

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

May 26, 2020

6:00pm Regular Session

In accordance with the Governor's Executive Order pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Sierra County Board of Education will hold meetings via Zoom Teleconferencing.

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 Office of Education, Room 3, 109 Beckwith Road, 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

None

2. Business Report

- a. Account Object Summary-Balance from 07/01/2019 to 04/30/2020**
- b. Letter from California Department of Education, 2019-2020 Second Interim Reports approved with warning of unknown impacts due to COVID-19**

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. Three (3) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)

F. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held April 14, 2020**
2. Approval of Board Report-Checks Dated 04/01/2020 through 04/30/2020**
3. Authorization to enter into a Memorandum of Understanding between Sierra County Office of Education and Sierra-Plumas Joint Unified School District, Contract 2021-01C**

G. ACTION ITEMS

1. Old Business

PUBLIC HEARING – Collective Bargaining Disclosure Statement

- a. Public Hearing to receive public comment regarding Collective Bargaining Agreement (Item b)
- b. Approval of the Tentative Collective Bargaining Agreement for Classified Employees, 2019-2020 Negotiations for salary and benefits**
- c. Completion of Bargaining, Classified Employees, 2019-2020 Negotiations**

2. New Business

PUBLIC HEARING – SCOE Budget

- a. Public Hearing to receive public comment on the 2020-2021 Proposed Budget

PUBLIC HEARING – Proposition 30, Education Protection Account

- b. Public Hearing to receive public comment on the use of Proposition 30 Funding for 2020-2021
- c. Approval of CRM Group Invoice – Construction Management for LES Paving, Concrete, ADA Entry**
- d. Approval of 2020-2021 Extra Duty Assignments and Stipends**
- e. Acceptance of Resignation for Patrick Wilson, TK/K/1 Teacher, Downieville School, 1.0 FTE, effective June 30, 2020**
- f. Authorization to fill Downieville TK/K-1 Teacher position, 1.0 FTE
- g. Authorization to fill Occupational Therapist, Loyalton Elementary School, .20 FTE, 6 hours/week
- h. Acceptance of resignation for Alexa Wells, Speech and Language Aide, Loyalton Elementary School, .60 FTE 18 hours/week, effective June 12, 2020
- i. Authorization to fill Speech and Language Aide, Loyalton Elementary School, .60 FTE, 18 hours/week

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

- j. 4113.5~4213.5~4313.5—Working Remotely
1. Board Policy, *NEW***
- k. 6157—Distance Learning
1. Board Policy, *NEW***

H. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on June 23, 2020 beginning with Closed Session as needed at 5:00pm and the Regular Board Meeting at 6:00pm.
*****Location to be determined*****
2. Suggested Agenda Items

I. ADJOURN



James Berardi, Superintendent
Secretary to the County Board of Education

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

Balances through April						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	288,697.00	309,589.00	60,755.40	246,791.72	2,041.88
1115	Certificated Extra Duty	250.00	470.00		70.00	400.00
1120	Certificated Substitutes	12,325.00	11,268.00		6,510.00	4,758.00
1200	Certificated Pupil Support Ser	30,561.00	30,561.00	5,093.46	25,467.30	.24
1300	Certificated Supervisor Admini	260,757.00	193,207.00	30,884.23	176,390.70	14,067.93-
1310	Teacher in Charge	10,000.00	10,000.00		1,000.00	9,000.00
	Total for Object 1000	602,590.00	555,095.00	96,733.09	456,229.72	2,132.19
2100	Instructional Aides' Salaries	196,300.00	160,723.00	24,469.25	103,803.53	32,450.22
2115	Classified Extra Duty	1,000.00	1,000.00		566.51	433.49
2120	Classified Substitutes	7,755.00	7,570.00		2,775.51	4,794.49
2200	Classified Support Salaries	28,846.00	37,342.00	2,508.15	12,350.15	22,483.70
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	114,719.00	17,246.00	86,935.00	10,538.00
2400	Clerical Technical Office Staf	127,065.00	128,933.00	21,533.31	104,762.95	2,636.74
2420	Clerical Substiture	250.00	250.00			250.00
2900	Other Classified Salaries	9,000.00	15,960.00		8,660.75	7,299.25
	Total for Object 2000	476,594.00	468,497.00	65,756.71	320,446.29	82,294.00
3101	STRS Certificated Positions	122,401.00	162,923.00	16,541.36	74,133.83	72,247.81
3102	STRS Classified Positions	803.00	23,823.00	164.56	1,128.49	22,529.95
3201	PERS Certificated Positions				244.54	244.54-
3202	PERS Classified Positions	89,597.00	85,561.00	12,438.26	59,820.50	13,302.24
3301	OASDI Certificated Positions	932.00	7.00		107.88	100.88-
3302	OASDI Classified Positions	27,727.00	28,263.00	3,968.60	19,228.73	5,065.67
3311	Medicare Certificated Position	8,344.00	7,704.00	1,343.84	6,340.80	19.36
3312	Medicare Classified Positions	6,814.00	6,682.00	942.13	4,598.04	1,141.83
3401	Health & Welfare Benefits Cert	108,577.00	86,135.00	18,144.14	79,070.04	11,079.18-
3402	Health & Welfare Benefits Clas	84,444.00	107,536.00	19,614.96	89,044.30	1,123.26-
3501	SUI Certificated	300.00	276.00	48.40	229.45	1.85-
3502	SUI Classified	239.00	234.00	32.90	157.58	43.52
3601	Workers' Compensation Certific	19,262.00	20,479.00	3,287.56	15,243.31	1,948.13
3602	Workers' Compensation Classifi	15,378.00	16,420.00	2,304.70	11,058.83	3,056.47
3902	Golden Handshake-Class		13,250.00		6,624.00	6,626.00
	Total for Object 3000	484,818.00	559,293.00	78,831.41	367,030.32	113,431.27
4100	Approved Textbooks Core Curric	460.00	2,273.00			2,273.00

Balances through April						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
4200	Library and Reference Material		1,000.00			1,000.00
4300	Materials and Supplies	42,512.00	62,399.00	2,774.69	18,376.28	41,248.03
4320	Custodial Grounds Supplies	500.00	676.00	36.21	626.70	13.09
4330	Office Supplies	1,000.00	1,000.00		1,030.09	30.09-
4350	Vehicle Upkeep	6,000.00	5,500.00	965.53	3,072.18	1,462.29
4399	Mat & Sup Undesignated Bal		277.00			277.00
4400	Noncapitalized Equipment	17,849.00	19,186.00		7,091.29	12,094.71
	Total for Object 4000	68,321.00	92,311.00	3,776.43	30,196.54	58,338.03
5100	Subagreements for Services	43,000.00	43,000.00			43,000.00
5200	Travel and Conference	47,304.00	35,583.00	2,732.26	12,871.28	19,979.46
5300	Dues and Membership	20,438.00	16,338.00	284.98	14,787.56	1,265.46
5400	Insurance	11,000.00	11,000.00		10,297.92	702.08
5500	Operation Housekeeping Service	11,500.00	14,500.00	3,124.60	8,162.79	3,212.61
5600	Rentals, Leases, Repairs, Nonc	3,100.00	1,850.00	181.55	1,602.65	65.80
5801	Legal Services	30,500.00	18,000.00	8,570.00	1,210.00	8,220.00
5803	Legal Publications	500.00				.00
5805	Personnel Expense	842.00	242.00	168.00		74.00
5806	Negotiations	1,000.00				.00
5808	Other Services & Fees	1,500.00	1,500.00	192.44	1,307.56	.00
5810	Contracted Services	443,765.00	499,377.00	114,230.98	281,009.42	104,136.60
5899	SPJUSD to Reimburse			225.34	1,159.73	1,385.07-
5900	Communications	10,500.00	10,500.00	1,546.16	8,608.81	345.03
	Total for Object 5000	624,949.00	651,890.00	131,256.31	341,017.72	179,615.97
6200	Building and Improvement of Bu		26,516.00	1,000.00	25,516.00	.00
6400	Equipment	20,000.00	97,098.00			97,098.00
6500	Equipment Replacement	15,000.00	15,000.00			15,000.00
	Total for Object 6000	35,000.00	138,614.00	1,000.00	25,516.00	112,098.00
7110	County Tuition Inter Dist Agre	5,501.00	25,000.00		19,958.25	5,041.75
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	49,428.00	.00	19,958.25	29,469.75
	Total for Fund 01 and Expense accounts	2,322,201.00	2,515,128.00	377,353.95	1,560,394.84	577,379.21

Fund 11 - ADULT ED						
1100	Teachers Salaries		35,000.00		1,805.51	33,194.49

Balances through April							Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance	
Fund 11 - ADULT ED (continued)							
1300	Certificated Supervisor Admini	89,732.00	89,732.00	14,955.34	76,289.63	1,512.97-	
	Total for Object 1000	89,732.00	124,732.00	14,955.34	78,095.14	31,681.52	
2100	Instructional Aides' Salaries	5,684.00	6,000.00		75.56	5,924.44	
2200	Classified Support Salaries		17,052.00		1,049.28	16,002.72	
	Total for Object 2000	5,684.00	23,052.00	.00	1,124.84	21,927.16	
3101	STRS Certificated Positions	15,344.00	26,529.00	2,557.36	13,166.54	10,805.10	
3202	PERS Classified Positions	1,179.00	4,556.00		14.90	4,541.10	
3301	OASDI Certificated Positions				68.06	68.06-	
3302	OASDI Classified Positions	352.00	1,429.00		65.05	1,363.95	
3311	Medicare Certificated Position	1,301.00	1,809.00	216.86	1,132.42	459.72	
3312	Medicare Classified Positions	82.00	334.00		16.31	317.69	
3401	Health & Welfare Benefits Cert	12,767.00	12,767.00	2,127.80	10,639.00	.20	
3501	SUI Certificated	45.00	63.00	7.48	39.06	16.46	
3502	SUI Classified	3.00	12.00		.57	11.43	
3601	Workers' Compensation Certific	3,004.00	4,176.00	530.50	2,708.30	937.20	
3602	Workers' Compensation Classifi	190.00	772.00		39.75	732.25	
	Total for Object 3000	34,267.00	52,447.00	5,440.00	27,889.96	19,117.04	
4100	Approved Textbooks Core Curric	10,000.00	7,500.00		3,142.99	4,357.01	
4300	Materials and Supplies	5,000.00	4,700.00	340.63	3,984.90	374.47	
4320	Custodial Grounds Supplies		5,000.00		1,449.09	3,550.91	
4330	Office Supplies		300.00			300.00	
4350	Vehicle Upkeep			1,184.22	768.05	1,952.27-	
4400	Noncapitalized Equipment	2,132.00	16,000.00	5,621.69	16,080.87	5,702.56-	
	Total for Object 4000	17,132.00	33,500.00	7,146.54	25,425.90	927.56	
5200	Travel and Conference	15,000.00	10,000.00	1,155.61	4,537.49	4,306.90	
5203	MILEAGE	1,000.00	5,000.00		1,619.94	3,380.06	
5300	Dues and Membership	250.00	1,000.00		1,870.00	870.00-	
5500	Operation Housekeeping Service	2,500.00	13,000.00	1,596.97	903.03	10,500.00	
5600	Rentals, Leases, Repairs, Nonc		2,500.00	526.75	1,704.25	269.00	
5801	Legal Services		1,000.00			1,000.00	
5805	Personnel Expense				32.00	32.00-	
5810	Contracted Services	40,000.00	35,925.00	4,322.07	30,193.79	1,409.14	
5900	Communications			103.57	1,096.43	1,200.00-	
	Total for Object 5000	58,750.00	68,425.00	7,704.97	41,956.93	18,763.10	
6200	Building and Improvement of Bu		100,000.00		86,544.86	13,455.14	

Selection Filtered by User Permissions, (Org = 1, Online/Offline = N, Fiscal Year = 2020, Period = 10, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

ESCAPE ONLINE

Balances through April						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 11 - ADULT ED (continued)						
6400	Equipment	22,500.00	59,322.00	659.25	36,791.30	21,871.45
Total for Object 6000		22,500.00	159,322.00	659.25	123,336.16	35,326.59
7619	Other Authorized Interfund Tra	935.00	1,870.00		853.83	1,016.17
Total for Fund 11 and Expense accounts		229,000.00	463,348.00	35,906.10	298,682.76	128,759.14
Fund 16 - FOREST RES						
7211	Transfers of Pass-through Rev		330,000.00		6,253.72	323,746.28
7619	Other Authorized Interfund Tra	52,121.00	58,250.00		1,103.60	57,146.40
Total for Fund 16, Expense accounts and Object 7000		52,121.00	388,250.00	.00	7,357.32	380,892.68
Total for Org 001 - Sierra County Office of Education		2,603,322.00	3,366,726.00	413,260.05	1,866,434.92	1,087,031.03



**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

May 12, 2020

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

Dear Superintendent Berardi:

Subject: 2019–20 Second Interim Reports

Pursuant to California *Education Code* Section 1240(l), the California Department of Education (CDE) has reviewed your county office of education's (COE) and school district's second interim reports and the accompanying positive certifications of financial solvency to determine whether they comply with the Criteria and Standards for fiscal stability adopted by the State Board of Education, allow your office to meet its financial obligations during the fiscal year, and are consistent with a financial plan that will enable the COE and school district to satisfy its multiyear financial commitments.

The CDE has determined that your second interim reports comply with the Criteria and Standards and reflect the financial status of the COE and school district through or as of January 31, 2020. As such, we concur with your assessment that, based on projections at the time of submission, the COE and school district will be able to meet their financial obligations for the current and subsequent two fiscal years and that a positive certification is appropriate.

However, the multi-year financial projections provided in the second interim reports are based on assumptions that are rapidly changing as a result of the State's response to the COVID-19 crisis and increased likelihood of a significant reduction in Proposition 98 funding. Local Educational Agencies (LEAs) should model a multitude of financial scenarios, including various negative cost of living adjustments through 2022–23, and review anticipated cash receipts and cash outflows based on the various budget assumptions considered. It is also recommended that LEAs begin examining all cash management options in the event of Principal Apportionment funding deferrals. Additionally, information to be provided with the May Revision or in the June adopted budget should not be considered final as the Legislature will likely revisit the budget in August when state tax revenue is known.

James Berardi, Superintendent
May 12, 2020
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If you have any questions or concerns, please contact our office by email at SACSINFO@cde.ca.gov.

Sincerely,

/s/

Jonathan Feagle, Administrator
Fiscal Oversight and Support Office

JF:bk
2020-0203a-46

cc: Nona Griesert, Business Manager

MINUTES FOR THE REGULAR MEETING OF THE
SIERRA COUNTY BOARD OF EDUCATION
April 14, 2020

In accordance with the Governor's Executive Order pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Sierra County Board of Education held this meeting via Zoom Teleconferencing.

6:00pm Regular Session

A. CALL TO ORDER

President PATTY HALL called the meeting to order at 6:02pm.

B. ROLL CALL

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

ABSENT: None

C. APPROVAL OF AGENDA

MOORE/WRIGHT
5/0

D. FLAG SALUTE

E. INFORMATION/DISCUSSION ITEMS

1. Correspondence

- a. Letter from California Department of Education, 2019-2020 First Interim Reports approved

2. Superintendent's Report

None

3. Business Report

- a. Account Object Summary-Balance from 07/01/2019 to 03/31/2020

4. Staff Reports

- a. *(via email) ADULT ED—JACKSON: Adult Ed is continuing to meet virtually with students. We are part of the State CASAS pilot for our alternative diploma program NEDP to offer "remote in office checks" for the required standard competencies.*
- b. *(via email) SELPA—BETHKE: Special Ed staff met and we checked in regarding what everyone was doing as far as providing services [during the COVID-19 closure]. Currently, each case manager has connected with parents and talked about best ways to serve each individual student. The spectrum of services includes OT, Speech, Specialized Academic Instruction, and Transition Services. I'm currently working on sending home Prior Written Notices, our Local Plan, and various other administrative duties.*

5. Board Member Reports

None

6. Public Comment

None

F. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held March 10, 2020
2. Approval of Board Report-Checks Dated 03/01/2020 through 03/31/2020
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending 03/31/2020. 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 03/31/2020.

WRIGHT/GANT

5/0

G. ACTION ITEMS

1. New Business

PUBLIC HEARING – Collective Bargaining Disclosure Statement

- a. Public Hearing to receive public comment regarding Collective Bargaining Agreement (Item b)
- b. Approval of the Tentative Collective Bargaining Agreement for Classified Employees, 2019-2020 Negotiations for salary and benefits
- c. Completion of Bargaining, Classified Employees, 2019-2020 Negotiations ***Table items b & c to open up discussions again between Bargaining Unit and Negotiations Committee.***
- d. Adoption of Resolution No. 20-009C, FY 2019 School Communications Interoperability Grant
GANT/WRIGHT
ROLL CALL VOTE:
HALL – AYE
MOORE – AYE
WRIGHT – AYE
GANT – AYE
STANNARD – AYE
5/0

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

MOORE motioned to adopt e-h as presented. Second by WRIGHT.

5/0

- e. 0420.4—Charter School Authorization
 1. Board Policy, *revisions*
 2. Administrative Regulation, *revisions*
- f. 0420.41—Charter School Oversight
 1. Board Policy, *NEW*
 2. Exhibit, *NEW*
- g. 0420.42—Charter School Renewal
 1. Board Policy, *NEW*
- h. 0420.43—Charter School Revocation
 1. Board Policy, *NEW*

- i. 3471—Parcel Taxes
 - 1. Board Policy, *NEW*
- j. 3551—Food Service Operations/Cafeteria Fund
 - 1. Board Policy, *revisions*
 - 2. Administrative Regulation, *revisions*

WRIGHT motioned to approve i & j to open up for discussion. Second by STANNARD.

Motion died.

WRIGHT motioned to approve i (BP 3471) as-is. Second by STANNARD.

5/0

WRIGHT motioned to approve j (BP & AR 3551) as-is. Second by STANNARD.

Additional discussion and questions about wages, salaries, and benefits of food service employees being paid from cafeteria fund.

Motion died. Revisit BP & AR 3551 for May.

H. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on May 12, 2020 beginning with Closed Session as needed at 5:00pm and the Regular Board Meeting at 6:00pm.

*****Location to be determined*****

- 2. Suggested Agenda Items

None

I. ADJOURN at 6:38pm

WRIGHT/GANT

5/0

Allen Wright, Clerk

James Berardi, Superintendent
Secretary to the County Board of Education

Checks Dated 04/01/2020 through 04/30/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00015625	04/10/2020	CIT	01-5900	PHONE SYSTEM/MAINTENANCE		773.08
00015626	04/10/2020	CARRIER SI, INC.	01-5810	PHONE TESTING/ONSITE SERVICE		767.50
00015627	04/10/2020	WAYNE M. CREEL	11-5810	EMT-1 COURSE INSTRUCTION		1,960.00
00015628	04/10/2020	ANNA GOODWIN	01-5810	NURSE SERVICES		577.50
00015629	04/10/2020	JANIS HARDEMAN	01-5810	NURSE SERVICES		140.00
00015630	04/10/2020	FRANK J. LANG	11-5810	COURSE INSTRUCTION		4,550.00
00015631	04/10/2020	JANE V. LEE, M.A., LMFT	01-5810	COUNSELING SERVICES		501.60
00015632	04/10/2020	LES SCHAWB	01-4350	VEHICLE SERVICE	32.13	
			01-5600	VEHICLE SERVICE	16.06	
			01-5899	VEHICLE SERVICE	16.06	64.25
00015633	04/10/2020	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE	191.99	
			11-5500	ELECTRICAL SERVICE	152.16	344.15
00015634	04/10/2020	MARY LOWE	01-5810	COUNSELING SERVICES		2,591.60
00015635	04/10/2020	MOUNTAIN MESSENGER	11-4300	ADS		85.50
00015636	04/10/2020	PITNEY BOWES, INC.	01-5600	POSTAGE MACHINE LEASE	48.26	
			01-5899	POSTAGE MACHINE LEASE	144.79	193.05
00015637	04/10/2020	SIERRA VALLEY HOME CENTER	01-4300	SHOP SUPPLIES		290.02
00015638	04/10/2020	SOTER TECHNOLOGIES	01-5810	VAPE DETECTION SUPPORT/MAINT		900.00
00015639	04/10/2020	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	APR 20 HEALTH INSURANCE	2,159.00	
			76-9576	APR 20 HEALTH INSURANCE	17,318.90	19,477.90
00015640	04/10/2020	U.S. BANK	01-4300	GOLF CART SEAT	81.00	
				TABLE EPOXY	197.95	
			01-5200	SUPT. TRAVEL EXPENSES	296.99	
			01-5899	SUPT. TRAVEL EXPENSES	110.51	
			11-4300	CAP AND GOWN SETS	112.38	798.83
00015641	04/10/2020	VOYAGER	01-4350	FUEL EXPENSE	168.76	
			01-5200	FUEL EXPENSE	106.52	
			01-5899	FUEL EXPENSE	21.27	
			11-5200	FUEL EXPENSE	77.12	373.67
00015642	04/28/2020	AT&T	11-5900	PHONE		77.54
00015643	04/28/2020	GIRARD, EDWARDS, STEVENS & TUCKER LLP	01-5801	LEGAL FEES	660.00	
			01-5899	LEGAL FEES	220.00	880.00
00015644	04/28/2020	MARLENE MONGOLO	01-4350	MILEAGE		169.05
00015645	04/28/2020	PRESENCELEARNING, INC.	01-5810	PRESENCE LEARNING		6,400.58
00015646	04/28/2020	SAM OKAMOTO PHOTO	11-4300	PROMO MATERIALS		135.00
00015647	04/28/2020	SEMINGSON ARCHITECTURE & ENGINEERING, INC.	11-6200	ARCHITECT		826.25
00015648	04/28/2020	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		103.97

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 04/01/2020 through 04/30/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
Total Number of Checks					24	42,981.04

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	18	17,686.19
11	ADULT EDUCATION	9	7,975.95
76	Payroll Clearing	1	17,318.90
Total Number of Checks		24	42,981.04
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			42,981.04

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

**ANNUAL SERVICES AGREEMENT
BETWEEN
THE SIERRA COUNTY OFFICE OF EDUCATION
AND THE
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT**

THIS AGREEMENT (hereinafter "Agreement") is made and entered into on May 26 2020, by and between the Sierra County Office of Education ("SCOE") and Sierra-Plumas Joint Unified School District, ("DISTRICT").

RECITALS

WHEREAS, the Legislature has recognized that both the county office of education and the governing board of any school DISTRICT may initiate and carry on any program, activity, or may otherwise act in any manner which is not in conflict with or inconsistent with, or preempted by, any law and which is not in conflict with the purposes for which school districts are established (Education Code §35160, 35160.2); and

WHEREAS, the Legislature has specifically authorized the county superintendent of schools, through the county school service fund, to contract with districts to provide various services to assist them in coordination of their educational programs (Education Code §1700, et seq.); and

WHEREAS, the DISTRICT desires the SCOE to provide reasonable and necessary services, which are more particularly described below, pursuant to an annually renewable service agreement between the SCOE and the DISTRICT; and

WHEREAS, this Agreement supersedes any prior Annual Services Agreement made between the parties.

NOW THEREFORE, in consideration of the promises and the mutual covenants and agreements herein set forth, the SCOE and the DISTRICT agree as follows:

AGREEMENT

1. **Reservation of Powers and Rights:** All powers, rights and obligations with respect to the operation of the DISTRICT, which are not specifically delegated to the SCOE herein, are hereby reserved to the DISTRICT consistent with applicable Board policies and procedures, this Agreement, and all applicable laws.
2. **Contracted Services:** The DISTRICT agrees to purchase services ("contracted services") from the SCOE from July 1, 2020, through June 30, 2021, as follows:
 - A. **Accounts Payable/Purchasing General Accounting Services:** DISTRICT shall provide accounting services to SCOE as follows: invoice all purchase orders and issue payment for all expenditures, update, file, and monitor unpaid invoices, input purchase orders requisitions, log fixed assets, 1099 reporting, assist with year-end close, etc.
 - B. **General Accounting Services:** SCOE shall provide accounting services to DISTRICT as follows: establishing a chart of accounts, account code structure and financial ledgers maintenance and posting of all financial transactions to the DISTRICT's ledger preparation of needed financial reports including monthly cash flow and balance sheets, monthly reconciliation to bank statements and annual reports and statements, etc.

- C. Payroll Services:** SCOE shall provide payroll services to DISTRICT as follows: preparation of pay warrants; distribution of payroll checks and direct deposits, calculation and forwarding of all tax benefit, retirement, and other withholdings information; processing of professional service agreements and employment agreements/contracts, etc.
- D. Personnel Services:** SCOE shall provide personnel services to DISTRICT as follows: assistance in the development of personnel policies that are consistent with applicable laws; advice and information regarding the recruitment, hiring, training, retention of personnel as well as the conduct of employee evaluations and issuance of potential disciplinary action; maintenance of qualified substitute pools, assistance in the development of wage, salary and employee benefit programs and the compliance of these programs with all applicable regulations; information and assistance regarding compliance with applicable credentialing and fingerprinting requirements; assistance with collective bargaining negotiations and all other general labor matters etc.
- E. Technology Support Services:** SCOE shall contribute to technology support services to DISTRICT as follows: internet connection and wide area network (WAN) support, internet filtering as needed, Escape/Mainframe computer support, etc.
- F. Revenue Management Services:** SCOE shall provide revenue management services to DISTRICT as follows: budget development and fiscal planning, identifying potential sources of revenue, assistance with consolidated application and compliance review, collection and distribution of developer fees and Forest Service/timber harvest payments, assistance with projecting and monitoring expenditures, etc.
- G. Information Management Services:** SCOE shall provide information management information services to DISTRICT as follows: data information management, assistance in maintenance of a comprehensive and legally sufficient student information management system that tracks average daily attendance, enrollment, teacher credentialing information, standardized and alternative assessment data, emergency contacts, race/ethnicity, age, address, parent/guardian, immunizations, discipline, and special education, etc.
- H. Insurance/Risk Management Services:** SCOE shall provide insurance/risk management services to DISTRICT as follows: acquisition of appropriate insurance, administration of workers' compensation claims, provision of OSHA mandated federal posters, assistance and advice regarding issues such as return to work, light duty, and modified work assignments, development of standard operating policies and procedures consistent with state and federal safety laws, etc.
- I. Construction Contract Management Services:** SCOE shall assist with construction contract management services to DISTRICT as follows: management and oversight of public contract bidding procedures for DISTRICT construction projects, including soliciting, receiving, opening and evaluating bids; handling bid protests; receiving bid bonds and payment bonds; issuing and tracking payments to contractors; processing stop notices: etc.
- J. Special Education Services:** SCOE shall provide special education services to the DISTRICT as follows: provision of qualified staff, including special education specialist and instructional assistants, etc.

- K. Health Services:** SCOE shall provide health services to DISTRICT for nutrition and illness prevention programs, development of emergency response procedures, vision, hearing, scoliosis and other health screening for pupils, etc.
- L. Curriculum and Instruction:** SCOE shall direct and manage educational resources and provide leadership in the development of curriculum and instructional programs.
3. **Fees and Charges:** Contracted services supplied to DISTRICT by SCOE, as set forth above, shall be charged on the basis set forth on Exhibit A, attached. In addition to Fees and Charges, the County shall reimburse the DISTRICT for any expenditure paid by the DISTRICT of behalf of the County expenditures as set forth on Exhibit B, attached, but not limited to Exhibit B.
4. **Payments and Record Keeping:** In full payment for the services listed above and reimbursement of expenditures the SCOE is hereby authorized to transfer from the General Fund or other appropriate funds of the DISTRICT to the County School Service Fund maintained by the SCOE, before the close of any school year during which this Agreement is valid, an amount equal to the total contract obligations determined pursuant to the fee schedule set forth in Exhibit A, attached. The Superintendent shall promptly notify the DISTRICT of the date and amount of each transfer. With respect to those listed services which are charged on the basis of "actual costs," SCOE shall keep reasonable records of such costs for a period of not less than 5 years, and shall allow the DISTRICT to examine such records upon request.
5. **Term of Agreement:** This Agreement shall commence on July 1, 2020, and end on June 30, 2021.
6. **Extension and/or Renewal of Agreement:** This Agreement shall be automatically renewed for an additional fiscal year commencing July 1, 2021, and annually thereafter, unless written notice of intent to terminate or renegotiate is given by either party prior to March 1 of that same year.
7. **Termination of Agreement:** This Agreement is subject to termination during the initial term or any renewal term as specified herein. SCOE may discontinue any services provided pursuant to this Agreement upon 90 days advance written notice to DISTRICT of its intent to do so, in which case it is understood and agreed that any charges relating to such terminated services shall be credited back to the DISTRICT. The DISTRICT may terminate this Agreement for cause upon 15 days advance written notice to County Office of Education a material violation by Sierra County Office of Education the terms of this Agreement, unless SCOE remedies the breach within said 10-day period.
8. **Materials and Equipment:** The DISTRICT shall provide materials and equipment necessary for the performance of the duties herein assumed by SCOE unless otherwise specifically agreed to by SCOE. SCOE agrees that in the course of performing some of the duties, as set forth in this Agreement, SCOE may utilize facilities, equipment and materials belonging to DISTRICT. However, no such **use** of SCOE owned equipment, materials or facilities in the course of performing under this Agreement conveys to DISTRICT any ongoing property rights to use or possess such items.
9. **Employment of Personnel:** No agent, employee, or servant of DISTRICT shall be deemed to be an employee, agent or servant of SCOE, except as expressly acknowledged in writing by SCOE. No agent, employee, or servant of SCOE shall be deemed to be an employee, agent or servant of DISTRICT, except as expressly acknowledged in writing by DISTRICT.

- 10. **Relationship between the Parties:** The parties to this Agreement intend that the relationship between them created by this Agreement is that of an independent contractor, and not an employer/employee. It is expressly understood and agreed that DISTRICT employees are not entitled to any benefits to which SCOE employees are entitled, and that SCOE employees are not entitled to any benefits to which DISTRICT employees are entitled, including, but not limited to, overtime, retirement benefits, insurance benefits, vacation, workers' compensation benefits, sick or injury leave, or other benefits.
- 11. **Indemnification:** Each Party to this Agreement shall defend, indemnify, and hold the other harmless from and against all claims, demands, actions and proceedings of whatever cause or nature, and all costs and expenses connected therewith, including reasonable attorneys' fees, on account of any damage to or loss of any property, or injury to or death of any person, caused in whole or in part by its own negligence, or that of its officers, agents, servants, representatives, employees or subcontractors, in connection with services performed under this Agreement.
- 12. **Governing Law:** This Agreement shall be construed and enforced in accordance with the laws of the State of California. SCOE and DISTRICT in fulfilling the terms of this agreement will act in accordance with all applicable laws and regulations.
- 13. **Severability:** If, for any reason, any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.
- 14. **Entire Agreement:** This Agreement and any attachments hereto shall constitute the full and complete agreement between the parties hereto. All prior representations, understandings and/or agreements are merged herein and are superseded by this Agreement.
- 15. **Amendments:** Nothing herein shall preclude the parties from negotiating or amending this Agreement to include additional services not contemplated by this Agreement. This Agreement may be altered, amended, changed, or modified only by agreement in writing, executed by the duly appointed representatives of DISTRICT and SCOE, with specific reference to both this Agreement and the provision(s) which said instrument purports to alter, amend or modify.

IN WITNESS WHEREOF, each of the Parties hereto has duly executed this Agreement as of the dates shown below.

Date: May 26, 2020

Sierra County Office of Education
James Berardi, Superintendent

Date: May 26, 2020

Sierra-Plumas Joint Unified School District
James Berardi, Superintendent

Approved by the Board of Education on May 26, 2020

EXHIBIT A

FEE SCHEDULE FOR CONTRACTED SERVICES

Salary & Benefits/Outside Contracts	Percentage of Actual Cost Billed to DISTRICT
Business Manager	50%
Personnel Technician	50%
Account Tech 111	50%
Custodian	75%
School Site Administrator	Actual Cost of 1 FTE assigned to Loyalton Elementary School

EXHIBIT B

REIMBURSEMENT EXPENDITURES

Expenditures
Workshops attended by SCOE Staff
Shared utilities (telephone, electrical, etc.)
Repairs to administration portable building
Shared Office Equipment
Board and Superintendent Health Care Benefits

SIERRA COUNTY SUPERINTENDENT OF SCHOOLS
SIERRA COUNTY BOARD OF EDUCATION AND
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD
TENTATIVE AGREEMENT
SIERRA-PLUMAS CLASSIFIED EMPLOYEES ASSOCIATION (S-PCEA)
2019-2020 SALARY AND WAGES

Article 19, Wages

Proposed: The Sierra County Office of Education and Sierra-Plumas Joint Unified School District Classified Employees propose the revised Salary Schedules EFFECTIVE JULY 1, 2019, as follows:

Add current School Secretary position to the Classified SCOE Salary Schedule.
Add current School Secretary position to the Classified SPJUSD Salary Schedule.
Add current Administrative Assistant position to the Classified SPJUSD Salary Schedule.
Adjust years of service steps.

Employees shall remain at current salary level.

~~Employees shall remain at current step until the length of the new step (3 or 5 years) has been completed.~~

~~—Example: A current employee at the second year of Step H would remain there for 1 more year before moving to Step I (YR 17). Therefore, that employee would be at "year" 17 on the salary schedule with 10 years of actual experience.~~

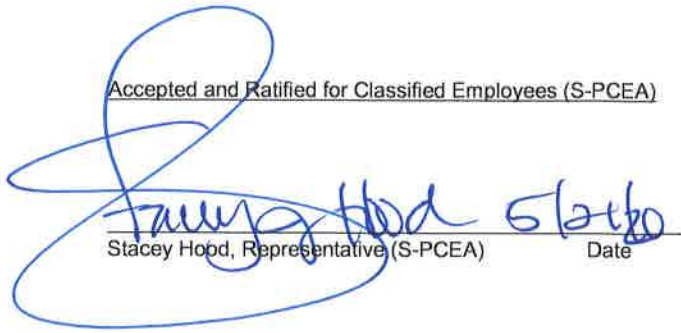
(Moving these positions to the current comprehensive schedules will eliminate the current salary schedule containing only the School Secretary and Administrative Assistant positions and adjust the years of service in Steps F, G, H and I for these positions to mirror the Steps on the main SCOE and SPJUSD Salary Schedules. No current Classified Employees in the School Secretary or Administrative Assistant positions will be adversely affected by these changes (no loss of Steps, no reduction in pay).

Response: The Sierra County Superintendent and Sierra-Plumas Joint Unified School District Employers agree to add current School Secretary position to the Classified SCOE and SPJUSD Salary Schedules. Also add the current Administrative Assistant position to the Classified SPJUSD Salary Schedule and adjust the years of service effective July 1, 2019. The current staff member in the respective positions will remain at their current salary level and years of service until the member reaches the years of service column to which they would be eligible to step. No member will step prior to reaching the years of service column prior to eligibility for that column.

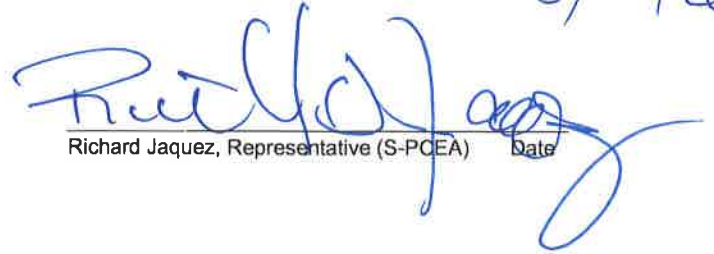
Employee Response: Sierra-Plumas Classified Employees agree to add current School Secretary position to the Classified SCOE Salary Schedule, add Current School Secretary position to the Classified SPJUSD Salary Schedule, Add current Administrative Assistant position to the Classified SPJUSD Salary Schedule and adjust the years of service effective July 1, 2019. The current staff member in the respective positions will remain at their current salary level and years of service until the member reaches the years of service column to which they would be eligible to step. No member will step prior to reaching the years of service column prior to eligibility for that column.

The Employers propose that in mutual agreement with Sierra County Superintendent, Sierra County Board of Education, and Sierra-Plumas Joint Unified Governing Board and Sierra-Plumas Joint Unified School District Classified Employees, to close 2019-2020 school year negotiations through June 30, 2020. Nothing shall preclude the parties from meeting and conferring by mutual consent

Accepted and Ratified for Classified Employees (S-PCEA)


Stacey Hood, Representative (S-PCEA) Date

5/21/20


Richard Jaquez, Representative (S-PCEA) Date

Accepted and Ratified for the Employer

James Berardi
Superintendent, Sierra County Office of Education
Superintendent, Sierra-Plumas Joint Unified School District

Date

Doc: SPCEA/2019-2020 Negotiations/Tentative Agreement 2019-2020

SIERRA COUNTY SUPERINTENDENT OF SCHOOLS
SIERRA COUNTY BOARD OF EDUCATION AND
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD

COMPLETION OF BARGAINING

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

SIERRA-PLUMAS CLASSIFIED EMPLOYEES (S-PCEA)
FOR 2019-2020 SALARY AND BENEFITS

By mutual agreement with Sierra-Plumas Classified Employees Association and Sierra County Superintendent of Schools, Sierra County Board of Education, and Sierra-Plumas Joint Unified School District Governing Board, this Agreement shall conclude 2019-2020 school year negotiations through June 30, 2020.

The SIERRA-PLUMAS CLASSIFIED EMPLOYEES voluntarily accept and ratify the Tentative Agreement for the 2019-2020 school year.

Accepted and Ratified
For the S-PCEA Employees:

Accepted and Adopted
For the Employer(s):




Stacey Hood, Representative

Date: 5/21/20

James Berardi
Superintendent
Sierra County Office of Education
Sierra-Plumas Joint Unified School District

Date



Richard Jaquez, Representative

Date: 5/21/20

Michael Moore, President
Sierra-Plumas Joint Unified School District
Governing Board

Date

Patricia Hall, President
Sierra County Board of Education

Date

Date presented to the Governing Board: _____

Date adopted by the Governing Board: _____

Doc: Negotiations 2019-2020 /Completion of Bargaining 2019-2020 Classified
Doc: S-PCEA/2019-2020 Negotiations/Completion of Bargaining

CRM Group

5736 Sumrall Way
Reno, NV 89502

Invoice

Date	Invoice #
4/23/2020	LES 19.4

Bill To
Sierra/Plumas School District 109 S. Beckwith Rd. Loyalton, CA 96118

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
1	4.23.20 Const Management/LES Paving, Concrete, ADA Entry	19,800.00	19,800.00
Thank you for your business.		Total	\$19,800.00

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
2020-2021 Coaching Opportunities

Position	Compensation
<u>Coaching Assignments</u>	
Athletic Director - Loyalton High/\$2,500 per season x3/\$7,500 cap	\$7,500 cap
Athletic Director – Downieville /\$500 per team or \$2,000 cap	\$2,000 cap
Athletic Director – Grades 6,7, 8	\$1,000
Varsity Football, Loyalton High	\$2,000
Assistant Varsity Football, Loyalton High	\$1,500
Varsity Basketball – Downieville School: Boys Team Loyalton High School: Girls and Boys Teams	\$2,000
J.V. Basketball – Loyalton High School: Girls Team	\$2,000
Boys Baseball, Loyalton High	\$2,000
Varsity Volleyball	\$2,000
J.V. Volleyball	\$1,500
Soccer	\$2,000
Cross Country Coach, Downieville High	\$500
7th Grade Basketball Boys, Loyalton	\$500
7th Grade Basketball Girls, Loyalton	\$500
8th Grade Basketball Boys, Loyalton	\$500
8th Grade Basketball Girls, Loyalton	\$500
7th/8th Gr COED Basketball, DVL	\$1,500
Tennis, Downieville High	\$1,500
Golf Coach, Loyalton High	\$1,500
Cheerleading Advisor-per season, max 2 seasons/year, Loyalton High	\$2,000
Physical Fitness Coordinator District-wide	\$500
<i>The 2020-2021 Extra Duty positions and compensation posted here are conditional and subject to the approval by the Sierra-Plumas Teachers' Association and pending negotiations between the Association and Employer.</i>	

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

CERTIFICATED PERSONNEL

2020-2021 Extra Duty Assignments – Positions to Be Filled

The following Extra Duty Assignment temporary positions and stipends are subject to the Sierra-Plumas Joint Unified Governing Board approval on May 12, 2020.

Position	Stipend
WASC LEAD	
Loyalton Mid-term visitation Year	\$1,500
Downieville Mid-term visitation year	\$1,500
Site Technology Coordinator	\$1,500
Loyalton Elementary	
Loyalton Junior/Senior High 7-12	
Downieville K-12	
Teacher-In-Charge per semester	\$1,000
Loyalton Elementary	
Loyalton Junior/Senior High 7-12	
Lead Teacher Downieville per month	\$1,000
Response to Intervention	
Loyalton High 7-12	\$1,500
Downieville K-12	\$1,000
Loyalton Elementary	\$1,500
Friday Night Live Program Advisor	
Friday Night Live, Club Live, Friday, Night Kids	
Loyalton Elementary, Loyalton High	\$2,000
Downieville K-12	\$1,000

Kristie Jacobsen

From: Laraine Sei
Sent: Friday, May 8, 2020 10:01 AM
To: Kristie Jacobsen
Subject: Fw: Resignation

From: James Berardi
Sent: Friday, May 8, 2020 9:01 AM
To: Laraine Sei; Adrienne Ball
Subject: FW: Resignation

James Berardi

Superintendent
Sierra County Office of Education
Sierra-Plumas Joint Unified School District
PO Box 955 * Loyalton, CA 96118
530-993-1660 EXT: 110 phone * 530-994-1045 fax
jberardi@spjUSD.org

This electronic message may contain information that is confidential and/or legally privileged. It is intended only for the use of the individual(s) and entity named as recipients in the message. If you are not an intended recipient of the message, please notify the sender immediately and delete the material from any computer. Do not deliver, distribute, or copy this message, and do not disclose its contents or take action in reliance on the information it contains. Thank you.

From: Patrick Wilson <pwilson@spjUSD.org>
Date: Thursday, May 7, 2020 at 8:46 PM
To: James Berardi <jberardi@spjUSD.org>
Subject: Resignation

Hello

I Patrick Wilson, would like to officially resign my position with the county office of education as of June 30th. I would to thank everyone at SPJUSD for their hardwork and compassion.

Thank you,

--

Patrick Wilson

CSBA POLICY GUIDE SHEET – May 26, 2020

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

BP 4113.5/4213.5/4313.5 - Working Remotely

(BP added)

New policy addresses issues applicable to employees who work from home or another remote location, whether due to a school closure resulting from a widespread illness, natural disaster, or other emergency condition or upon the request of an individual employee. Policy clarifies that there is no entitlement to work remotely and that employees who are granted the ability to work remotely are subject to the same compensation, benefits, or other terms and conditions of employment appropriate for the position. Policy also addresses work hours, work environment, use of district equipment, reimbursement of expenses, safeguarding of district records, evaluation of job performance, and discontinuance of the remote work arrangement at the district's discretion.

BP 6157 - Distance Learning

(BP added)

New policy addresses the provision of distance learning opportunities to students, whether to all students due to a school closure or to individual students or classes as an alternative instructional method for academic purposes. Policy presents examples of the types of distance learning opportunities that may be offered, based on the California Department of Education's [COVID-19 Guidance for K-12 Schools](#). Policy also addresses teacher training and support, availability to all students, use of district equipment, communications with students and parents/guardians, and grading criteria. Policy includes additional considerations in the event of a school closure, such as prioritization of content as well as maintenance of continuity, routine, and regular connections with students.

Sierra County/Sierra-Plumas Joint USD

Board Policy

All Personnel

BP 4113.5 ~ 4213.5 ~ 4313.5

WORKING REMOTELY

Note: The following optional policy may be subject to collective bargaining agreements and should be revised to reflect district practice.

The Governing Board recognizes that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the district's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the Superintendent or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder district operations.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4113 - Assignment)

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

(cf. 6157 - Distance Learning)

The opportunity to work remotely shall be entirely at the district's discretion, and no grievance or appeal right may arise from district denial of any employee request for remote work.

Employees approved for remote work shall comply with all district policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

(cf. 4141/4241 - Collective Bargaining Agreement)

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

(cf. 4154/4254/4354 - Health and Welfare Benefits)

Unless otherwise approved in advance by the Superintendent or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

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

(cf. 4261.1 - Personal Illness/Injury Leave)

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with Board policy.

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

The district shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and Internet access. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the district in order to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the district and shall adhere to the district's Acceptable Use Agreement. The employee's personally owned equipment may only be used for district business when approved by the Superintendent or designee.

(cf. 4040 - Employee Use of Technology)

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Work done at a remote work location is considered official public business. District records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5125 - Student Records)

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

Remote work arrangements may be discontinued at any time at the discretion of the Superintendent or designee.

Legal Reference:

GOVERNMENT CODE

6250-6270 California Public Records Act

12900-12996 Fair Employment and Housing Act

LABOR CODE

226.7 Mandated meal, rest, or recovery periods

6400 Safe and healthful employment and place of employment

6401 Unsafe workplace

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

WEB SITES

California Department of Industrial Relations: <http://www.dir.ca.gov>

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Policy adopted: May 26, 2020

Sierra County/Sierra-Plumas Joint USD

Board Policy

Instruction
BP 6157

DISTANCE LEARNING

Note: The following optional policy may be subject to collective bargaining agreements and should be revised to reflect district practice.

For further information regarding the implementation of distance learning in the event of a school closure, see the California Department of Education's COVID-19 Guidance for K-12 Schools.

The Governing Board recognizes that distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

(cf. 4113.5/4213.5/4313.5 - Working Remotely)

(cf. 6158 - Independent Study)

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback.

The Superintendent or designee shall review and select distance learning courses, which may include those taught by district staff or others, that are of high academic quality and are aligned with district standards and curricula. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

The Superintendent or designee shall, in collaboration with teachers, plan for schoolwide or long-term distance learning in the event of a school closure. In developing the plan, the Superintendent or designee shall analyze the course sequence, prioritize content and standards to be completed, and recommend the grading criteria. In such circumstances, students' social-emotional wellness shall be taken into account, and schedules and learning experiences shall be designed to build continuity, routine, and regular connections with students.

(cf. 5141.5 - Mental Health)

As needed, the Superintendent or designee shall provide teachers with training and ongoing support, including technological support and guidance, to effectively implement distance learning. The district shall also provide opportunities for teachers to communicate and collaborate with each other to exchange information on effective practices.

(cf. 4131 - Staff Development)

Staff shall comply with all copyright regulations in developing materials to be used in distance education courses.

(cf. 6162.6 - Use of Copyrighted Materials)

The district shall take steps to ensure that distance learning opportunities are available to all students, including economically disadvantaged students, students with disabilities, and English learners. Teachers may use multiple methods of providing instruction to meet student needs. All online programming and Internet content shall meet accessibility standards for students with disabilities, including compatibility with commonly used assistive technologies.

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

(cf. 0415 - Equity)

(cf. 6159 - Individualized Education Program)

(cf. 6174 - Education for English Learners)

The Superintendent or designee shall assess students' access to technological devices and the Internet and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. To the extent possible, the district shall make technical and academic support available to students.

(cf. 0440 - District Technology Plan)

(cf. 3311.4 - Procurement of Technological Equipment)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 6163.4 - Student Use of Technology)

Teachers shall provide regular communications to students and parents/guardians about expectations, assignments, and available resources to assist the student in successful completion of distance learning coursework.

(cf. 6020 - Parent Involvement)

Grading of distance learning assignments and assessments of end-of-course knowledge and understanding of the subject matter shall be consistent with district policy on grading for equivalent courses.

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

(cf. 6146.3 - Reciprocity of Academic Credit)

(cf. 6146.11 - Alternative Credits Toward Graduation)

Legal Reference:

EDUCATION CODE

35182.5 *Contracts for electronic products or services; prohibitions*

51210-51212 *Course of study for grades 1-6*

51220-51229 *Course of study for grades 7-12*

51740-51741 *Authority to provide instruction by correspondence*

51745-51749.3 *Independent study*

51865 *California distance learning policy*

PUBLIC CONTRACT CODE

20118.2 *Contracting by school districts; technological equipment*

UNITED STATES CODE, TITLE 20

7131 *Internet safety*

UNITED STATES CODE, TITLE 47

254 *Universal service discounts (E-rate); Internet safety*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

COVID-19 Guidance for K-12 Schools

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines

WEB SITES

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

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

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

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