

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

October 08, 2019

6:00pm Regular Session

Downieville School, 130 School St, Downieville CA 95936

Videoconferencing will be available at Sierra County Office of Education, Room 4, 109 Beckwith Rd, Loyalton CA 96118

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. APPROVAL OF AGENDA

D. FLAG SALUTE

E. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

- a. Acknowledgement of Thomas Jones' performance as Interim Superintendent
- b. Acceptance of resignation for Megan Meschery, Curriculum Coordinator, 1.0 FTE, effective September 30, 2019**
- c. Advertising for Curriculum Coordinator, 1.0 FTE
- d. Assignment of Julie Ann Madrigal, Special Education Instructional Aide (Severely Handicapped), Loyalton High School, 1.0 FTE (6 hours daily)**
- e. Assignment of Alexa Wells, Speech and Language Aide, Loyalton Elementary School, .60 FTE (18 hours weekly)**
- f. Discussion of possible hire for another Special Education Instructional Aide in Downieville
- g. Updated job description for Workability Coordinator**
- h. Contract 2020-11C with Lassen County Office of Education to purchase Adapted Physical Education services through June 10, 2020**
- i. Adult Education Staff Hiring Requirements and Salaries

2. Business Report

- a. 2017-2018 Fiscal Year Audit Certification Letter**
- b. 2019-2020 Fiscal Year Budget Approved**
- c. Account Object Summary-Balance from 07/01/2019 to 09/30/2019**

3. Staff Reports (5 minutes)

4. Board Member Reports (5 minutes)

5. 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 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 for the Regular Board Meeting held September 10, 2019**
2. Approval of Board Report-Checks Dated 09/01/2019 through 09/30/2019**
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending 09/30/2019. 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.
 - a. 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 09/30/2019.
4. Authorization for Out of State Travel Request to Boston, MA for National College Transition Network Conference—Wendy Jackson, Adult Education Coordinator**

G. ACTION ITEMS

1. New Business
 - a. Adoption of Resolution No. 20-005C, Recognition of Megan Meschery*
ROLL CALL VOTE
PUBLIC HEARING—Textbooks and Instructional Materials
 - b. Public Hearing to receive comments on the sufficiency of textbooks and instructional materials for Kindergarten through 12th grade in each subject and to assure that they are aligned with the state standards adopted pursuant to Ed. Code 60605 or 60605.8. Also meet the reporting and sufficiency requirements contained in Ed. Code 60119.
 - c. Adoption of Resolution No. 20-006C, Sufficiency of Textbooks or Instructional Materials**
ROLL CALL VOTE

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

- d. 3511—Energy and Water Management
 1. Board Policy, *revisions***
 2. Administrative Regulation, *revisions***
- e. 3514—Environmental Safety
 1. Administrative Regulation, *revisions***
- f. 5123—Promotion/Acceleration/Retention
 1. Board Policy, *revisions***
- g. 5136—Gangs
 1. Board Policy, *DELETE***
 2. Administrative Regulation, *DELETE***
- h. 4212—Appointment and Conditions of Employment (Classified)
 1. Administrative Regulation, *minor revision***
- i. Update on adding fingerprinting to Board Bylaws for Appointees

H. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on November 12, 2019 at Sierra County Office of Education, 109 Beckwith Rd, Loyalton CA 96118, beginning with Closed Session as needed at 5:00pm and the Regular Board Meeting at 6:00pm.
2. Suggested Agenda Items
 - a. _____
 - b. _____

I. ADJOURN



James Berardi, Superintendent
Secretary to the County Board of Education

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

September 17, 2019

Dear Governing Board of Sierra-Plumas Joint Unified School District:

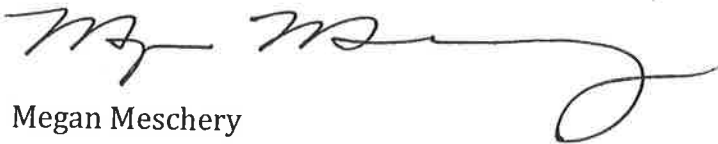
I would like to inform you that I am resigning from my position as Curriculum Coordinator and Instructional Coach for Sierra-Plumas Joint Unified School District effective Monday, September 30.

It has been my great honor to begin my teaching career at SPJUSD and an absolute joy to be able to work for over 20 years with wonderful students, exceptional educators, and caring staff members. I am very grateful for these years and for the opportunities to grow as a professional and work together to bring excellent educational programming to the students of our district.

I have accepted a TOSA position in Truckee and while my time at SPJUSD was rewarding and fruitful, my family and I are ready for new opportunities. Superintendent Berardi and the leadership team are aware of my departure and we have been meeting to create a transition that is positive. I am willing to help in any way to ensure that the next curriculum coordinator has the historical knowledge, the support, and the contacts to keep the momentum going for instruction and learning at SPJUSD.

Please do not hesitate to contact me should you have any questions or need any information about my work in the district. My e-mail is: _____ and my telephone number is: _____

With gratitude and admiration,



Megan Meschery

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SEP 17 2019

SCOE
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County

Position Number	Job Class	Grade Level	Class Size	FTE	Hours/Day	Site	Former EE	Vacated Date	Board Agenda Date	Gov Bd Auth to Fill	Gov Bd Approval of Assignment	New EE	Notes:
115	Curriculum Coordinator	K-12	n/a	1.0	8	County Wide	Megan Meschery	9/30/2019	10/8/2019	Pending	Pending		
111	Inst Aide - SH	10	1	1.0	6	LHS	Lauriel Wentling	8/23/2019	9/10/2019	9/10/2019	Pending	Julie Ann Madrigal	
123	Speech Aide	K-12	n/a	0.6	18/week	County Wide	n/a	n/a	8/13/2019	8/13/2019	Pending	Alexa Wells	

WORKABILITY COORDINATOR

DEFINITION: The employment responsibilities of this individual will focus on the coordination and implementation of school-based WorkAbility middle school and high school programs that assist special education students ages 14 to 21 in their transition from high school to employment, post secondary education and training, and quality adult life. Tasks include vocational assessment, career education, functional life skills, job placement, and maintaining the Workability database and California Department of Education reporting.

REPORTS TO: Special Education Local Plan Area Director

EXAMPLES OF DUTIES: Duties include, but are not limited to, the following:

- Assist SELPA Director in providing individualized career job placement services to students who have been identified as special need students
- Assist SELPA Director in the coordination of the WorkAbility program
- Assist SELPA Director in communicating with employers the special needs of the WorkAbility participants and in determining appropriate work standards
- Assist SELPA Director with the WorkAbility budget and grant reports
- Assist certificated staff with Individualized Transition Plan (ITP) development
- Assist with meeting the Individualized Education Program (IEP) goals of students; participate in IEP meetings and parent conferences as requested
- Assists with completing, distributing, and filing paperwork related to student WorkAbility Program participation
- Assist students by providing positive role modeling and general guidance, including social skills
- Supervise students for periods of time inside and outside the classroom
- Establish rapport and positive relationship with students, staff members, parents and business owners

-
- Perform clerical duties including preparing and maintaining a variety of records, files and reports related to student progress and student job placement
 - Operate instructional equipment, personal computer and office equipment
 - Participate in periodic in-service as directed by SELPA Director
 - Updating and maintenance of Workability Database
 - Completing California Department of Education reporting requirements
 - Assist in coordination of services with Department of Rehabilitation and Regional Center

MINIMUM QUALIFICATIONS: Knowledge of:

- Basic mathematics, spelling and grammar usage as demonstrated by passage of the District Proficiency Test
- Knowledge of student career education, transition plan development and vocational training
- Knowledge of the business community and ability to assess student job opportunities
- Interpersonal relationship skills using tact, patience and courtesy
- Special needs students' academic grade-level standards and curriculum
- Behavior management theory and techniques
- Knowledge of State labor laws as they pertain to youth employment
- Record-keeping techniques and excellent organizational skills
- Verbal and written communication skills
- Mandated child abuse reporting policies and procedures
- Safe work environment practices

ABILITY TO:

- Work closely with community businesses and employer organizations to develop partnerships in vocational education.
- Establish and maintain effective working relationships with others
- Effectively communicate verbally, and in writing, with students, teachers, parents and job program employers
- Provide clear directions using proper speech articulation
- Understand and follow oral and written directions

-
- Provide appropriate vocational training skills to students in job placements
 - Assess student progress in job placement
 - Work confidentially and with discretion
 - Work independently and demonstrate flexibility in work schedule
 - Learn the limitations and functions of each student in the program; assist with students' specialized needs; relate effectively to students who are educationally, physically, or emotionally challenged
 - Perform clerical duties; maintain accurate records and files
 - Operate instructional equipment, personal computer and office equipment

WORKING CONDITIONS:

Middle and high school classroom environment and/or online meetings. WorkAbility Coordinator will travel to visit community business locations and may accompany student to job placement site.

PHYSICAL REQUIREMENTS:

- Physical abilities include standing and walking for extended periods of time; sitting/squatting, lifting/carrying, reaching/handling, bending/twisting, talking/hearing, near and far visual acuity/depth perception
- Moderate lifting; may assist with lifting 30-40 pounds
- Dexterity of arms, hands and fingers to operate specialized equipment or assistive devices and to operate office equipment and computer

EDUCATION AND EXPERIENCE:

Possess a high school diploma or education equivalent to graduation from high school and passing score on County/District Proficiency Test or CBEST. Prefer one year experience working with academically delayed, emotional and/or behavior troubled students in an organized educational setting and/or work environment. Prefer education/background in special education with course work/experience in vocational education. A current driver's license, tuberculin test, physical fitness clearance and fingerprint scan required.

Septmeber 23, 2019

z:Job Description/SCOE Workability Coordinator

LASSEN COUNTY OFFICE OF EDUCATION (LCOE)
 472-013 Johnstonville Road, North
 Susanville, CA 96130

SERVICE CONTRACT

The Sierra County Office of Education (SCOE) desires to contract with the Lassen County Office of Education (LCOE) to purchase Adapted Physical Education (APE) services from August 15, 2019 through June 10, 2020.

Organization Name: Sierra County Office of Education

Address: PO Box 955 or 109 Beckwith Rd., Loyalton, CA 96118

Phone No.: (530) 993-1660

1. The services to be purchased from the Lassen County Office of Education as performed by (Service Provider) under this agreement consist of the following: Provide consultation and mentoring for adapted physical education services for Sierra Co. Office of Education/SELPA students. These services will be provided as needed through June 10, 2020.
2. In exchange for services, SCOE agrees to pay LCOE as follows: A flat daily rate of \$694.68 (includes all fixed costs). No additional travel expenses including mileage. Total costs not to exceed \$5,000.00 per year.
3. Job shall commence on: Signature of both parties.
 To be in effect until: June 10, 2020
 Performed according to the following schedule: as arranged by/between LCOE SELPA Director and SCOE SELPA Director.
4. Job shall be considered complete upon approval of SCOE.
5. If service provider is injured in the course of performing Job, SCOE shall be exempt from liability for such injuries to the extent allowed by law.
6. Indemnity
 Contractor agrees to defend, indemnify and hold SCOE harmless from any and all liabilities, damages, claims, demands, causes of action and costs to third parties, known or unknown, arising from the Contractor's performance of services under this Agreement.
7. If any dispute arises under the terms of this agreement, the parties agree that the dispute shall be settled according to the laws of the State of California.

8. Each party shall pay his or her own attorney's fees associated with arbitration or litigation.
9. SCOE and Contractor (LCOE) additionally agree that:
All work shall be initiated by Service Provider only after written/verbal approval by the SCOE SELPA Director. Service Provider shall not transport any referred student.
10. It is agreed that a thirty (30) day written notice must be presented by either party to cancel this contract, unless it is mutually agreed upon by both parties to dissolve the contract at an earlier date.
11. Any provision in this agreement found to be invalid shall have no effect on the validity of the remaining provisions.
12. This writing constitutes the entire Agreement between the parties. Any modification to this Agreement is unenforceable unless in writing and signed by both parties.
13. The parties have caused this Agreement to be executed by the persons whose names appear below and who have been authorized to bind the respective parties.

Lassen County Office of Education

Superintendent (or Designee): Jan DeMers, Assistant Superintendent/SELPA Director

Signature: Jan DeMers Date: 8/7/19

Sierra County Office of Education:

Superintendent (or Designee): Heidi Bethke, SCOE SELPA Director

Signature: Heidi Bethke Date: 9/18/19



BETTY T. YEE

California State Controller

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SEP 30 2019

SCOE
SPJUSD

September 25, 2019

Sierra County Office of Education
P.O. Box 955
Loyalton, CA 96118

Re: Certification Letter – Fiscal Year 2017-18 Sierra County Office of Education

The State Controller's Office (SCO) has completed its desk review of the referenced entity's annual audit report for the fiscal year ended June 30, 2018. As a result of the review, the SCO certifies that the audit report conforms to the reporting standards contained in the audit guide, *2017-18 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810. Also, the SCO determined that the report generally meets the requirements of Title 2, *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F—Audit Requirements (Uniform Guidance).

The SCO's certification authorizes the auditee to release the portion of the audit fee withheld under the provisions of California Education Code Section 14505. The SCO has notified the auditee that the audit report was certified.

If you have any questions regarding this letter or any other local education agency (LEA) audit issue, please contact a member of my LEA staff by telephone at (916) 324-6442 or by email at leaaudits@sco.ca.gov.

Sincerely,

Joel James, Chief
Financial Audits Bureau
Division of Audits



**CALIFORNIA DEPARTMENT
OF EDUCATION**

TONY THURMOND
STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

September 16, 2019

James Berardi, Superintendent
Sierra County Office of Education
Sierra-Plumas Joint Unified School District
P.O. Box 955
Loyalton, CA 96118

Dear Superintendent Berardi:

Subject: 2019–20 County Office of Education and School District Budgets

Pursuant to California *Education Code (EC)* sections 1622(b) and 42127(i), we have examined your budgets to determine whether they comply with the Criteria and Standards for fiscal stability adopted by the State Board of Education, allow your county office and school district to meet their financial obligations during the fiscal year, and are consistent with a financial plan that will enable them to satisfy their multiyear financial commitments. Based on our review, your July 1 budgets meet the above specified criteria and are approved.

We note that 2019–20 negotiations with the classified bargaining unit were not settled at the time the budgets were adopted. To the extent that collective bargaining agreements result in additional ongoing costs, we advise you that such increased costs should be supported by additional ongoing revenues or ongoing reduction of expenditures. Further, the Criteria and Standards specify that upon settlement, the county office of education must provide the California Department of Education with an analysis of the cost of the settlement and its impact on the operating budget. The public disclosure documents prepared in compliance with *Government Code* Section 3547.5 can be used to satisfy this requirement.

Pursuant to *Government Code* Section 3547.5(b), a school district superintendent and its chief business official must certify in writing that the costs incurred under a negotiated bargaining agreement can be met by the school district during the term of the agreement. Upon settlement, please provide our office with a copy of the certification and an itemization of the budget revisions needed to implement the agreement.

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SEP 23 2019

**SCOE
SPJUSD**

James Berardi, Superintendent
September 16, 2019
Page 2

We appreciate the submission of your budgets and await your First Interim Reports, which must be filed with our office no later than December 16, 2019. If you have any questions or concerns, please contact our office by phone at 916-322-1770.

Sincerely,

A handwritten signature in cursive script, appearing to read "Christine Davis".

Christine Davis, Administrator
Financial Accountability and Information Services

CD:jm
2019-0202-46

cc: Nona Griesert, Business Manager

Balances through September						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	288,697.00	288,697.00	232,936.20	27,509.00	28,251.80
1115	Certificated Extra Duty	250.00	250.00		70.00	180.00
1120	Certificated Substitutes	12,325.00	12,325.00		2,880.00	9,445.00
1200	Certificated Pupil Support Ser	30,561.00	30,561.00	22,920.57	7,640.19	.24
1300	Certificated Supervisor Admini	260,757.00	260,757.00	138,979.02	66,645.91	55,132.07
1310	Teacher in Charge	10,000.00	10,000.00			10,000.00
	Total for Object 1000	602,590.00	602,590.00	394,835.79	104,745.10	103,009.11
2100	Instructional Aides' Salaries	196,300.00	196,300.00	93,136.35	12,816.75	90,346.90
2115	Classified Extra Duty	1,000.00	1,000.00		279.18	720.82
2120	Classified Substitutes	7,755.00	7,755.00		38.13	7,716.87
2200	Classified Support Salaries	28,846.00	28,846.00	10,032.73	2,702.57	16,110.70
2215	Classified Support Extra Duty	1,000.00	1,000.00		591.89	408.11
2220	Classified Substitute Salaries	1,000.00	1,000.00			1,000.00
2300	Classified Supervisors' Admini	104,378.00	104,378.00	77,607.00	26,049.00	722.00
2400	Clerical Technical Office Staf	127,065.00	127,065.00	95,213.07	28,969.68	2,882.25
2420	Clerical Substiture	250.00	250.00			250.00
2900	Other Classified Salaries	9,000.00	9,000.00		288.00	8,712.00
	Total for Object 2000	476,594.00	476,594.00	275,989.15	71,735.20	128,869.65
3101	STRS Certificated Positions	122,401.00	122,401.00	67,516.92	17,222.76	37,661.32
3102	STRS Classified Positions	803.00	803.00	740.52	82.28	19.80-
3202	PERS Classified Positions	89,597.00	89,597.00	55,120.14	14,664.48	19,812.38
3301	OASDI Certificated Positions	932.00	932.00			932.00
3302	OASDI Classified Positions	27,727.00	27,727.00	16,624.36	4,371.39	6,731.25
3311	Medicare Certificated Position	8,344.00	8,344.00	5,460.57	1,442.31	1,441.12
3312	Medicare Classified Positions	6,814.00	6,814.00	3,950.79	1,030.67	1,832.54
3401	Health & Welfare Benefits Cert	108,577.00	108,577.00	73,921.14	17,648.16	17,007.70
3402	Health & Welfare Benefits Clas	84,444.00	84,444.00	72,091.08	20,125.56	7,772.64-
3501	SUI Certificated	300.00	300.00	197.55	52.41	50.04
3502	SUI Classified	239.00	239.00	138.03	35.67	65.30
3601	Workers' Compensation Certific	19,262.00	19,262.00	12,607.11	3,329.91	3,324.98
3602	Workers' Compensation Classifi	15,378.00	15,378.00	9,121.02	2,379.38	3,877.60
3902	Golden Handshake-Class				3,312.00	3,312.00-
	Total for Object 3000	484,818.00	484,818.00	317,489.23	85,696.98	81,631.79
4100	Approved Textbooks Core Curric	460.00	460.00			460.00
4300	Materials and Supplies	42,512.00	42,512.00	3,659.51	5,507.62	33,344.87

Balances through September						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
4320	Custodial Grounds Supplies	500.00	500.00			500.00
4330	Office Supplies	1,000.00	1,000.00	180.00		820.00
4350	Vehicle Upkeep	6,000.00	6,000.00	1,865.71	120.90	4,013.39
4400	Noncapitalized Equipment	17,849.00	17,849.00	642.43	627.92	16,578.65
	Total for Object 4000	68,321.00	68,321.00	6,347.65	6,256.44	55,716.91
5100	Subagreements for Services	43,000.00	43,000.00			43,000.00
5200	Travel and Conference	47,304.00	47,304.00	8,302.29	4,075.88	34,925.83
5300	Dues and Membership	20,438.00	20,438.00	1,504.39	11,068.15	7,865.46
5400	Insurance	11,000.00	11,000.00		10,994.00	6.00
5500	Operation Housekeeping Service	11,500.00	11,500.00	4,856.72	143.28	6,500.00
5600	Rentals, Leases, Repairs, Nonc	3,100.00	3,100.00	543.25	315.48	2,241.27
5801	Legal Services	30,500.00	30,500.00	10,000.00		20,500.00
5803	Legal Publications	500.00	500.00			500.00
5805	Personnel Expense	842.00	842.00	200.00		642.00
5806	Negotiations	1,000.00	1,000.00			1,000.00
5808	Other Services & Fees	1,500.00	1,500.00	1,371.52	128.48	.00
5810	Contracted Services	443,765.00	443,765.00	289,845.10	34,726.85	119,193.05
5899	SPJUSD to Reimburse			4,215.94	26,044.56	30,260.50-
5900	Communications	10,500.00	10,500.00	6,957.72	2,319.24	1,223.04
	Total for Object 5000	624,949.00	624,949.00	327,796.93	89,815.92	207,336.15
6200	Building and Improvement of Bu			19,716.00	6,800.00	26,516.00-
6400	Equipment	20,000.00	20,000.00			20,000.00
6500	Equipment Replacement	15,000.00	15,000.00			15,000.00
	Total for Object 6000	35,000.00	35,000.00	19,716.00	6,800.00	8,484.00
7110	County Tuition Inter Dist Agree	5,501.00	5,501.00			5,501.00
7141	Tuition, excess cost etc betwe	24,428.00	24,428.00			24,428.00
7310	Direct Support/Indirect Costs					.00
	Total for Object 7000	29,929.00	29,929.00	.00	.00	29,929.00
	Total for Fund 01 and Expense accounts	2,322,201.00	2,322,201.00	1,342,174.75	365,049.64	614,976.61
Fund 11 - ADULT ED						
1100	Teachers Salaries				1,097.70	1,097.70-
1300	Certificated Supervisor Admini	89,732.00	89,732.00	67,299.03	22,433.01	.04-
	Total for Object 1000	89,732.00	89,732.00	67,299.03	23,530.71	1,097.74-
2100	Instructional Aides' Salaries	5,684.00	5,684.00		75.56	5,608.44

Balances through September						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 11 - ADULT ED (continued)						
3101	STRS Certificated Positions	15,344.00	15,344.00	11,508.12	3,836.04	.16-
3202	PERS Classified Positions	1,179.00	1,179.00		14.90	1,164.10
3301	OASDI Certificated Positions				68.06	68.06-
3302	OASDI Classified Positions	352.00	352.00			352.00
3311	Medicare Certificated Position	1,301.00	1,301.00	975.87	341.21	16.08-
3312	Medicare Classified Positions	82.00	82.00		1.10	80.90
3401	Health & Welfare Benefits Cert	12,767.00	12,767.00	9,575.10	3,191.70	.20
3501	SUI Certificated	45.00	45.00	33.66	11.77	.43-
3502	SUI Classified	3.00	3.00		.04	2.96
3601	Workers' Compensation Certific	3,004.00	3,004.00	2,252.88	787.71	36.59-
3602	Workers' Compensation Classifi	190.00	190.00		2.53	187.47
	Total for Object 3000	34,267.00	34,267.00	24,345.63	8,255.06	1,666.31
4100	Approved Textbooks Core Curric	10,000.00	10,000.00	1,917.76		8,082.24
4300	Materials and Supplies	5,000.00	5,000.00		25.00	4,975.00
4400	Noncapitalized Equipment	2,132.00	2,132.00			2,132.00
	Total for Object 4000	17,132.00	17,132.00	1,917.76	25.00	15,189.24
5200	Travel and Conference	15,000.00	15,000.00	396.34	295.00	14,308.66
5203	MILEAGE	1,000.00	1,000.00	4,000.00	697.74	3,697.74-
5300	Dues and Membership	250.00	250.00		800.00	550.00-
5500	Operation Housekeeping Service	2,500.00	2,500.00			2,500.00
5810	Contracted Services	40,000.00	40,000.00	7,375.00		32,625.00
	Total for Object 5000	58,750.00	58,750.00	11,771.34	1,792.74	45,185.92
6200	Building and Improvement of Bu			51,619.00	1,817.89	53,436.89-
6400	Equipment	22,500.00	22,500.00			22,500.00
	Total for Object 6000	22,500.00	22,500.00	51,619.00	1,817.89	30,936.89-
7619	Other Authorized Interfund Tra	935.00	935.00			935.00
	Total for Fund 11 and Expense accounts	229,000.00	229,000.00	156,952.76	35,496.96	36,550.28
Fund 16 - FOREST RES						
7619	Other Authorized Interfund Tra	52,121.00	52,121.00			52,121.00
	Total for Fund 16, Expense accounts and Object 7000	52,121.00	52,121.00	.00	.00	52,121.00
	Total for Org 001 - Sierra County Office of Education	2,603,322.00	2,603,322.00	1,499,127.51	400,546.60	703,647.89

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

September 10, 2019

Sierra County Office of Education, 109 Beckwith Rd, Loyalton CA 96118

Videoconferenced to Downieville School, 130 School St, Downieville CA 95936

6:00pm Regular Session

A. CALL TO ORDER

President PATTY HALL called the meeting to order at 6:00pm.

B. ROLL CALL

PRESENT: Patty Hall, President
Allen Wright, Vice President
Nicole Stannard, Clerk
Mike Moore, Member
Jenny Gant, Member

ABSENT: None

C. FLAG SALUTE

D. APPROVAL OF AGENDA

GANT/WRIGHT

5/0

E. INFORMATION/DISCUSSION ITEMS

1. Correspondence

- a. Sierra County Child Care Council thank you letter

2. Superintendent's Report

- a. Acceptance of resignation of Candy Corcoran, Academic Advisor/Career Tech, Loyalton High School, .9 FTE, effective August 19, 2019
JONES: Rebekah Perez stepping up to fill this role without needing to hire someone full-time at this point. Working out a plan to compensate Rebekah accordingly and appropriately.
- b. Acceptance of resignation of Lauriel Wentling, Special Education Instructional Aide, Loyalton High School, 1.0 FTE, effective August 23, 2019
- c. Professional Services Agreement with Janis Hardeman for 2019-2020
JONES: Janis contracted with minimal hours to provide oversight and training to new nurse.
- d. Professional Services Agreement with Frank Lang for 2019-2020
JONES: Contract for Adult Education.

3. Business Report

- a. Account Object Summary-Balance from 07/01/2019 to 08/31/2019

4. Staff Reports

- a. SELPA—BETHKE: *Nothing to report tonight, but available for questions*
- b. ADULT ED—JACKSON: *Site work started over at old Middle School. Student enrollment has increased to 51. Courses for 2019-20 will officially begin October 1st. WASC self-study accepted; first visit the week of October 22nd.*
- c. CURRICULUM—MESCHERY: *Great start to school year. Teachers executing some unique trainings that happened over the past months. Trainings around CPM, new math program. Marzano kickoff last week.*

5. Board Member Reports
 - a. *WRIGHT: Missed first day of In-Service, but made it to second day in Downieville to visit classrooms and meet new teachers. Met with Mr. Berardi – discussed Downieville Administrative needs.*
 - b. *MOORE: Went to first day In-Service. Verizon cell phone tower went up in Sierraville on Monday.*
6. Public Comment
 - a. Current location –

*SAMANTHA INGLE – **read letter of concern regarding sexual health/orientation curriculum at LHS, reference to AB 329*

MEGAN MESCHERY – Sierra Schools Foundation Annual Golf Tournament coming up October 5th.
 - b. Videoconference location – *none*

F. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held August 13, 2019
2. Approval of Board Report-Checks Dated 08/01/2019 through 08/31/2019

MOORE/WRIGHT
5/0

G. ACTION ITEMS

1. Old Business
 - a. Update on Adult Education program sites

JACKSON – Moving forward at the old Middle School site. Set up should be complete by September 27th.
2. New Business
 - a. Approval of the following Adult Education items to be reflected in the minutes:
 1. Sierra County Schools for Adults Vision and Mission statement
 2. Sierra County Office of Education (SCOE) will be the authorizing entity for high school diplomas for Sierra County Schools for Adults
 3. SCOE and Sierra County Schools for Adults require 130 units/13 courses for a high school diploma which is in line with the State of California requirement (California Ed Code (EC) 51225.3) and follows the agreement among the K- 12 district members of the Feather River Adult Education Consortium
 4. National External Diploma Program (NEDP) is an accepted alternative pathway for adults to earn a high school diploma from SCOE and Sierra County Schools for Adults
 5. SCOE will be the issuing agency for the high school diploma using NEDP as the alternate pathway
 6. Aztec, Burlington English, and FuelEd online programs and McGraw Hill adult education textbooks are the approved curriculum for the Adult Basic Education/Adult Secondary Education/High School Diploma and English as a Second Language programs offered by Sierra County Schools for Adults
 7. Per Board Policy 6200, list of Adult Education courses offered

MOORE motioned to approve items a. 1-7. Second by WRIGHT.
5/0
 - b. Adoption of Resolution 20-004C, Adopting the Gann Limit
MOORE/GANT
ROLL CALL VOTE:
GANT – AYE
MOORE – AYE

HALL – AYE
STANNARD – AYE
WRIGHT – AYE
5/0

- c. Adoption of Unaudited Actuals for Fiscal Year End June 30, 2019
MOORE/WRIGHT
4/0, 1 abstention (Stannard)
- d. Appointment of members of the Student Attendance Review Board as follows:
1. J. Lon Cooper, Sierra County Public Defender
 2. Sandra Groven, Sierra County District Attorney
 3. Jeff Bosworth, Sierra County Chief Probation Officer
 4. Chuck Henson, Sierra County Probation Officer, *alternate for Jeff Bosworth*
 5. Sofia Gonzales, Sierra County Probation Officer, Truancy Investigator, *alternate for Jeff Bosworth*
 6. Laurie Marsh, Sierra County Behavioral Health
 7. Cara Bowling, Student/Parent Navigator
 8. Sheri Roen, Parent Representative
 9. Jamie Shiltz, Sierra County Social Services
 10. Kristal Evans, Sierra County Social Services, *alternate for Jamie Shiltz*
 11. Tamara Powers, Sierra County Social Services, *alternate for Jamie Shiltz*
 12. Mike Fisher, Sierra County Sheriff
 13. Brad Dempster, Sierra County Deputy Sheriff, *alternate for Mike Fisher*
- (Ed Code 48321 (a) (4) The school district representatives on the county school attendance review board shall be nominated by the governing boards of school districts and shall be appointed by the county superintendent of schools. All other persons and group representatives shall be appointed by the county board of education.)

MOORE/GANT
5/0

- e. Approval of Assignment of Christina Jordan, Instructional Aide, Loyalton Elementary School, .83 FTE
- f. Approval of Assignment of Brittany Steward, Special Education/Resource Aide, Downieville School, .58 FTE
- g. Authorization to fill Special Education Instructional Aide, Loyalton High School, 1.0 FTE

GANT motioned to approve items e-g. Second by STANNARD.

5/0

- ~~h. Authorization to fill Academic Advisor/Career Tech, Loyalton High School, .9 FTE~~
No action

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

- i. 1112—Media Relations (*optional*)
 1. Board Policy, *revisions*
- j. 3320—Claims and Actions Against the District
 1. Administrative Regulation, *revisions*
- k. 6142.2—World Language Instruction (*optional*)
 1. Board Policy, *NEW*
 2. Administrative Regulation, *NEW*
- l. 6145.6—International Exchange (*optional*)
 1. Board Policy, *revisions*
 2. Administrative Regulation, *revisions*

MOORE motioned to reject revisions to 1112 and 6145.6 and reject addition of 6142.2. Second by GANT.

5/0

- m. 9321—Closed Session
 - 1. Board Bylaw, *revisions*
 - 2. Exhibit 1, *NEW*
 - 3. Exhibit 2, *NEW*
- n. 9321.1—Closed Session Actions and Reports
 - 1. Board Bylaw, *DELETE*
GANT motioned to approve 3320 and 9321 revisions and deletion of 9321.1.
Second by MOORE.
5/0

H. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on October 08, 2019 at Downieville School, 130 School St, Downieville CA 95936, beginning with Closed Session as needed at 5:00pm and the Regular Board Meeting at 6:00pm.
- 2. Suggested Agenda Items
None (sexual health curriculum on District side??)

- I. ADJOURN at 6:28pm
WRIGHT/STANNARD
5/0

Nicole Stannard, Clerk

James Berardi, Superintendent

Checks Dated 09/01/2019 through 09/30/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00015367	09/10/2019	CIT	01-5900	PHONE SYSTEM/MAINTENANCE		773.08
00015368	09/10/2019	CUSTOMINK ATTN: ACCOUNTS RECEIVABLE	01-4300	TUPE T-SHIRTS		2,425.42
00015369	09/10/2019	FAIRFIELD INN SACRAMENTO CAL EXPO	Cancelled	HOTEL ACCOMODATIONS		217.93 *
		Cancelled on 09/24/2019				
00015370	09/10/2019	FOLCHI LOGGING AND CONSTRUCTION, INC.	11-6200	BASE MATERIAL		1,817.89
00015371	09/10/2019	FOUNDATION FOR EDUCATIONAL ADMINISTRATION	01-5200	COACHING/CLEAR ADMIN PROGRAM		3,750.00
00015372	09/10/2019	JENNIFER GANT	01-5200	PER DIEM		47.73
00015373	09/10/2019	ANNA GOODWIN	01-5200	NURSE SERVICES	92.66	
			01-5810	NURSE SERVICES	1,181.34	1,274.00
00015374	09/10/2019	JANIS HARDEMAN	01-5300	NURSE SERVICES	48.02	
			01-5810	NURSE SERVICES	4,201.98	4,250.00
00015375	09/10/2019	WENDY JACKSON	11-5203	MILEAGE		403.10
00015376	09/10/2019	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE		66.96
00015377	09/10/2019	MIKE MOORE	01-5200	PER DIEM		29.00
00015378	09/10/2019	MOUNTAIN MESSENGER	11-4300	ADS		25.00
00015379	09/10/2019	OFFICE DEPOT	01-4300	CLASSROOM SUPPLIES	233.84	
				SHREDDER	79.35	313.19
00015380	09/10/2019	NCS PEARSON, INC.	01-9500	ASSESSMENT SYSTEM		62.00
00015381	09/10/2019	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	01-5810	GASB 68 FEE		350.00
00015382	09/10/2019	PRESENCELEARNING, INC.	01-5810	PRESENCE LEARNING		2,900.00
00015383	09/10/2019	RAY MORGAN COMPANY	01-5600	COPIER MAINT.		17.80
00015384	09/10/2019	SELPA ADMINISTRATOR'S ASSOC C/O CLIFTON, LARSON, ALLEN LLP	Reissued			600.00 *
		Reissued on 09/27/2019				
00015385	09/10/2019	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		15.00
00015386	09/10/2019	NICOLE STANNARD	01-5200	PER DIEM		39.44
00015387	09/10/2019	TRI COUNTY SCHOOLS INSURANCE GROUP	01-3902	SEP 19 HEALTH INSURANCE	1,104.00	
			01-9535	SEP 19 HEALTH INSURANCE	2,159.00	
			76-9576	SEP 19 HEALTH INSURANCE	18,298.90	21,561.90
00015388	09/10/2019	U.S. BANK	01-4300	TRANSITIONS CURRICULUM		570.11
00015389	09/10/2019	UBERPRINTS.COM	01-4300	TUPE T-SHIRTS		2,203.34
00015390	09/10/2019	VOYAGER	01-5200	FUEL EXPENSE	51.57	
			01-5899	FUEL EXPENSE	39.14	90.71
00015391	09/10/2019	ALLEN WRIGHT	01-5200	PER DIEM		29.00
00015392	09/27/2019	SELPA ADMINISTRATORS C/O HUMBOLDT - DEL NORTE	01-5300	SELPA DUES		600.00
		SELPA				

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

Checks Dated 09/01/2019 through 09/30/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
Total Number of Checks					26	44,432.60

	Count	Amount
Cancel	1	217.93
Reissue	1	600.00
Net Issue		43,614.67

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	21	23,069.78
11	ADULT EDUCATION	3	2,245.99
76	Payroll Clearing	1	18,298.90
Total Number of Checks		24	43,614.67
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			43,614.67

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

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

Tel: (530) 993-1660 Fax: (530) 993-0828

QYNQ 82R HOLF

REQUEST FOR TRAVEL/CONFERENCE APPROVAL

PURCHASE ORDER REQUIRED FOR EACH EXPENSE CLAIM

Prepayment Required Yes No (Unless you indicate a prepayment is necessary, no prepayment will be sent) Date Due: _____ To: NCTN

Employee: Wendy A. Jackson Date of Request: 8/13/19

SCHOOL/SITE <u>Adult Education</u>	Date(s) of Activity <u>Nov 10-13</u>
---------------------------------------	---

Destination: Boston, MA NCTN Conference (facility you are visiting and city)

Funding Program: Adult Ed

Purpose of Activity: Increase learning for connecting & creating partnerships and career pathways between AE & Colleges & other training programs

How will attendance benefit the District's educational program(s)? Increase partnerships & career pathway development

THE FOLLOWING CLAIMS REQUIRE A PURCHASE ORDER EACH. PLEASE ATTACH A COPY WITH THIS FORM.

TRANSPORTATION: District Vehicle Personal Other _____ Est. Miles _____ x \$.545/mile = \$ _____
(Mileage will only be paid when a School/District vehicle is not available.)

PER DIEM:
2 Breakfast x \$10.00 = 20.00
3 Lunch x \$11.00 = 33.00
4 Dinner x \$18.00 = 72.00

Per Diem is taxable income, unless it meets the IRS overnight travel rule.

PARKING:
 _____ Days x \$ _____ = \$ _____
 Taxi/Shuttle:
 _____ Trips x \$ _____ / Trip = \$ _____

AIR TRAVEL:
 Airline Name: TBD
 Confirmation #: _____
 Total Cost: ~\$500.00
 Please attach copy of confirmation/receipt

REGISTRATION FEE: \$ 415 ORGANIZATION CONDUCTING ACTIVITY: NCTN
 (Attach completed copy of ENTIRE Registration Form)

REGISTRATION HAS BEEN MADE YES NO REGISTRATION FORM NEEDS TO BE MAILED YES NO

LODGING:
 Hotel name and address: Hyatt Regency Cambridge Tele: _____
 Dates: 11/10/19 - 11/13/19 Confirmation #: _____
 Total cost including all taxes per night \$ _____ x _____ nights = Total cost of lodging \$ 786.27

NOTE: HOTEL ACCOMMODATION INFORMATION AND COMPLETED REGISTRATION FORM MUST BE ATTACHED OR REQUEST WILL BE RETURNED!

SUBSTITUTE REQUIRED: _____ PROGRAM TO CHARGE: _____

After approval by the site administrator, employees must follow these steps:

- > Employees are responsible for their own registration, hotel and travel arrangements and any changes thereto. If an employee does not cancel in an appropriate amount of time to secure a refund, the employee will be responsible for covering the cost.
- > This form, a copy of registration, all required purchase orders, and any backup documentation must be submitted to the District Office -four weeks prior - to date of departure or registration deadline.

STAFF DEVELOPMENT DAY(S): _____ SUPERINTENDENT APPROVAL: _____
 (Certificated staff only when conference is on a non-contract day, and is at least 6 hours in length)

APPROVAL	
Authorizing Agent	Signature
ADMINISTRATOR:	
SUPERINTENDENT:	

Estimated Cost = \$1,900.00

GENERAL OPTIONS

Name:

Wendy Jackson

Email:

wjackson@spjUSD.org

Title:

Coordinator

Address:

PO Box 955

Loyalton, California 96118

USA

Confirmation Number:**QYNQ82RHDCF** (needed to modify your registration)**Event Title:**

2019 NCTN Conference

Location:

Hyatt Regency

575 Memorial Dr.

Cambridge, Massachusetts 02139

USA

Phone:

617 492 1234

Date:

11/11/2019

Time:

8:00 AM

CURRENT REGISTRATION DETAILS

WENDY JACKSON

Agenda Items

Registration Item	Cost
Registration + NCTN Membership	\$415.00

Sessions

Date and Time	Session	Cost
11/11/2019	Using Integrated Education & Training to Build Quality Career Pathways comp	

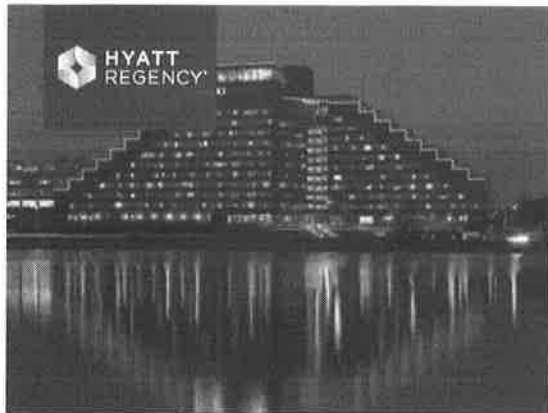
ORDER SUMMARIES

Order

Date	Type	Invoice #	Amt Ordered	Amt Paid	Amt Due
09/09/2019 9:18 AM ET	offline order	NCTN18-092019-0856-0875	\$415.00	\$0.00	\$415.00
Total:			\$415.00	\$0.00	\$415.00

PAYMENT DETAILS

< Enter Details & Payment



Hyatt Regency Cambridge, Overlooking Boston

Sun, Nov 10, 2019 - Wed, Nov 13, 2019

1 King Bed

1 Room, 1 Guest G-NCTN: 2019 Nctn Con...

Total Per Room	\$786.27 USD
Subtotal	\$687.00 USD
Taxes & Fees	\$99.27 USD
Show stay breakdown ∨	

Almost there!

Enter your payment details to complete your reservation.

Secure Credit Card Payment

All fields are required.

Credit Card Type

Credit Card Number

Expiration Date

GET A \$50 STATEMENT CREDIT

SIERRA COUNTY OFFICE OF EDUCATION

RESOLUTION NO. 20-006C

SUFFICIENCY OF TEXTBOOKS OR INSTRUCTIONAL MATERIALS

WHEREAS, the SIERRA COUNTY BOARD OF EDUCATION, in order to comply with the requirements of Education Code 60119, held a public hearing on October 8, 2019, at 6 o'clock, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the County stating the time, place, and purpose of the hearing, and;

WHEREAS, the Board encouraged participation by parents/guardians, teachers, members, of the community, and bargaining unit leaders in the public hearing, and;

WHEREAS, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the SIERRA COUNTY OFFICE OF EDUCATION, and;

WHEREAS, "instructional materials" means all materials that are designed for use by pupils and their teachers as a learning resource and help pupils to acquire facts, skills, or opinions or to develop cognitive processes. Each student, including English learners, will have a textbook or instructional materials, or both, to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycle and content of the curriculum frameworks in the following subjects;

Mathematics	<u>My Math</u> , Grades K-5	McGraw-Hill Education © 2017
	<u>California Mathematics</u> , Grades 6,7	Macmillan/McGraw-Hill/Glencoe
	<u>Mathematics_Course 1</u>	Prentice Hall © 2013
	<u>Pre-Algebra</u> , Grades 8-12	Prentice Hall
	<u>Algebra II</u> , Grades 8-12	Glencoe
	<u>Pre Calculus</u>	Houghton Mifflin
	<i>Newly Adopted for 2015-16:</i>	
	<u>Mathematics, Course 1, Common Core</u>	Pearson Education, Inc.
	<u>Mathematics, Course 2, Common Core</u>	Pearson Education, Inc. ©2013
	<u>Mathematics, Course 3, Common Core</u>	Pearson Education, Inc. ©2013
	<u>Geometry, Common Core</u>	Pearson Education, Inc. ©2015
	<u>Algebra 1, Common Core, CA</u>	Pearson Education, Inc. ©2015
	<u>Algebra 2, Common Core, CA</u>	Pearson Education, Inc. ©2015
	<u>Calculus, AP Edition</u>	Pearson Education, Inc. ©2014
	<u>Calculus, Graphical, Numerical, Algebraic, 5th Edition</u>	Pearson Education, Inc. ©2016
<u>Financial Algebra</u>	Cengage Learning ©2011	

Science	<u>California Edition</u> , Grades 2-5 <u>Earth Science</u> (High School) <u>Life Science</u> , Grade 7 <u>Physical Science</u> , Grade 8 <u>Physics</u> <u>Biology</u> <u>Chemistry</u> <u>Chemistry</u> , 8 th ed.,	Harcourt Glencoe/McGraw Hill ©2013 Glencoe/McGraw Hill ©2012 Glencoe/McGraw Hill ©2012 Pearson © 2014 Glencoe/McGraw Hill ©2012 Glencoe/McGraw Hill ©2013 Cengage Learning ©2012
History/ Social Science	<u>My World</u> , Grades TK-5 Grades 6-8 <u>Impact</u> , Grades 9-12 <u>TCI, History Alive! Geography</u> , Grade 9 (Downieville only) <u>American Pageant</u> , AP Government <u>Geography</u> , Grades 9-12	Pearson Education, Inc. National Geographic/Cengage McGraw Hill Cengage Glencoe
English/ Language Arts (Including English Learners)	<u>Mirrors & Windows</u> <u>Continuing with Literature, Levels I-V</u> <u>British Tradition</u> <u>American Tradition</u> <u>Wonders CA Comprehensive System</u> <u>The Power of Connection</u>	EMC Publishing, LLC © 2016 McGraw-Hill Education © 2015-17

WHEREAS, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes, and;

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive.

THEREFORE, IT IS RESOLVED THAT for the 2019-2020 school year, the SIERRA COUNTY BOARD OF EDUCATION has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED at a regular meeting of the SIERRA COUNTY BOARD OF EDUCATION held on October 8, 2019, by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____
VACANT: _____

Nicole Stannard, Clerk
Sierra County Office of Education

CSBA POLICY GUIDE SHEET – October 2019

BP/AR 3511 - Energy and Water Management

(BP/AR revised)

Policy and regulation updated to reflect recommendations in **NEW STATE GUIDANCE** from CDE, the Division of the State Architect in the Department of General Services, and the State Water Resources Control Board. Policy also deletes green school strategies duplicated in other policies, and adds coordination with local and regional entities to share expertise and resources. Section on "Storm Water Management" deletes specific requirements for "nontraditional MS4 entities" that are subject to the General Permit for Storm Water Discharges to Small Municipal Separate Storm Sewer Systems, and clarifies that districts may also be subject to the Construction General Permit and the National Pollutant Discharge Elimination System General Permit for Storm Water Discharges Associated with Industrial Activities. Section on "Emergency Interruption of Services" contains material formerly in AR. Regulation expands components of the district's resource management program to include strategies related to outdoor spaces, drought-tolerant habitats, and equipment maintenance and repair. Regulation also adds new section on "Storm Water Management" with examples of best practices and adds new material related to the emergency interruption of services.

AR 3514 - Environmental Safety

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2453, 2018)** which (1) authorizes state facilities modernization grants to be used to update air filtration systems and (2) authorizes districts and schools in communities with a high cumulative exposure to toxic air contaminants to work with air districts and to be eligible for a grant to implement air quality mitigation efforts. Regulation also reflects the July 1, 2019 deadline for completing testing for lead in the drinking water of any school constructed before January 1, 2010, and **NEW LAW (AB 2370, 2018)** which requires a licensed child care center that is located in a building constructed before January 1, 2010 to have its drinking water tested for lead contamination.

BP 5123 - Promotion/Acceleration/Retention

(BP revised)

Policy updated to make minor revision reflecting current law pertaining to the requirement to provide remedial instruction to students who are recommended for retention or are identified as being at risk for retention.

BP/AR 5136 – Gangs *DELETE*****

(BP/AR revised)

Policy and regulation updated to expand material related to supports and services for students identified as gang members and reflect best practices for gang prevention, intervention, and suppression described in **NEW RESOURCE** from the National Gang Center and in publication from the Los Angeles Police Department.

Sierra County/Sierra-Plumas Joint USD

Board Policy

Business and Noninstructional Operations

BP 3511

ENERGY AND WATER MANAGEMENT

The Governing Board of Education recognizes the importance of minimizing the district's use of environmental and financial benefits that can be derived from conserving energy, water, and other natural resources, preparing for extreme weather and other natural events, and providing a high-quality environment that promotes the health and productivity, and effectively managing the district's fiscal resources, well-being of students and staff. To ~~that end~~ support district goals for energy and water management, the Superintendent or designee shall develop a resource management program which ~~includes~~ may include strategies for implementing effective and sustainable resource use practices, exploring the use of renewable and clean energy technologies technology and/or sources, reducing energy and water consumption, minimizing utility costs, reducing the amount of waste of consumable materials, encouraging recycling and green procurement practices, and promoting conservation principles in the educational program.

(cf. 0200 - Goals for the School District)

(cf. 3100 - Budget); (cf. 3300 - Expenditures and Purchases)

(cf. 3510 - Green School Operations)

(cf. 3511.1 - Integrated Waste Management)

(cf. 3512 - Equipment)

(cf. 6142.5 - Environmental Education)

The Superintendent or designee may solicit input from staff, students, and parents/guardians regarding the district's resource management program. The Superintendent or designee shall provide staff and students with training and guidance on best practices to achieve the district's goals, and may establish a reward program to recognize outstanding accomplishments.

(cf. 1150 - Commendation and Awards)

The Superintendent or designee shall regularly inspect district facilities ~~and~~ monitor operations, and make recommendations for maintenance and ~~capital expenditures~~ repairs which may help the district reach its conservation and management goals and improve efficiency.

(cf. 7110 - Facilities Master Plan); (cf. 7111 - Evaluating Existing Buildings)

Note: The California Energy Commission administers the Bright Schools Program pursuant to Public Resources Code 25410-25421. This program offers specific services to help districts become more energy efficient by providing design and implementation assistance, conducting energy audit and feasibility studies, providing equipment bid specifications, assisting with installation, and helping to secure loans for energy-related maintenance. Districts may also seek funding for water projects through the Department of Water Resource's Proposition 1 Integrated Regional Water Management Grant Program, which provides funding for projects that help meet the long-term water needs of the state.

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the district achieve its conservation and management goals. The district may coordinate with other local or regional entities to capitalize on their expertise and maximize the efficient use of resources, such as through joint or shared use agreements.

(cf. 1330.1 - Joint Use Agreements)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall ~~periodically~~regularly report to the Board on the district's progress in meeting its conservation and resource management goals.

Storm Water Management

Note: The following section is recommended for use by all districts, especially districts that are subject to the state's National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges Associated with Industrial Activities or that have been designated by the State Water Resources Control Board (SWRCB) or a California regional water quality control board as an entity ("non-traditional MS4") which is required to obtain "coverage" under a General Permit for Storm Water Discharges to Small Municipal Separate Storm Sewer Systems.

A district may be subject to either permit for a variety of reasons, including conducting activities that may result in discharge of water from any district facility which drains into a municipal storm drainage system or drains directly or indirectly into a stream, creek, river, or the ocean. A district that is covered by either or both of these General Permits must develop a storm water management plan consistent with the requirements of state and federal law and the applicable permit. The General Permit requires that the Governing Board adopt a resolution containing the plan and authorizing the Superintendent to implement and enforce the plan. The plan must then be submitted to the local regional water quality control board for approval. In addition, the district is required to submit annual reports to the local regional water control board describing the district's progress in implementing the plan.

The following section and the accompanying administrative regulation reflect the recommendations of the California Department of Education (CDE), the Division of the State Architect in the Department of General Services, and the SWRCB in their joint publication Guidance for Stormwater and Dry Weather Runoff CAPTURE (California Practices to Use Runoff Effectively) at Schools, developed pursuant to Water Code 189.3, as amended by SB 1289 (Ch. 92, Statutes of 2018). See the Guidance for additional design and use practices for storm water and dry weather runoff capture practices that can generally be applied to all new, reconstructed, or altered public schools, including school grounds.

To the maximum extent practicable, the district shall reduce the discharge of pollutants into the water system in order to minimize the threat to water quality from storm water runoff. ~~When the district has been designated by the State Water Resources Control Board or a regional water quality control board, the~~

The Superintendent or designee shall ensure that the district complies with storm water discharge standards specified by any applicable General Permit coverage required by law, including all requirements of the Construction General Permit issued by the State Water Resources Control Board for any project that disturbs one acre or more of soil. (40 CFR 122.34).

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

Note: The NPDES and MS4 General Permits each contain their own requirements. Districts should consult with their local regional water quality control board for requirements and approval of the plan.

The Superintendent or designee shall develop a storm water management plan that complies with the provisions of the applicable permit and describes best management practices, design strategies, measurable goals, and timetables for implementation. The plan and a resolution authorizing its implementation shall be submitted to the Board for approval. (40 CFR 122.34)

For all projects, the district shall comply with any city or county ordinance that regulates drainage improvements and conditions. (Government Code 53097)

Legal Reference:

EDUCATION CODE

17213.1 School sites

17280 Construction of school buildings

35275 Coordination of new facilities with recreation and park authorities

41422 School term or session length, failure to comply due to disaster

46392 Emergency conditions; ADA estimate

GOVERNMENT CODE

53097 Local agencies

PUBLIC RESOURCES CODE

25410-25421 Energy conservation assistance

WATER CODE

189.3 Recommendations for best design and use practices

13383 Compliance with the federal Water Pollution Control Act

13383.5 Storm water discharge monitoring requirements

CODE OF REGULATIONS, TITLE 23

490-495 Model Water Efficient Landscape Ordinance

2200 Discharge permit fees

UNITED STATES CODE, TITLE 33

1342 National pollutant discharge elimination system

CODE OF FEDERAL REGULATIONS, TITLE 40

122.1-122.64 National pollutant discharge elimination system

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES/PUBLICATIONS

~~0118.01 California's Energy Challenge~~

~~0706.90 Water Conservation Advisory, 90-09~~

0222.90-Guidance for Stormwater and Dry Weather Runoff CAPTURE (California Practices to Use Runoff Effectively) at Schools, December 2018

A Blueprint for Environmental Literacy: Educating Every Student In, About, and For the Environment, 2015

Average Daily Attendance Credit During Periods of Emergency ~~90-01~~, Management Advisory 90-01, rev. February 10, 2005

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS

Guidance for Design and Construction of Vegetated Low Impact Development Projects, 2016

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

National Management Measures to Control Nonpoint Source Pollution from Urban Areas, 2005

WEB SITES

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

Alliance to Save Energy: <http://www.ase.org>

California Department of Education, Facilities: <http://www.cde.ca.gov/ls/fa>

California Department of Water Resources: <https://water.ca.gov>

California Division of State Architect: <https://www.dgs.ca.gov/DSA>

California Energy Commission: <http://www.energy.ca.gov>

California State Water Resources Control Board: <http://www.swrcb.ca.gov>

~~Department of General Resources, Green California, Sustainable~~ California Stormwater Quality Association: <https://www.casqa.org/resources>

Collaborative for High Performance Schools (CHPS): <https://chps.net>

Green School Yards America: <http://www.green.ca.gov/GreenBuildings/schoolsgreenschoolyards.org>

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Business and Noninstructional Operations

AR 3511

ENERGY AND WATER MANAGEMENT

Note: The following optional administrative regulation should be revised to reflect district practice.

In the development of the district's energy and water resource management program, the Superintendent or designee shall analyze ~~and review the lighting; heating~~ the efficiency and environmental impact of, and consider strategies for improving, the following district systems:

1. Lighting
2. Heating, ventilation, and air conditioning ~~systems; water~~
3. Water heaters; ~~electrical~~
4. Electrical equipment and appliances; ~~water~~
5. Water use and irrigation; ~~and solid waste and recycling systems.~~ The following district operations shall be incorporated into, including drains, faucets, and pipes
6. Grounds management
(cf. 7111 - Evaluating Existing Buildings)

In addition, the district's resource management program ~~may include strategies to address the following:~~

1. Educational programs that focus on environmental literacy and incorporate the Next Generation Science Standards
~~2~~*(cf. 6142.5 - Environmental Education)*
(cf. 6142.93 - Science Instruction)
2. Outdoor student facilities that are environmentally sustainable and include increased shaded areas to reduce playground temperatures
(cf. 5141.7 - Sun Safety)
3. Classroom and building management and maintenance
34. Food services and ~~equipment maintenance~~ food waste reduction
~~4~~*(cf. 3551 - Food Service Operations/Cafeteria Fund)*
5. Landscaping practices, including establishing drought-tolerant habitats
56. Transportation services and maintenance
(cf. 3540 - Transportation)

~~7. Inclusion of best practices for water management in new construction projects
(cf. 7110 - Facilities Master Plan)~~

~~8. 7. Administrative operations that focus on cost reduction and conservation~~

~~8. Use of facilities by outside groups
(cf. 3400 - Management of District Assets/Accounts)~~

~~9. Regular equipment maintenance~~

The Superintendent or designee ~~may solicit input from staff, students, and parents/guardians about the district's program.~~ repair
(cf. 3512 - Equipment)

Storm Water Management

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

The Superintendent or designee shall ~~provide staff and students~~ implement a storm water management plan that complies with training applicable state and guidance on federal law and local ordinances. The plan shall include best practices to achieve the district's goals designed to reduce waste, pollution, environmental degradation, and damage to school facilities and infrastructure by:

- ~~1. Incorporating water capture and filtration systems for storm water when necessary~~
- ~~2. Emphasizing school practices and school design that reduce runoff and human pollutants, such as a reward program to recognize outstanding accomplishments. plastics, oils, grease, metals, and pesticides~~
- ~~3. Preserving, creating, and enhancing natural areas and greenspace that aid in storm water and dry weather capture~~
- ~~4. Minimizing impervious surface area and controlling runoff from impervious surfaces~~
- ~~5. Utilizing, when possible, soils that promote infiltration~~
- ~~6. Incorporating storm water design signage features and learning opportunities for public education~~

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Business and Noninstructional Operations

AR 3514

ENVIRONMENTAL SAFETY

Note: The following optional administrative regulation may be revised to reflect district practice.

The following paragraph may be revised to reflect the job position(s) designated to coordinate the district's environmental safety programs.

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

(cf. 3510 - Green School Operations)

(cf. 3511 - Energy and Water Management)

(cf. 3517 - Facilities Inspection)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5142 - Safety)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7150 - Site Selection and Development)

Indoor Air Quality

Note: The following section may be revised to reflect district practice. For further information, see the U.S. Environmental Protection Agency's (EPA) Indoor Air Quality Tools for Schools.

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the ~~Superintendent or designee shall ensure that the~~ following strategies ~~are~~shall be implemented:

Note: Education Code 17074.25, as amended by AB 2453 (Ch. 714, Statutes of 2018), authorizes a modernization grant under the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30) to be used to limit student exposure to harmful air pollutants by updating air filtration systems. Additionally, Health and Safety Code 44391.3, as added by AB 2453, allows districts located in communities with a high cumulative exposure burden to toxic air contaminants to work with air districts to identify school sites in need of air quality improvements. Contingent on appropriations being made for this purpose in the annual Budget Act or other statutes, such schools or districts will be eligible for a grant to implement air quality mitigation efforts, including, but not limited to, air filter upgrades or installation and vegetation buffer planting.

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned

regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

(cf. 3580 - District Records)

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. and prevent accidents due to unsafe conditions. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.
3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.
4. Least toxic pest management practices shall be used to control and manage pests at school sites. (Education Code 17608-17614; Food and Agriculture Code 13182)
(cf. 3514.2 - Integrated Pest Management)
5. ~~The Superintendent or designee shall install a~~ carbon monoxide detector or alarm shall be installed in all school buildings that contain a fuel-burning appliance, fireplace, or forced-air furnace, unless otherwise exempted by state law or regulations. The device or alarm shall be located in close proximity to the appliance in order to accurately detect and alert school personnel of any leakage of carbon monoxide. (24 CCR 915.1-915.7)
6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.
(cf. 5141.23 - Asthma Management)
7. Painting of school facilities and maintenance or repair activities that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.
(cf. 3514.1 - Hazardous Substances)
9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.

10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.
(*cf. 3513.3 - Tobacco-Free Schools*)
11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms, school buses, or other enclosed areas or buildings.
(*cf. 6163.2 - Animals at School*)

Outdoor Air Quality

Note: The following section may be revised to reflect district practice. Forecasts of ozone levels and particle pollution are available through the federal AirNow web site and may be printed in local newspapers. The district may monitor ultraviolet radiation levels through the EPA's UV Index web site; see BP 5141.7 - Sun Safety.

The Superintendent or designee may coordinate with the local air resources control board and monitor local health advisories and outdoor air quality alerts, including to obtain forecasts of ozone levels, particle pollution, ultraviolet radiation levels, and/or temperature and humidity.

Whenever ~~these measures indicate~~ a forecast indicates a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved.

(*cf. 3516 - Emergencies and Disaster Preparedness Plan*)

(*cf. 3516.5 - Emergency Schedules*)

(*cf. 5141.7 - Sun Safety*)

(*cf. 6142.7 - Physical Education and Activity*)

(*cf. 6145 - Extracurricular and Cocurricular Activities*)

(*cf. 6145.2 - Athletic Competition*)

Reduction of Vehicle Emissions

Note: 13 CCR 2480 prohibits idling of school buses, student activity buses, and other commercial motor vehicles within 100 feet of a school except under specified conditions. See AR 3542 - School Bus Drivers for additional language reflecting these requirements.

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480. The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

(*cf. 3540 - Transportation*)

(*cf. 3541.1 - Transportation for School-Related Trips*)

(*cf. 3542 - School Bus Drivers*)

(*cf. 5142.2 - Safe Routes to School Program*)

Note: Pursuant to 13 CCR 2025, any diesel-fueled, dual-fueled, or alternative diesel-fueled school bus that has a gross vehicle weight rating over 14,000 pounds and was manufactured on or after April 1, 1977 is required to have a particulate filter that reduces diesel particulate matter emissions by 85 percent. An exception exists for any school bus that operates fewer than 1,000 miles per year.

Any school bus that is diesel-fueled, dual-fueled, or alternative diesel-fueled and has a gross vehicle weight rating over 14,000 pounds shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water Safety

Note: The following section addresses the quality of tap water available in schools. See AR 3550 - Food Service/Child Nutrition Program for information about requirements to make fresh drinking water available during mealtimes.

The quality and safety of the district's drinking water sources shall be regularly assessed, and drinking fountains shall be regularly cleaned and maintained, to avoid the presence of ensure that drinking water consumed at school does not contain dirt, mold, lead, or other impurities or contaminants that may cause serious health concerns.

Whenever any contaminants in the drinking water are determined to be a concern, the Superintendent or designee shall take reasonable steps to identify the source and mitigate ~~the concern~~ any potential problem to ensure the availability of safe drinking water. As needed, the Superintendent or designee shall provide alternative sources of drinking water, such as bottled water or on-site water filtration, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day.

(cf. 3550 - Food Service/Child Nutrition Program)

Note: Due to the health risks posed by lead exposure, especially to young children, EPA has recommended that districts test for the presence of lead in drinking water. Health and Safety Code 116277 requires a community water system serving a school constructed before January 1, 2010 to test for lead in the potable water system of the school. Such testing is at the expense of the community water system and must be completed by July 1, 2019. If the school's lead level exceeds 15 parts per billion (equivalent to .015 milligrams per liter), the district must notify parents/guardians, take immediate steps to shut down all fountains and faucets where the excess lead levels may exist, and provide a potable source of drinking water to students. See the California Water Boards' "Frequently Asked Questions about Lead Testing of Drinking Water in California Schools: Updated for Assembly Bill 746/Health and Safety Code 116277."

Schools that have their own water supply, such as a well, are required to test for lead, copper, and other contaminants in tap water pursuant to other state and federal laws and regulations, including 22 CCR 64670-64679 and 40 CFR 141.80-141.91, and may revise the following paragraph to reflect applicable requirements.

Health and Safety Code 1597.16, as added by AB 2370 (Ch. 676, Statutes of 2018), requires a licensed child day care center that is located in a building that was constructed before January 1, 2010, to have its drinking water tested for lead contamination as specified. See AR 5148 - Child Care and Development for further information regarding potable water requirements for day care centers.

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards, the Superintendent or designee shall notify parents/guardians and take immediate steps to shut down and make inoperable any fountains or faucets where excess lead levels may exist.

Prevention of Lead Exposure

Note: The following section reflects EPA recommendations. For further information, the district may contact its city or county lead poisoning prevention program. For information regarding the prevention of lead exposure in drinking water, see section on "Drinking Water Safety" above.

In addition to ~~keeping school facilities as dust free and clean as possible~~ testing for the presence of lead in drinking water in district schools, the following steps shall be taken to minimize potential exposure to lead in school facilities:

11. School facilities shall be kept as dust-free and clean as possible.
2. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
23. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.

Note: 17 CCR 35001-36100 contain state standards for lead abatement services. In addition, 40 CFR 745.61-745.339 extend federal standards for renovations involving lead-based paint to child-occupied facilities, which include preschools and kindergarten classrooms.

4. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
45. Soil with low lead content may be covered with grass, other plantings, concrete, or asphalt. For soil with high lead content, removal and abatement are required.

~~5. Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.~~

Any action to abate existing lead hazards, ~~excluding containment or cleaning~~, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 32243)

Prevention of Mercury Exposure

Note: The following section may be revised to reflect district practice. Mercury may exist in schools in thermometers, barometers, switches, thermostats, flowmeters, light bulbs, and other sources. Although devices containing mercury are considered safe as long as the mercury is sealed, if a device is broken and mercury spills, the health of students and staff may be endangered.

The Superintendent or designee shall identify any mercury-containing products ~~containing mercury~~ that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Note: The EPA's web site contains detailed procedures for cleaning up a small mercury spill, actions that should never be taken in the event of a spill, and items that should be assembled in a mercury spill kit.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. ~~Staff~~ who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

Note: Education Code 49410-49410.7 and the federal Asbestos Hazard Emergency Response Act (AHERA) (15 USC 2641-2656; 40 CFR 763.80-763.99) contain requirements for asbestos inspection and abatement which are applicable to school districts. For further information, consult the local air quality management district or air pollution control district.

40 CFR 763.84 requires the district to designate a person who will be responsible for ensuring that federal and state requirements are properly implemented. According to the EPA, this designated person is not required to be a licensed asbestos consultant, but the district must verify that he/she has received proper training. The specific knowledge that the designated person must have is described in the EPA's publication How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide. The following section may be revised to reflect the position designated to fulfill this responsibility, who may be the same person designated above to coordinate all the district's environmental safety programs.

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing building materials; options for controlling asbestos-containing building

materials; asbestos management programs; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing building materials as necessary in accordance with the following:
 - a. Any school building that is leased, acquired, or otherwise used by the district shall be inspected for asbestos-containing building materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
 - b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
 - c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)
3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84, 763.93)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)
5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84, 763.90)

Asbestos inspection and abatement work, preparation of a management plan, and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing building materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing building materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)
8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

SIERRA COUNTY OFFICE OF EDUCATION
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Sierra County/Sierra-Plumas Joint USD

Board Policy

Students

BP 5123

PROMOTION/ACCELERATION/RETENTION

Note: Education Code 48070 and 48070.5 **mandate** that the Governing Board adopt a policy, at a public meeting, regarding the promotion and retention of students, including, but not limited to, promotion and retention at specified grade levels and with specified provisions.

The Governing Board expects students to progress through each grade level within one school year. Toward this end, instruction shall be designed to accommodate the variety of ways that students learn and provide strategies for addressing academic deficiencies as needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6170.1 - Transitional Kindergarten)

When high academic achievement is evident, the teacher may recommend a student for acceleration to a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

Note: Education Code 48070.5 **mandates** that the Board's policy provide for the identification of students who should be retained and who are at risk of being retained at the end of grades 2, 3, 4, the intermediate grades (usually grade 6), and the middle school grades (usually grade 8). Items #1-5 below should be revised to reflect the grade levels offered by the district. If the Board chooses to expand these requirements to cover other grade levels, the following list should be revised accordingly.

Education Code 48070.5 further **mandates** that the Board's policy provide for students to be identified as early in the school year, and as early in their school careers, as practicable.

Teachers shall identify students who should be retained or who are at risk of being retained at their current grade level as early as possible in the school year and as early in their school careers as practicable. Such students shall be identified at the following grade levels: (Education Code 48070.5)

1. Between grades 2 and 3
2. Between grades 3 and 4
3. Between grades 4 and 5
4. Between grades 6 and 7
5. Between grades 8 and 9

Note: Education Code 48070.5 mandates that the district's policy establish the basis for identifying students who should be retained and who are at risk of being retained. If a student performs below the minimum standard based on indicators established by the district, the student shall be retained, unless the teacher determines that retention is not the appropriate intervention for the student's academic deficiencies; see the accompanying administrative regulation.

Pursuant to Education Code 48070.5, the district may use either of the following: (1) the student's grades and other indicators of academic achievement designated by the district (Option 1 below) or (2) the results of state assessments administered pursuant to Education Code 60640-60649 and minimum levels of proficiency recommended by the State Board of Education (SBE) (Option 2 below). With regard to students with special needs, the determination as to the appropriate standards for promotion or retention should be made as part of the individualized education program process; see BP/AR 6159 - Individualized Education Program.

Education Code 48070.5 provides that, when a district chooses to identify students on the basis of grades pursuant to Option 1, the Board shall also designate other indicators of academic achievement that will be used. These other indicators of achievement (e.g., state or district assessments, portfolios, attendance) should be specified in the blanks provided below.

Students shall be identified for retention on the basis of failure to meet minimum levels of proficiency, as indicated by grades and the following additional indicators of academic achievement:

State or other local indicator(s)

(cf. 5121 - Grades/Evaluation of Student Achievement)

Note: The remainder of this policy is for use by all districts.

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts, and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades. (Education Code 48070.5)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

Note: Education Code 48070.5 mandates that the district's policy specify the teacher(s) responsible for the promotion/retention decision in cases where the student does not have a single regular classroom teacher. The following paragraph should be revised to indicate the specific teacher(s) who will be responsible (e.g., teachers responsible for core subjects).

If a student does not have a single regular classroom teacher, the Superintendent or designee shall specify the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5)

Note: Education Code 48070.5 mandates that the district's policy include a process by which the teacher's decision to promote or retain a student may be appealed; see the accompanying administrative regulation.

The teacher's decision to promote or retain a student may be appealed in accordance with AR 5123 - Promotion/Acceleration/Retention.

Note: Pursuant to Education Code 48070.5, the Board must adopt policy indicating the manner in which supplemental instruction will be provided to students who are recommended for retention or are identified as being at risk for retention. See BP 6179 - Supplemental Instruction for language fulfilling this mandate.

When any student in grades 2-9 is ~~retained or~~ recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall offer an appropriate program of remedial instruction to assist the student in meeting grade-level expectations. ~~The Superintendent or designee also may offer supplemental instruction to a student in grades 2-6 who is identified as being at risk for retention.~~ ~~(Education Code 37252.2, 37252.8, 48070.5)~~ (Education Code 48070.5)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

Legal Reference:

EDUCATION CODE

46300 Method of computing average daily attendance

48010 Admittance to first grade

48011 Promotion/retention following one year of kindergarten

48070-48070.5 Promotion and retention

56345 Elements of individualized education program

60640-60649 California Assessment of Student Performance and Progress

CODE OF REGULATIONS, TITLE 5

200-202 Admission and exclusion of students

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FAQs Promotion, Retention, and Grading (students with disabilities)

FAQs Pupil Promotion and Retention

Kindergarten Continuance Form

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Sierra County/Sierra-Plumas Joint USD

Board Policy

Students

BP 5136

GANGS

Note: The following optional policy and regulation may be used as a component of the district's comprehensive safety plan and should be revised to reflect district practice. See BP/AR 0450 - Comprehensive Safety Plan. The National Gang Center, in its publication Gangs in Schools, recommends adopting policy that addresses gang-related incidents.

The Governing Board of Education desires to keep district schools free from the threats or harmful influence of any groups or gang which who exhibit drug use, violence or behavior disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation to the school environment and/or the safety and well-being of students and staff and confrontations between. The Board additionally desires to provide support and intervention to students who are members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities to enable them to successfully disengage from gang involvement and be successful in school.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3513.4 - Drug and Alcohol Free Schools)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5137 - Positive School Climate)

Note: The following paragraph is based on the Los Angeles Police Department's "Why Young People Join Gangs," available on its web site.

The Superintendent or designee shall develop strategies for gang prevention that address the reasons that students may become involved in gangs, including the identity, recognition, or status achieved as being part of a gang, protection from gang violence in the community, the need for companionship and an extended family, intimidation to join a gang, desire to join a gang to be in a position to intimidate others, and/or connection with criminal activity.

Note: The following paragraph reflects recommendations in the National Gang Center's Strategic Planning Tool and Gangs in Schools, both available on its web site.

Gang violence prevention shall start as early as possible and include, but not be limited to, age-appropriate education that focuses on developing emotional and social competence, increasing prosocial peer bonds, strengthening attachment and commitment to school, and enhancing cooperative learning skills. Prevention shall also include improving parent/guardian involvement in and support for their children's academic progress, as well as ongoing gang awareness education for parents/guardians, including gang identifiers.

(cf. 5020 - Parent Involvement)

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall take steps to deter gang activity on school campuses, including threats and intimidation of students and staff, recruitment or intimidation of students to join gangs, bullying, fighting, criminal activities, and confrontations between members of different gangs.

(cf. 5131.2 - Bullying)

Note: Education Code 35183 authorizes the Governing Board to approve a site-initiated plan that prohibits the school's students from wearing gang-related apparel. The definition of "gang-related apparel" must be limited to apparel that reasonably could be determined to threaten the health and safety of the school environment, and the Board's approval must be based on a determination the policy is necessary for the health and safety of the school environment. In Marvin H. Jeglin et al v. San Jacinto Unified School District et al, a federal district court held that in order to justify a gang-related dress code, there must be evidence of a gang presence at a school and actual or threatened disruption or material interference with school activity. Education Code 32282 specifies that for the purpose of establishing a schoolwide dress code, gang-related apparel shall not be considered a protected form of speech pursuant to Education Code 48950. For further information, see BP/AR 5132 - Dress and Grooming.

The Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the principal or designee and the student's parent/guardian.

(cf. 5132 - Dress and Grooming)

Note: Education Code 51265 urges districts to give high priority to in-service training programs on gang violence and substance abuse prevention education.

The Superintendent or designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources. The Superintendent or designee shall also provide staff development on social and emotional learning, classroom management, interactive teaching, and cooperative learning skills.

~~The Board realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age appropriate gang violence prevention education may start with students in the early elementary grades and may start in kindergarten.~~

~~To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.~~

~~*(cf. 4131 - Staff Development)*~~

~~*(cf. 4231 - Staff Development)*~~

~~*(cf. 4331 - Staff Development)*~~

The Superintendent or designee may consider gang activity prevention and intervention when developing programs outside of the school day.

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Preschool/Early Childhood Education)

(cf. 5148.3 - Before/After School Programs)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall collaborate with child welfare services, mental health agencies, social services, and local law enforcement authorities in the prevention and intervention of gang activity.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Legal Reference:

EDUCATION CODE

32282 School safety plans

35183 Gang-related apparel

48907 Student exercise of free expression

48950 Student freedom of speech

51264 Educational in-service training; CDE guidelines

51265 Gang violence and drug and alcohol abuse prevention in-service training

51266-51266.5 Model gang and substance abuse prevention curriculum

PENAL CODE

186.22 Participation in criminal street gang

13826-13826.7 Gang violence suppression

UNITED STATES CODE, TITLE 20

7101-7122 Student Support and Academic Enrichment Grants

Management Resources:

LOS ANGELES POLICE DEPARTMENT PUBLICATIONS

Why Young People Join Gangs

NATIONAL GANG CENTER PUBLICATIONS

Strategic Planning Tool

Gangs in Schools, March 2019

Parents' Guide to Gangs, July 2015

WEB SITES:

California Cities Gang Prevention Network: <http://www.ccgpn.org>

California Department of Education: <https://www.cde.ca.gov/ls/ss/sa>

Gang Resistance Education and Training: <https://www.great-online.org/GREAT-Home>

Los Angeles Police Department, Gangs:

http://www.lapdonline.org/get_informed/content_basic_view/1396

Homeboy Industries: <https://homeboyindustries.org>

National Gang Center: <https://www.nationalgangcenter.gov>

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

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Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Students

AR 5136

GANGS

Note: The following optional administrative regulation may be revised to reflect district practice.

Prevention, Intervention, and Suppression Measures

Note: Districts may consider utilizing the Gang Resistance Education and Training Program (G.R.E.A.T.) for students in grades 4-7. Taught by local law enforcement, the program is designed to create stronger bonds with students and their communities and has a family component aimed at strengthening the resiliency of individual families susceptible to gang influences.

The Superintendent or designee shall become informed of the gang history in the district and community, conduct assessments of current gang activity at the school sites, and document and follow up on gang-related incidents.

In order to discourage the influence of gangs, ~~school staff shall take~~ the following measures shall be implemented:

1. Any student ~~displaying~~ suspected of gang affiliation based on the display of behavior, gestures, apparel, or paraphernalia ~~indicative of gang affiliation~~ shall be referred to the principal or designee, and the following actions taken, as appropriate:
 - a. The student's parent/guardian shall be contacted and may be asked to meet with school staff in order to proactively address the concern and be included as part of the solution.
 - b. The student may be sent home to change clothes if necessary.
(cf. 5132 - Dress and Grooming)
 - c. The student's behaviors and progress in school shall be documented, including attendance and grades.
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.11 - Attendance Supervision)
(cf. 5113.12 - District School Attendance Review Board)
(cf. 6164.2 - Guidance/Counseling Services)
 - d. Intervention techniques such as mentoring, academic support, and a system of known wraparound support service shall be implemented to help the student disengage from gang members involvement.

- e. Consistent and graduated discipline and accountability shall be implemented when appropriate and combined with positive support using conflict-resolution strategies and other restorative justice practices demonstrated to be effective with gang-involved youth.
- f. Students ~~who seek~~ shall be offered help in rejecting gang associations ~~may be referred,~~ including possible referral to community-based gang suppression and prevention organizations.
- g. Law enforcement shall be notified if the student is suspected of being involved in gangs.
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
2. Any ~~gang~~ graffiti on school premises shall be removed, washed down, or painted over as soon as discovered.
- a. ~~Daily checks for graffiti shall be made throughout the campus.~~
- b. ~~Graffiti shall be~~ documented and photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders. This information can also be used to determine whether a threat or incident is imminent.
(cf. 3515 - Campus Security)
(cf. 5131.5 - Vandalism and Graffiti)
3. Classroom and after-school programs may include gang prevention lessons that are taught jointly by teachers, counselors, law enforcement, and/or other organizations that are knowledgeable about gang prevention and shall:
- a. Provide social and emotional learning designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities
- b. Explain the dangers of gang membership
- c. Provide counseling for targeted at-risk students
- d. Include lessons or role-playing workshops in gang avoidance skills and nonviolent conflict resolution, including communication skills, anti-bullying, anger management, acceptance, and mediation skills
(cf. 5131.2 - Bullying)
- e. Assign individual gang members to cooperative learning groups in which they may work toward common goals with students who are not members of their gang
- f. Provide school-to-career instruction

g. Provide positive interaction with local law enforcement
(cf. 5137 - Positive School Climate)

4. Staff shall actively promote membership in authorized school clubs and student organizations, sports and cultural activities and affiliations with the local community, and community service projects which can provide students companionship, safety, and a sense of purpose and belonging, ~~including:~~

~~a. Positive sports and cultural activities and affiliations with the local community~~
~~(cf. 6142.4 - Service Learning/Community Service Classes)~~
~~(cf. 6145 - Extracurricular and Curricular/Cocurricular Activities)~~
~~(cf. 6145.2 - Athletic Competition)~~

~~b. Structured, goal-oriented community service projects~~

Parent/Guardian and Community Outreach

<u>Note: The following optional section may be revised to reflect district practice.</u>
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The Superintendent or designee may offer gang prevention classes or counseling for parents/guardians which may address the following topics:

1. The reasons students join gangs
2. The dangers and consequences of gang membership
3. Warning signs which may indicate that students are at risk of becoming involved with gangs, including the use of social media for gang communication and promotion
4. The nature of local gang apparel and graffiti
5. Effective parenting techniques and planning family time
6. Conflict resolution techniques

In addition, the Superintendent or designee may offer community programs that address the scope and nature of local gang problems and strategies by which each segment of the community may alleviate gang problems.

SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Appointment And Conditions Of Employment

AR 4112

Personnel

Upon recommendation from the Superintendent or designee, the Board of Education shall approve the appointment of all certificated personnel. The position and the salary classification shall be reported to the Board at a regular meeting.

(cf. 4111 - Recruitment and Selection)

(cf. 4121 - Temporary/Substitute Personnel)

Individuals appointed to the certificated staff shall:

1. Possess the appropriate certification qualifications and register the certification document in accordance with law and Board policy (Education Code 44250-44279, 44330)

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

2. Demonstrate proficiency in basic skills as required by law and Board policy (Education Code 44252.5, 44830)

3. Submit to fingerprinting as required by law (Education Code 44830.1)

4. Not have been convicted of a violent or serious felony as defined in Penal Code 667.5 or 1192.7, unless the individual has received a certificate of rehabilitation and pardon (Education Code 44830.1)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4118 - Suspension/Disciplinary Action)

5. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 44836)

6. Not have been required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)

(cf. 3515.5 - Sex Offender Notification)

7. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 44837)

8. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 44836)

9. Submit to a physical examination, tuberculosis testing and/or provide a medical certificate as required by law and Board policy (Education Code 44839, 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

10. Submit to drug and alcohol testing as required by Board policy
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
11. Furnish a statement of military service and, if any was rendered, a copy of the discharge or release from service or, if no such document is available, other suitable evidence of the termination of service (Education Code 44838)
12. File the oath or affirmation of allegiance required by Government Code 3100-3109
(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)
13. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation
(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Legal Reference:

EDUCATION CODE

35161 Powers and duties
44008 Effect of termination of probation
44009 Conviction of specified crimes; definitions
44010 Sex offense
44011 Controlled substance offense
44066 Limitation on certification requirements
44250-44277 Credential types
44330 Effect of registration of certification document
44830.1 Felons; certificated positions; criminal record summary; fingerprints
44836 Employment of person convicted of sex offenses or controlled substance offenses
44837 Employment of sexual sociopath
44838 Statement of military service
44839 Medical certificate
44839.5 Medical certificate for retirant
49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oaths or affirmations of allegiance for disaster service workers and public employees
12940-12950 Unlawful employment practices

PENAL CODE

290 Registration of sex offenders
290.95 Disclosure by persons required to register as sex offenders
667.5 Prior prison terms, enhancement of prison terms
1192.7 Plea bargaining limitation

WELFARE AND INSTITUTIONS CODE

6300-6332 Sexual psychopaths

CODE OF REGULATIONS, TITLE 5

6100-6125 Teacher qualifications, No Child Left Behind Act

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Appointment And Conditions Of Employment

AR 4212

Personnel

Upon recommendation of the Superintendent, the Board of Education shall approve the appointment of all classified employees. The position and the pay rate shall be reported to the Board at a regular meeting.

Individuals appointed to the classified staff shall, at a minimum:

1. Submit to fingerprinting as required by law (Education Code 45125)
2. Not have been convicted of a violent or serious felony (Education Code 45122.1)
(cf. 4212.5 - Criminal Record Check)
3. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 45123)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
4. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 45124)
5. If the individual will be working directly and in an unaccompanied setting with minor children on a more than incidental and occasional basis or will have supervision or disciplinary power over minor children, **not have been required** to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)
(cf. 3515.5 - Sex Offender Notification)
6. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 45123)
7. Submit to a physical examination or provide proof thereof as required by law and Board policy (Education Code 45122, 49406)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)
8. File the oath or affirmation of allegiance required by Government Code 3100-3109
(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)
9. Submit to drug and alcohol testing as required by Board policy
(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

10. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation
(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Notification of Classification and Compensation

When first employed and upon each subsequent change in classification, classified employees other than short-term, limited-term or provisional employees shall be given two copies of their class specification, salary data, assignment or work location, duty hours and prescribed work week. Salary data shall specify pay period (monthly, semimonthly or other) and applicable rates of compensation (daily, hourly, overtime and differential rates). Employees shall keep one copy of this information and shall sign and date the other copy and return it to their supervisor.

(Education Code 45169)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 4151/4251/4351 - Employee Compensation)

Legal Reference:

EDUCATION CODE

35161 Powers and duties

44010 Sex offense - definitions

44011 Controlled substance offense - definitions

44066 Limitation on certification requirements

45103 Classified service in districts not incorporating the merit system

45104 Positions not requiring certification qualifications

45105 Positions under various acts not requiring certification qualifications

45108 Restricted positions

45113 Rules and regulations for classified service in districts not incorporating the merit system

45122 Physical examinations

45122.1 Classified employees, conviction of a violent or serious felony

45123 Employment after conviction of sex offense or controlled substance offense

45125 Use of personal identification cards to ascertain conviction of crime

45169 Employee salary data

49406 Examination for tuberculosis

60850-60856 High school exit exam

GOVERNMENT CODE

3100-3109 Oaths or affirmations

12940-12950 Unlawful employment practices

PENAL CODE

290 Registration of sex offenders

290.95 Disclosure by person required to register as sex offenders

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

1203.4 Discharged petitioner, change of plea

WELFARE AND INSTITUTIONS CODE

6300-6332 Sexual psychopaths

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

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