National University (hereinafter "UNIVERSITY") and Sierra County Office of Education (hereinafter "SCOE"). UNIVERSITY and SCOE may be referred to individually as "PARTY" or collectively as "PARTIES".

The purpose of this AGREEMENT is to define how the UNIVERSITY will offer SCOE employees a scholarship based on the cost of UNIVERSITY'S course. This AGREEMENT shall apply to courses offered at any UNIVERSITY campus and/or online, with the exception of pre-licensure nursing and Radiation Therapy programs.

The PARTIES mutually agree:

- A. This AGREEMENT is effective as of June 17, 2015 and shall terminate upon the 90-day written notice of either PARTY, with or without cause. The PARTIES agree that termination of this AGREEMENT will not affect the scholarships of then-currently enrolled SCOE students.
- B. UNIVERSITY shall provide to any employee of SCOE an "SIERRA COUNTY OFFICE OF EDUCATION SCHOLARSHIP," which at all times will equal 15 percent of the course tuition rate in existence at the time of registration for that course. The 15 percent scholarship is guaranteed, but only applies to the then-current tuition, and does not apply to any other fees or charges. For each SCOE employee enrolled as a student at the UNIVERSITY, the 15 percent guaranteed scholarship will remain in force and effect for the duration of the student's academic time at the UNIVERSITY, notwithstanding the termination of this AGREEMENT, provided the student does not miss two or more consecutive academic periods. All applicants will receive an application fee waiver.
- C. The PARTIES agree and acknowledge that tuition for courses may increase or decrease over time, and that the SIERRA COUNTY OFFICE OF EDUCATION SCHOLARSHIP will proportionately increase or decrease with any change in UNIVERSITY tuition.
- D. SCOE employees wishing to enroll as students at the UNIVERSITY will be required to apply for admission and be admitted in accordance with the UNIVERSITY'S existing admission requirements and processes for undergraduate and graduate level coursework. Upon request, SCOE agrees to verify the employment status of SCOE employees who are applicants to, and

SCOE NOTICES:

UNIVERSITY NOTICES:

Dr. Merrill M. Grant
Sierra County Office of Education
P. O. Box 955
Loyalton CA 96118

Randy C. Frisch, Esq.
Vice Chancellor, Business
11355 North Torrey Road
La Jolla, California, 92037

- d) Complete Agreement. This AGREEMENT represents the PARTIES' final and complete agreement, and this AGREEMENT shall supersede all other understandings, discussion and/or agreements, either oral or in writing, between the Parties with regard to the subject matter in the AGREEMENT.
- e) Governing Law. This AGREEMENT shall be construed in accordance with the laws of the State of California and in effect at the time of the execution of this AGREEMENT.
- f) Counterparts. The PARTIES agree that separate copies of this AGREEMENT be signed by each of the PARTIES to the AGREEMENT and these copies will have the same force and effect as if the original had been signed by all PARTIES.

My signature below indicates that I have read, understand, and agree to the terms of this AGREEMENT.

FOR SIERRA COUNTY OFFICE OF EDUCATION:

Signature: Merrill M. Grant
 Name: Merrill M. Grant
 Title: Superintendent
 Date: 6/17/15

FOR NATIONAL UNIVERSITY:

Signature: Randy C. Frisch
 Name: Randy C. Frisch
 Title: Vice Chancellor, Business & Admin
 Date: 6/26/15

Kris Roberts email 6/26/15

Balances through July						Fiscal Year 2015/16
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	190,198.00	190,198.00	195,899.77	2,395.07	8,096.84-
1120	Certificated Substitutes	2,100.00	2,100.00			2,100.00
1200	Certificated Pupil Support Ser	65,054.00	65,054.00	59,973.10		5,080.90
1300	Certificated Supervisor Admini	77,905.00	77,905.00	70,171.31	6,379.21	1,354.48
	Total for Object 1000	335,257.00	335,257.00	326,044.18	8,774.28	438.54
2100	Instructional Aides' Salaries	79,742.00	79,742.00	68,085.17	1,041.30	10,615.53
2120	Classified Substitutes	700.00	700.00			700.00
2200	Classified Support Salaries	10,530.00	10,530.00	10,285.05	412.00	167.05-
2220	Classified Substitute Salaries	500.00	500.00			500.00
2300	Classified Supervisors' Admini	101,353.00	101,353.00	92,970.16	8,416.20	33.36-
2400	Clerical Technical Office Staf	130,378.00	130,378.00	120,835.31	9,974.00	431.31-
2900	Other Classified Salaries	9,915.00	9,915.00			9,915.00
	Total for Object 2000	333,118.00	333,118.00	292,175.69	19,843.50	21,098.81
3101	STRS Certificated Positions			34,984.58	941.48	35,926.06-
3102	STRS Classified Positions	36,635.00	36,635.00	481.70		36,153.30
3202	PERS Classified Positions	54,763.00	54,763.00	47,528.55	3,632.52	3,601.93
3301	OASDI Certificated Positions	68.00	68.00			68.00
3302	OASDI Classified Positions	19,466.00	19,466.00	17,249.67	1,207.31	1,009.02
3311	Medicare Certificated Position	4,681.00	4,681.00	4,578.95	118.95	16.90-
3312	Medicare Classified Positions	4,667.00	4,667.00	4,104.67	282.79	279.54
3401	Health & Welfare Benefits Cert	88,592.00	88,592.00	79,012.58	1,326.38	8,253.04
3402	Health & Welfare Benefits Clas	73,935.00	73,935.00	69,456.62	5,536.02	1,057.64-
3501	SUI Certificated	234.00	234.00	162.99	4.39	66.62
3502	SUI Classified	234.00	234.00	145.84	9.91	78.25
3601	Workers' Compensation Certific	10,976.00	10,976.00	10,586.93	311.48	77.59
3602	Workers' Compensation Classifi	10,939.00	10,939.00	10,032.03	740.48	166.49
	Total for Object 3000	305,190.00	305,190.00	278,325.11	14,111.71	12,753.18
4300	Materials and Supplies	13,306.00	13,306.00	593.26	49.14-	12,761.88
4320	Custodial Grounds Supplies	1,300.00	1,300.00	552.31		747.69
4330	Office Supplies	1,000.00	1,000.00			1,000.00
4350	Vehicle Upkeep	5,500.00	5,500.00	2,250.00		3,250.00
4400	Noncapitalized Equipment	8,459.00	8,459.00			8,459.00
	Total for Object 4000	29,565.00	29,565.00	3,395.57	49.14-	26,218.57
5100	Subagreements for Services	39,626.00	39,626.00	17,095.00		22,531.00
5200	Travel and Conference	24,854.00	24,854.00	6,616.00		18,238.00

Balances through July						Fiscal Year 2015/16
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
5300	Dues and Membership	17,870.00	17,870.00	10,172.00		7,698.00
5400	Insurance	9,300.00	9,300.00		7,961.00	1,339.00
5500	Operation Housekeeping Service	9,200.00	9,200.00	2,200.00	179.84-	7,179.84
5600	Rentals, Leases, Repairs, Nonc	2,600.00	2,600.00	501.50	23.50	2,075.00
5800	Professional Consulting	8,400.00	8,400.00	8,600.00	300.00-	100.00
5801	Legal Services	35,500.00	35,500.00	1,000.00		34,500.00
5803	Legal Publications	500.00	500.00			500.00
5805	Personnel Expense	593.00	593.00	270.00		323.00
5806	Negotiations	1,000.00	1,000.00			1,000.00
5808	Other Services & Fees	1,500.00	1,500.00	1,500.00		.00
5810	Contracted Services	365,709.00	365,709.00	220,330.56	41,833.39	103,545.05
5899	SPJUSD to Reimburse			3,604.50	70.50	3,675.00-
5900	Communications	1,600.00	1,600.00			1,600.00
	Total for Object 5000	518,252.00	518,252.00	271,889.56	49,408.55	196,953.89
6200	Building and Improvement of Bu	30,032.00	30,032.00			30,032.00
6400	Equipment	13,100.00	13,100.00			13,100.00
	Total for Object 6000	43,132.00	43,132.00	.00	.00	43,132.00
7141	Tuition, excess cost etc betwe	42,224.00	42,224.00			42,224.00
7310	Direct Support/Indirect Costs					.00
	Total for Object 7000	42,224.00	42,224.00	.00	.00	42,224.00
	Total for Fund 01 and Expense accounts	1,606,738.00	1,606,738.00	1,171,830.11	92,088.90	342,818.99
Fund 16 - FOREST RES						
7211	Transfers of Pass-through Rev	270,349.00	270,349.00			270,349.00
7619	Other Authorized Interfund Tra	47,709.00	47,709.00			47,709.00
	Total for Fund 16, Expense accounts and Object 7000	318,058.00	318,058.00	.00	.00	318,058.00
	Total for Org 001 - Sierra County Office of Education	1,924,796.00	1,924,796.00	1,171,830.11	92,088.90	660,876.99

Sierra County Office of Education
Sierra-Plumas Joint Unified School District
Loyalton, California

2015-16 Budget Calendar and 2016-17 Budget Development Calendar

DATE	DESCRIPTION	RESPONSIBILITY
<i>June 17, 2015</i>	Adopt 2015-16 Budget – Governing Board	Business Manager
<i>June 18, 2015</i>	Adopted Budget due to California Dept. of Ed (CDE)	Business Manager
<i>June 30, 2015</i>	Fiscal Year 2014-15 Ends	
<i>July/Aug./Sept. 2015</i>	Close out fiscal year 2014-2015	District Office Staff
<i>Within 45 days of State Budget approval State Budget Signed June 24, 2015</i>	First Budget Revision presented to the Board of Trustees for review and approval, if necessary	Business Manager
<i>August/September/ October</i>	District Budget and School Plan Revisions	Leadership Team Business Manager
<i>Sept. 2015</i>	Maintenance survey of buildings to determine needs for maintenance repairs, replacement, alterations, and grounds improvements for proposed inclusion in the 2015-2016 Interim Reports	Superintendent Site Administrators Plant Maintenance
<i>Sept. 2015</i>	Completed Facility Inspection Tool (FIT) by school – due to the Business Manager	Plant Maintenance
<i>Sept. 8, 2015</i>	Present 2014-15 Unaudited Actuals & GANN Resolution for adoption by the Governing Board	Business Manager
<i>Sept. 12, 2015</i>	Submit Unaudited Actuals to CDE	Business Manager
<i>Sept. 16-17, 2015</i>	2014-2015 Auditors – Field Phase II	Singleton Auman PC Clay Singleton, CPA
<i>Sept. 2015 – Jan 2016</i>	2015-2016 Single Plan for Student Achievement (SPSA) and School Accountability Report Card (SARC) development	Site Administrators & Site Council
<i>December 2015</i>	2015-2016 P1 Attendance due CDE	Personnel
<i>December 8, 2015</i>	First Interim Report – Governing Board Approval	Business Manager
<i>December 10, 2015</i>	First Interim Report – Due to CDE	Business Manager
<i>December 15, 2015</i>	2014-2015 Audit due to Federal & State agencies	Business Manager
<i>January 12, 2016</i>	2014-2015 Audit and Audit Finding report due to the Governing Board	Business Manager
<i>February 1, 2016</i>	2015-16 SARC Completed and Posted to website	Site Administrators
<i>February 9, 2016</i>	SPSA & SARC Report to be adopted by the Governing Board	Site Administrators
<i>February 2016</i>	Review current year budget and potential budget adjustments/retirements/etc.	Leadership Team Business Manager Personnel
<i>February 2016</i>	Maintenance survey of buildings to determine needs for maintenance repairs, replacement, alterations, and grounds improvements for proposed inclusion in the 2016-17 budget & review current year projects	Superintendent Site Administrators Plant Maintenance

DATE	DESCRIPTION	RESPONSIBILITY
<i>February/March 2016</i>	2016-17 Certificated positions	Leadership Team Business Manager Personnel
<i>February 2016</i>	Develop 2016-17 Budget Assumptions, enrollment projections, staffing, F.T.E, etc.	Business Manager
<i>February 2016</i>	Budget Advisory Committee Meeting, if established	Budget Advisory Committee
<i>March 2016</i>	Develop staffing plan to Superintendent	Site Administrators
<i>March 8, 2016</i>	Second Interim Report – Governing Board Approval	Business Manager
<i>March 10, 2016</i>	Second Interim Report – Due to CDE	Business Manager
<i>March 15, 2013</i>	Deadline for certificated layoff notices (March 8 to Board)	Superintendent
<i>April 2016</i>	Second Period Attendance Report – P2	Personnel
<i>April 2016</i>	2016-17 classified positions	Leadership Team Business Manager Personnel
<i>March-May 2016</i>	Budget Advisory Committee Meeting	Budget Advisory Committee
<i>May 10, 2016</i>	Preliminary Budget, LCAP, & Reserve Info presented to the Board for review and input	Business Manager
<i>May/June 2016</i>	Budget, LCAP public notice	Business Manager
<i>May/June 2016</i>	Copy of budget available at District Office	Business Manager
<i>June 15, 2016</i>	Governing Board to Adopt 2016-17 Budget & State required financial report	Governing Board Approval
<i>June 15, 2016</i>	Governing Board to Adopt SELPA Budget and Plan	SELPA Director Business Manager
<i>June 17, 2016</i>	File adopted Budget with California Dept. of Education	Business Manager
<i>June 2016</i>	Annual Attendance due to CDE	Personnel

Checks Dated 07/01/2015 through 07/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00014203	07/10/2015	DAVEY, MARY	01-9500	GARDEN PROJECT		36.17
00014204	07/10/2015	ESCAPE TECHNOLOGY	01-5810	ESCAPE LICENSE/PROGRAMMING		41,289.00
00014205	07/10/2015	HUMBOLDT COUNTY OFFICE OF ED ATTN: ACCOUNTS RECEIVABLE	01-5810	WORKABILITY PASSWORD		125.00
00014206	07/10/2015	LIBERTY UTILITIES CPEC	01-9500	ELECTRICAL SERVICE		97.37
00014207	07/10/2015	RONALD M. MARTIN MARTIN SECURITY SYSTEMS	01-5810	ANNUAL ALARM FEE		420.00
00014208	07/10/2015	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMPENSATION		6,075.00
00014209	07/10/2015	PITNEY BOWES, INC.	01-5600	POSTAGE MACHINE	23.50	
			01-5899	POSTAGE MACHINE	70.50	
			01-9500	POSTAGE MACHINE	193.50	287.50
00014210	07/10/2015	SIERRA COUNTY OFFICE OF EDUCATION	01-9500	BANK SERVICE FEES		30.00
00014211	07/10/2015	SIERRA VALLEY HOME CENTER	01-9500	SHOP SUPPLIES		17.11
00014212	07/10/2015	TRI COUNTY SCHOOLS INSURANCE GROUP	01-5400	PROPERTY/CASUALTY PREMIUMS		7,961.00
00014213	07/10/2015	VOYAGER	01-9500	FUEL EXPENSE		128.70
Total Number of Checks					11	56,466.85

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	10	50,391.85
76	Payroll Clearing	1	6,075.00
Total Number of Checks		11	56,466.85
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			56,466.85

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.

ESCAPE ONLINE

SIERRA COUNTY OFFICE OF EDUCATION

PUBLIC NOTICE

**2015-2016
Declaration of Need**

The Sierra County Superintendent of Schools does hereby announce that there may be an insufficient number of certificated persons who meet the Sierra County Office of Education's (SCOE) specific employment criteria for teaching positions in SCOE programs, and that it is our intent to adopt a Declaration of Need for Fully qualified Educators to be in force until June 30, 2016. The next Sierra County Board of Education meeting will be held Tuesday, August 11, 2015, at 6:00PM, at 130 School Street, Downieville, CA 95936

This notice will be posted for 72 hours prior to the filing of said Declaration of Need.

_____/s/_____
Merrill M. Grant, Ed.D
Superintendent

August 7, 2015
Date

OPTION A

SIERRA COUNTY OFFICE OF EDUCATION

RESOLUTION NO. 15-002

SET SUPERINTENDENT SALARY

WHEREAS, the County Superintendent of Schools shall be appointed by the Sierra County Board of Education; and

WHEREAS, the California Constitution, Article 9, Section 3.1(b) authorizes the County Board to set the County Superintendent's salary; and

WHEREAS, pursuant to Education Code §35034 and §35035 the County Superintendent may serve as District Superintendent, chief executive officer and secretary of the District Governing Board; and

WHEREAS, the County Superintendent of Schools may serve as both County and District Superintendent; and

WHEREAS, the County Superintendent salary will be set at \$21,963, per annum, effective July 1, 2015; and

NOW, THEREFORE, BE IT RESOLVED that effective upon being appointed County Superintendent of Schools effective July 1, 2015, the Sierra County Superintendent of Schools shall be paid \$21,963 for services July 1, 2015, through June 30, 2016.

PASSED AND ADOPTED by the Sierra County Board of Education on this 17th day of June, 2015, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

VACANT:

Patricia Hall, Clerk

OPTION B

SIERRA COUNTY OFFICE OF EDUCATION

RESOLUTION NO. 15-002

SET SUPERINTENDENT SALARY

WHEREAS, the County Superintendent of Schools shall be appointed by the Sierra County Board of Education; and

WHEREAS, the California Constitution, Article 9, Section 3.1(b) authorizes the County Board to set the County Superintendent's salary; and

WHEREAS, pursuant to Education Code §35034 and §35035 the County Superintendent may serve as District Superintendent, chief executive officer and secretary of the District Governing Board; and

WHEREAS, the County Superintendent of Schools may serve as both County and District Superintendent; and

WHEREAS, the County Superintendent salary will be set at \$22,621.57, per annum, effective July 1, 2015; and

NOW, THEREFORE, BE IT RESOLVED that effective upon being appointed County Superintendent of Schools effective July 1, 2015, the Sierra County Superintendent of Schools shall be paid \$22,621.57 for services July 1, 2015, through June 30, 2016.

PASSED AND ADOPTED by the Sierra County Board of Education on this 17th day of June, 2015, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

VACANT:

Patricia Hall, Clerk

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Personal Leaves—~~Certificated~~

AR 4161.2 ~~4261.2,4361.2~~

Personnel

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leave at least three days in advance. Classroom teachers shall prepare suitable instructions, including lesson plans ~~or instructions as applicable,~~ for a substitute employee.

(cf. 4121 - Temporary/Substitute Personnel)

Bereavement

Employees are entitled to a leave of up to three days, or five days if out-of-state ~~or more than 300 miles one way~~ travel is required, 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. (Education Code 44985, 45194)

(cf. 4161/4261/4361 - Leaves)

Members of the immediate family include ~~the~~: (Education Code 44985, 45194)

1. The mother, father, grandmother, grandfather, or grandchild of the employee or of the employee's spouse; ~~the~~
2. The employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister; ~~or any~~
3. Any relative living in the employee's immediate household. ~~—(Education Code 45194)~~

~~Personal Necessity~~

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Personal Necessity

Employees may use a maximum of seven days of their accrued personal illness/injury leave (sick leave) during each ~~contract~~school year for reasons of personal necessity. (Education Code 44981, 45207)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

CLASSIFIED EMPLOYEES

Acceptable reasons for the use of personal necessity leave include:

1.- Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207)

2.- An accident involving the employee's person or property or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)

~~3. An A serious illness of a member of the certificated employee's immediate family (Education Code 44981)~~

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order made with jurisdiction (Education Code 45207)

5. Other reasons that the Board of Education may prescribe

~~6. Fire, flood, or other immediate danger to the home of the employee~~

~~7. Personal business of a serious nature which the employee cannot disregard~~

CERTIFICATED EMPLOYEES

~~Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, no such p~~

Personal necessity leave shall not be ~~granted-used~~ for purposes of personal convenience, ~~for the extension of a holiday or vacation, 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~~ or for matters ~~that~~which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether or not a request reflects ~~true~~ personal necessity.

Each Unit Member, in accordance with the law and pursuant to the provisions of this policy, is entitled to leave for reasons of personal necessity. Such leaves shall be charged to the Unit Member's sick leave. The use of Personal Necessity Leave will be determined solely by the

Unit Member.ALL STAFF

Advance permission shall not be required of any employee in ~~eases~~any case involving the death or serious illness 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. ~~(Education Code 44981, 45207)~~

However, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

Legal Duties

~~Classified Management employees called for jury duty shall be granted leave with pay.~~

An employee may take time off work in order to: (Labor Code 230)

- 1.- Serve on an inquest jury or trial jury
- 2.- Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between his/her regular earnings and any amount received for jury fees. (Education Code 44036, 44037) A certificated employee also shall be granted leave for jury duty with pay up to the amount of the difference between his/her regular earnings and any amount received for jury fees.

Leaves for Crime Victims

An employee may be absent from work in order to attend judicial proceedings related to a crime when he/she is a victim, or an immediate family member, registered domestic partner, or child of a ~~victim,~~ registered domestic partner of a victim, of any of the following crimes: (Labor Code 230.2) ~~victim, or child of a registered domestic partner of a victim of the following crimes: (Labor Code 230.2)~~

- 1.- A violent felony as defined in Penal Code 667.5(c)
2. A serious felony as defined in Penal Code 1192.7(c)

3. A felony provision of law proscribing theft or embezzlement

~~For these purposes, the employee may use vacation, personal leave, sick leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. An employee who is absent from work pursuant to subdivision (b) may elect to use the employee's accrued paid vacation time, personal leave time, sick leave time, compensatory time off that is otherwise available to the employee or unpaid leave time unless otherwise provided by a collective bargaining agreement for an absence pursuant to subdivision (b). The entitlement of any employee under this section shall not be diminished by any collective bargaining agreement term or condition.~~ (Labor Code 230.2)

Prior to taking time off, an employee shall give his/her supervisor a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)

The ~~supervisor and Superintendent or designee~~ district shall keep confidential any records pertaining to the employee's absence from work ~~by reason of this leave.~~ (Labor Code 230.2)

Leaves for Victims of Domestic Violence ~~or~~, Sexual Assault and Stalking

An employee who is a victim of domestic violence ~~or~~, sexual assault, or stalking as defined by law may use vacation, sick leave, personal leave, or compensatory time off that is otherwise available to ~~the employee~~ him/her under the ~~applicable~~ terms of his/her employment to attend to the following activities: (Labor Code 230, 230.1, 246.5)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or his/her child-
2. Seek medical attention for injuries caused by domestic violence ~~or~~, sexual assault, or stalking
3. Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence ~~or~~, sexual assault, or stalking
4. Obtain psychological counseling related to an experience of domestic violence ~~or~~, sexual assault, or stalking
5. Participate in safety planning and take other actions to increase safety from future domestic violence ~~or~~, sexual assault, or stalking, including temporary or permanent relocation

Prior to taking time off, an employee shall give reasonable notice to his/her supervisor, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following ~~documents:~~ (Labor Code 230, 230.1)

1.- A police report indicating that the employee was a victim of domestic violence ~~or~~, sexual assault, or stalking

2.- A court order protecting or separating the employee from the perpetrator of an act of domestic violence ~~or~~, sexual assault, or stalking, or other evidence from the court or prosecuting attorney that the employee has appeared in court

3. Documentation from a ~~medical professional~~, domestic violence ~~advocate~~ or ~~advocate for victims of~~ sexual assault, counselor as defined in Evidence Code 1037.1 or 1035.2, licensed medical professional or health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence ~~or~~, sexual assault, or stalking

~~The supervisor and Superintendent or designee~~ The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

Personal Leave for a Child's School Activities

Any employee who is a parent/guardian or grandparent having custody of one or more children ~~who are~~ enrolled in grades K-12, or who attend a licensed day care facility, may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to participate in school or day care activities. Such leave shall not exceed eight hours in any month of the year, ~~and the~~. The employee shall give reasonable advance notice of the absence. (Labor Code 230.8)

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If both parents/guardians of a child are employed at the same work site, this leave shall be allowed for the first parent/guardian who applies; ~~simultaneous~~. Simultaneous absence by the second parent/guardian may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed day care facility that he/she participated in school or licensed day care facility activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following

conditions are met: (Education Code 44987.3)

1. The service is performed within the state.
2. The board, commission, organization, or group informs the district in writing of the service.
3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

Employee Organization Activities

~~Employees may take~~ Upon request, any certificated or classified employee shall be granted a school year leave of absence without loss of compensation to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the ~~local~~ employee organization is affiliated. The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization. ~~-(Education Code 44987, 45210)~~

(cf. 4140/4240/4340 - Bargaining Units)

(cf. 4143/4243 - Negotiations)

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected ~~Classified Management~~ classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. ~~(Education Code 45210)~~

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

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 days(s) of absence shall be deducted from an employee's vacation leave, District/County leave days(s), or eligible employees may be granted unpaid leave for religious observances at the discretion of the Superintendent or designee.

No employee shall be discriminated against for using this leave ~~day(s), or eligible employees~~

~~may be granted~~ or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that his/her spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that his/her spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of his/her intention to take the leave. The employee shall submit written documentation certifying that his/her spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

An employee may take ~~unpaid~~ time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

Any employee who performs duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire ~~or~~ law enforcement, or emergency rescue training. (Labor Code 230.4)

Civil Air Patrol Leave

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to him/her, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

~~44036-44037~~ Leaves of absence for judicial and official appearances
44963 Power to grant leaves of absence (certificated)
44981 Leave of absence for personal necessity (certificated)
44985 Leave of absence due to death in immediate family (certificated)
44987 Service as officer of employee organization (certificated)
44987.3 Leave of absence to serve on certain boards, commissions, etc.
45190 Leaves of absence and vacations (classified)

[45194 Bereavement leave of absence \(classified\)](#)

[45198 Effect of provisions authorizing leaves of absence](#)

[45207 Personal necessity \(classified\)](#)

[45210 Service as officer of employee organization \(classified\)](#)

[45240-45320 Merit system, classified employees](#)

EVIDENCE CODE

[1035.2 Sex assault counselor; definition](#)

[1037.1 Domestic violence counselor; definition](#)

FAMILY CODE

[297-297.5 Registered domestic partner rights, protections, and benefits](#)

GOVERNMENT CODE

[3543.1 Release time for representatives of employee organizations](#)

[12945.1-12945.2 Family Rights Act](#)

~~revised:—April~~ [LABOR CODE](#)

[230-230.2 Leave for victims of domestic violence, sexual assault, or specified felonies](#)

[230.3 Leave for emergency personnel](#)

[230.4 Leave for volunteer firefighters](#)

[230.8, ~~7~~ Leave to visit child's school](#)

[233 Illness of child, parent, spouse, domestic partner or domestic partner's child](#)

[234 Absence control policy](#)

[246.5 Paid sick days, purposes for use](#)

[1500-1507 Civil Air Patrol leave](#)

MILITARY AND VETERANS CODE

[395.10 Leave when spouse on leave from military deployment](#)

PENAL CODE

[667.5 Violent felony, defined](#)

[1192.7 Serious felony, defined](#)

CALIFORNIA CONSTITUTION

[Article 1, Section 8 Religious discrimination](#)

UNITED STATES CODE, TITLE 29

[2601-2654 Family and Medical Leave Act](#)

UNITED STATES CODE, TITLE 42

[2000d-2000d-7 Title VII, Civil Rights Act of 1964](#)

COURT DECISIONS

[Rankin v. Commission on Professional Competence, \(1988\) 24 Cal.3d 167](#)

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

[Berkeley Council of Classified Employees v. Berkeley Unified School District, \(2008\) PERB Decision No. 1954](#)

Management Resources:

WEB SITES

[California Federation of Teachers: http://www.cft.org](http://www.cft.org)

[California School Employees Association: http://www.csea.com](http://www.csea.com)

[California Teachers Association: http://www.cta.org](http://www.cta.org)

[Public Employment Relations Board: http://www.perb.ca.gov](http://www.perb.ca.gov)

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

Sierraville, California

Regulation

approved: April 10, 2007

revised: April 10, 2012

revised: December 10, 2013

revised: June 17, 2015

Loyalton, California

Sierra County/Sierra-Plumas Joint USD

Board Bylaw

Meetings And Notices

BB 9320

Board Bylaws

Meetings of the Board of Education are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

(cf. 9012 - Board Member Electronic Communications)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Regular Meetings

The Sierra County Board of Education shall hold one regular meeting each month per Education Code §1011.

NOTE: Ed Code 1011: Regular meetings of the (county) board shall be held at times it may determine, but not less than once per month and shall be conducted in accordance with Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code. *Italics added.* (Amended by Stats. 1987, Ch. 1452, Sec. 4.)

The Sierra County Board of Education regular meetings shall be held at 6 pm on the second Tuesday of every month with the exception of the month of June whereas the meetings may be held on the third Wednesday. _

The Sierra-Plumas Joint Unified School District regular meetings shall be held immediately following the Sierra County Office of Education regular meeting.

The president of either board or a majority of the board members may request to reschedule either regular meeting date and/or time if foreseen circumstances reveal rescheduling to be a benefit to board business, the county office or school district.

Meetings shall be held at Downieville School, 130 School Street, Downieville, CA, and the Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA, in alternate months. Closed Session meetings may be held from 5 to 5:55 pm any time prior to or thereafter any regular or special meeting as deemed necessary by the board president. ~~for Closed Session purposes.~~

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's Internet web site. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

(cf. 1340 - Access to District Records)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's

consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual

orientation. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board linking various locations by electronic means through audio and/or video for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law.

All of the Board shall participate from the primary board meeting location. Inability to attend the meeting at the primary location is considered an absence.

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference:

EDUCATION CODE

- 35140 Time and place of meetings
- 35143 Annual organizational meeting, date, and notice
- 35144 Special meeting
- 35145 Public meetings
- 35145.5 Agenda; public participation; regulations
- 35146 Closed sessions
- 35147 Open meeting law exceptions and applications

GOVERNMENT CODE

- 3511.1 Local agency executives
- 11135 State programs and activities, discrimination
- 54950-54963 The Ralph M. Brown Act, especially:
 - 54953 Meetings to be open and public; attendance
 - 54954 Time and place of regular meetings
 - 54954.2 Agenda posting requirements, board actions
 - 54956 Special meetings; call; notice
 - 54956.5 Emergency meetings

UNITED STATES CODE, TITLE 42

- 12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

- 35.160 Effective communications
- 36.303 Auxiliary aids and services

COURT DECISIONS

- Wolfe v. City of Fremont, (2006) 144 Cal.App. 544

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 218 (2005)
 84 Ops.Cal.Atty.Gen. 181 (2001)
 84 Ops.Cal.Atty.Gen. 30 (2001)
 79 Ops.Cal.Atty.Gen. 69 (1996)
 78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2nd Ed., 2010

WEB SITES

CSBA: <http://www.csba.org>

CSBA, Agenda Online: <http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Attorney General's Office: <http://www.ag.ca.gov>

Institute for Local Government: <http://www.ca-ilg.org>

League of California Cities: <http://www.cacities.org>

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Policy SIERRA COUNTY OFFICE OF EDUCATION

adopted: November 13, 2007 Loyalton, California

revised January 13, 2009

revised December 13, 2011

revised: February 14, 2012

revised: October 8, 2013

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