

**AGENDA FOR THE MEETING OF THE GOVERNING BOARD OF
THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
November 13, 2012**

Immediately following the 6:00 pm meeting of the Sierra County Board of Education
Loyalton Middle School, Room 4, Loyalton, California

This meeting will be available for videoconferencing at Downieville, CA
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 Sierra-Plumas Joint Unified School District, 305 S. Lincoln Street, Sierraville, CA 96126 and, when feasible, attached to the online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5)

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. INFORMATION/DISCUSSION ITEMS

1. Correspondence

2. Superintendent's Report

- a. Facility/Financial Hardship Application/State Allocation Board
- b. Fiscal Impact – Election
- c. Old Loyalton Intermediate School Update
- d. Inter-District Attendance Agreements as follows: (under separate cover)**

New/Renewal	School Year:	Grade Entering	District of Residence	Receiving District
New	2012-13	2	Sierra	Washoe
New	2012-13	1	Sierra	Washoe
New	2012-13	K	Sierra	Washoe
Renew	2012-13	3	Washoe	Sierra

3. Business Report

- a. Board Report-Expenditures by Object 7/01/12 to 10/31/12**
- b. Second Month Enrollments for the 2012-2013 School Year**
- c. Federal Program Monitoring Report**
- d. API/AYP Reports presented by Marlene Mongolo, Testing Coordinator

4. Staff Reports (5 minutes)

5. SPTA Report (5 minutes)

6. Board Members' Report (5 minutes)

Sierra-Plumas Joint Unified School District
Governing Board Agenda
November 13, 2012

7. **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

E. CONSENT CALENDAR

1. Approval of the minutes of the Regular Board meeting held October 9, 2012**
2. Approval of the bill warrants for the month of October 2012**
3. Approval of Appointment
 - Amber Baca-Sainsbury, Downieville Elementary, Instructional Aide position, grade 4-6, effective October 29, 2012, 15 hours per week,
 - Steve Fillo, Downieville Jr/Sr High 2012-0213 Girls Varsity Basketball Coach
 - Nancy McCollum, Loyalton High, Cheerleading Advisor, 1/2 Semester 1

F. ACTION ITEMS

1. **New Business**
 - a. Acceptance of letter of resignation from Barbara Weaver, Loyalton High, Data Clerk position, effective October 18, 2012 (**under separate cover)
 - b. Acceptance of letter of resignation from Stacey Hood, Loyalton Elementary, Library Aide and Instructional Aide positions, effective October 18, 2012 (**under separate cover)
 - c. Acceptance of resignation from Randall Prichard, music teacher
 - d. Authorization to fill temporary/short term music teacher, Loyalton High, .125 FTE
 - e. Public Hearing to allow the community to speak toward the proposed consolidation of Loyalton Middle School and Loyalton High School. Each member of the public shall have three minutes to express their views for or against the proposal.
 - f. Approval of Title I School-Level Handbook and Parental Involvement Policy, Loyalton Elementary School**
 - g. Nomination of Student Attendance Review Board members [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. Education Code §48321(a)(3).]
 - Stanford Hardeman, Chairman
 - Marla Stock, Site Administrator
 - Derek Cooper, Site Administrator
 - John Evans, Sierra County Sheriff/Coroner
 - Larry Allen, Sierra County District Attorney

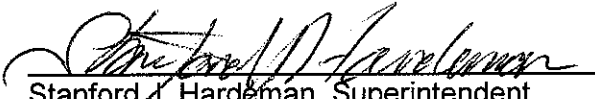
Sierra-Plumas Joint Unified School District
Governing Board Agenda
November 13, 2012

- John Hiatt, Sierra County Social Services
 - Jesse Whitley, Parent Representative
 - April Waldo, Sierra County Mental Health Services
 - Chuck Henson (Jeff Bosworth, alt.), Sierra County Probation
- h. Approval of 2013 Governing Board meeting calendar, Option 1 or Option 2^^
- i. Approval to award bid for propane for all school sites to Suburban Propane**
- j. Approval to award bid for fuel oil for Downieville and Sierraville sites to Sutherland Oil Company**
- k. Authorization to pay Lozano Smith for September 2012 legal costs**
- l. Approval to enter into an agreement with Susan Stuart, Partner; Capitol Advisors Group**
- m. Discussion and Direction in regards to dispute with Feather River Materials, Inc., for work at the Old Loyalton Middle School, 605 School Street, Loyalton, CA**
- n. Approval of revision to Board Policies 4154, 4254 and 4354, Health and Welfare Benefits^^
- o. Approval of revision to Administrative Regulation 4154, 4254 and 4354, Health and Welfare Benefits^^
- p. Approval of revision to Exhibit 4319.21, Professional Standards**
- q. Approval of revision to Board Policies 5112.3, Student Leave of Absence^^
- r. Approval of revision to Administrative Regulation 5112.3, Student Leave of Absence^^
- s. Approval of revision to Board Policy 5141.33, Head Lice^^
- t. Approval of revision to Administrative Regulation 5144.1, Suspension and Expulsion/Due Process^^
- u. Approval of revision to Administrative Regulation 6146.2, Certificate of Proficiency/High School Equivalency^^
- v. Deletion of Board Policy 6161, Equipment, Books and Materials^^
- w. Approval of revision to Board Policy 6178, Career Technical Education^^
- x. Approval of Administrative Regulation 6178, Career Technical Education, new^^
- y. Approval of revision to Board Bylaws 9320, Meetings and Notices^^
- z. Approval of revision to Board Bylaws 9321, Closed Session Purposes and Agendas^^

G. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on Tuesday, December 11, 2012, at Downieville School, Downieville, California, following the 6:00 pm meeting of the Sierra County Board of Education.
2. Suggested Agenda items
 - a. Developer Fee Fund Accounting
 - b. Adopt 2011-12 Financial Statements
 - c. First Interim, 2012-13

H. ADJOURNMENT


Stanford J. Hardeman, Superintendent

**enclosed

*handout

^^County agenda backup

Fiscal01a

Account Object Summary-Balance

Fiscal Year 2012/13

Balances through October

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD						
1100	Teachers Salaries	1,450,895.00	1,456,240.00	1,070,180.24	288,325.54	97,734.22
1300	Certificated Superv/Admin Sala	300,602.00	300,602.00	194,299.68	95,149.84	11,152.48
1900	Other Certificated Salaries	8,749.00	8,749.00	5,716.00	2,858.00	175.00
	Total for Object 1000	1,760,246.00	1,765,591.00	1,270,195.92	386,333.38	109,061.70
2100	Instructional Aides Salaries	127,399.00	127,399.00	90,775.56	25,977.03	10,646.41
2200	Classified Support Salaries	324,802.00	324,802.00	163,903.93	107,418.50	53,479.57
2300	Classified Sup/Admin Salaries	2,700.00	2,700.00		675.00	2,025.00
2400	Clerical & Office Salaries	267,663.00	267,663.00	137,596.36	81,557.91	48,508.73
2900	Other Classified Salaries	24,905.00	24,905.00	17,115.63	4,128.00	3,661.37
	Total for Object 2000	747,469.00	747,469.00	409,391.48	219,756.44	118,321.08
3100	State Teachers' Retirement Sys	136,314.00	136,729.00	100,534.80	30,339.00	5,855.20
3200	Public Employee's Retirement S	100,229.00	100,229.00	50,606.56	25,857.46	23,764.98
3300	OASDI/MEDICARE/Alternative	84,108.00	84,418.00	50,004.48	22,851.87	11,561.65
3400	Health & Welfare Benefits	574,561.00	574,561.00	405,365.72	142,423.19	26,772.09
3500	STATE UNEEMPLOYMENT INSURANCE	28,928.00	28,983.00	18,475.18	7,104.27	3,403.55
3600	Workers' Compensation Insuranc	139,178.00	139,453.00	89,085.21	32,426.74	17,941.05
3700	Retiree's Benefit	121,060.00	121,060.00		19,845.11	101,214.89
3800	PERS Reduction	10,686.00	10,686.00	6,130.64	3,059.01	1,496.35
3900		399.00	399.00	335.12	83.78	19.90-
	Total for Object 3000	1,195,463.00	1,196,518.00	720,537.71	283,990.43	191,989.86
4100	Textbooks	9,266.00	9,266.00	830.66	1,086.59	7,348.75
4200	Books Other Than Textbooks			1,105.02	4,757.45	5,862.47-
4300	Materials and Supplies	93,417.00	94,017.00	22,308.69	43,384.18	28,324.13
4400	Non-Capital Equipment (Up to \$			2,313.36	5,642.52	7,955.88-
	Total for Object 4000	102,683.00	103,283.00	26,557.73	54,870.74	21,854.53
5100	Subagreement for Services	568,724.00	568,724.00	444,890.86	126,352.14	2,519.00-
5200	Travel & Conferences	34,300.00	34,300.00	6,453.38	4,608.26	23,238.36
5300	Dues & Membership	5,447.00	5,447.00	1,127.06	5,308.28	988.34-
5400	Insurance-Fire, liability, etc	51,300.00	51,300.00		47,796.24	3,503.76
5500	Operation & Housekeeping Servi	248,222.00	248,222.00	193,350.33	33,741.74	21,129.93
5600	Rentals, Leases & Repairs	30,773.00	30,773.00	11,441.94	15,003.87	4,327.19
5800	Services & Operating Expense	430,995.00	430,995.00	106,404.54	37,557.11	287,033.35
5900	Communications	27,717.00	27,717.00	15,546.94	3,415.71	8,754.35
	Total for Object 5000	1,397,478.00	1,397,478.00	779,215.05	273,783.35	344,479.60
6200	BUILDING & IMPROVEMENT OF BUIL	190,742.00	190,742.00	3,000.00	27,824.81	159,917.19

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD (continued)						
6400	Equipment	190,742.00	190,742.00	3,000.00	16,732.58	143,184.61
Total for Object 6000		190,742.00	190,742.00	3,000.00	16,732.58	143,184.61
7100		35,594.00	35,594.00			35,594.00
7600	Interfund Transfers Out	78,281.00	78,281.00			78,281.00
Total for Object 7000		113,875.00	113,875.00	.00	.00	113,875.00
Total for Org 006, Fund 01 and Expense accounts		5,507,956.00	5,514,956.00	3,208,897.89	1,263,291.73	1,042,766.38

California Department of Education

**Federal Program Monitoring
Notification of Findings**

County/District Code: 46701770000000

LEA Name: Sierra-Plumas Joint Unified

County: Sierra	Review Dates: 10/10/2012 - 10/12/2012	
FPM Region: Region 03		
FPM Coordinator: Rose Asquith	Telephone: 530-994-1044	E-mail: rasquith@spjUSD.org
Regional Team Leader: Judie Hall	Telephone: 916-319-0953	E-mail: JuHall@cde.ca.gov

Program Reviewed	Program Reviewer
Improving Teacher Quality 2012–13 (ITQ)	Juan J. Sanchez Ron Taylor
English Learner On-site 2012–13 (EL)	Carlos Rivera Serene Yee
Uniform Complaint Procedures 2012–13 (UCP)	Shanine Coats Erle Hall Sally Lewis
Compensatory Education 2012–13 (CE)	Malik Abdul-Khaliq

This is the official Notification of Findings (NOF) report of the review visit conducted by the California Department of Education (CDE). Because the methodology of the review involves sampling, it is not an assessment of all legal requirements. Nevertheless, the local educational agency (LEA) is responsible for operating its federal categorical programs in compliance with all applicable laws and regulations.

The LEA is required to resolve each Federal Program Monitoring (FPM) finding within 45 calendar days which ends on 11/26/2012. When a FPM finding cannot be resolved within this 45 calendar day period, the LEA submits a resolution agreement request using the "Proposed Resolution of Findings" process via CAIS. Authorized LEA staff may request suggestions from CDE staff on the resolution of findings.

NOTE: Copies of this report were distributed to the LEA. This is a public report and must be made available upon request. (California Public Records Act, Government Code section 6250)

FOR OFFICIAL CDE USE ONLY:

California Department of Education

**Federal Program Monitoring
Notification of Findings**

County/District Code: 46701770000000

LEA Name: Sierra-Plumas Joint Unified

Sites and Programs Monitored

The sites listed below were monitored for the program(s) indicated

Improving Teacher Quality 2012-13 (ITQ)	
English Learner On-site 2012-13 (EL)	
Uniform Complaint Procedures 2012-13 (UCP)	
Compensatory Education 2012-13 (CE)	

Loyalton Elementary

	X	X	X
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California Department of Education

**Federal Program Monitoring
Notification of Findings**

County/District Code: 46701770000000

LEA Name: Sierra-Plumas Joint Unified

Findings by Program

Program	Item Identifier	Item Title	Item Findings	Due Date
Compensatory Education 2012–13 (CE)	I-CE 02	School Parent Involvement Policy	<p>Status: Does Not Meet Requirements</p> <p>With approval from the local governing board, each Title I school shall jointly develop with, and distribute to, parents of Title I students a written parental involvement policy, agreed upon by such parents and updated periodically to meet the changing needs of parents and the school.</p> <p>A review of the school parent involvement policy at Loyalton Elementary School revealed that the school parent involvement policy wasn't jointly developed with parental assistance. The components within 2.2 (a-f) and 2.3 (a-c) are missing from the existing policy; they are particular to describing the school-parent compact, and the shared responsibility that both school and parents toward student academic achievement.</p> <p>The school will have to provide evidence that a school parent involvement policy has been devised that is the result of a collaborative effort with parents. Such evidence could be meeting minutes, agendas, drafts, and correspondences that demonstrate a partnered effort. Evidence will also have to demonstrate that the school parent involvement policy has been agreed upon by the SSC.</p>	11/26/2012
English Learner On-site 2012–13 (EL)	III-EL 09	Adequate General Funds; Supplement Not Supplant	<p>Status: Does Not Meet Requirements</p> <p>A review of fiscal documentation (purchase orders) has revealed that Sierra-Plumas Joint Unified has used EIA-LEP funds for non-allowable expenditures as follows: 1) A \$270.61 purchase for California Content Standards posters for the district's K-12 classrooms.</p> <p>Compliance for EL item 9 can be met by submitting an expense transfer to reflect the reversal of charges back to the EIA-LEP account for allowable uses for English Learners.</p>	11/26/2012
Improving Teacher Quality 2012–13 (ITQ)			No findings during this review.	
Uniform Complaint Procedures 2012–13 (UCP)			No findings during this review.	

The means by which a finding is resolved is the responsibility of the LEA unless specified in law.
Authorized LEA staff may request suggestions from CDE staff on the resolution of findings.

Hannah Tomatis

From: Rose Asquith
Sent: Wednesday, October 17, 2012 11:11 AM
To: Hannah Tomatis
Subject: FW: CAIS Notification: English Learner On-site 2012-13 Instrument Accepted

-----Original Message-----

From: no-reply@www.cais.ca.gov [<mailto:no-reply@www.cais.ca.gov>]
Sent: Wednesday, October 17, 2012 10:59 AM
To: Rose Asquith
Subject: CAIS Notification: English Learner On-site 2012-13 Instrument Accepted

Serene Yee, CDE has changed the English Learner On-site 2012-13 Instrument for Sierra-Plumas Joint Unified - 46701770000000 to Accepted.

Accepted indicates that the state has completed the instrument review and does not require further action from Sierra-Plumas Joint Unified - 46701770000000.

If you have questions regarding this e-mail, refer to the program instrument for contact information.

MINUTES FOR THE REGULAR MEETING OF THE GOVERNING BOARD OF
THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

October 9, 2012

Downieville School, Downieville, California

A. CALL TO ORDER

President MIKE MOORE called the meeting to order at 7:03 pm.

B. ROLL CALL

PRESENT: Mr. Mike Moore, President
Mr. Allen Wright, Vice President
Mr. Todd York, Clerk
Ms. Sharon Dryden, Member

ABSENT: None

VACANT: One

STAFF: Mr. Stan Hardeman, Superintendent
Ms. Rose Asquith, Business Manager
Ms. Hannah Tomatis, Administrative Assistant
Ms. Marla Stock, Site Administrator
Mr. Derek Cooper, Site Administrator
Ms. Marlene Mongolo/SELPA Director

C. APPROVAL OF THE AGENDA

MSCU/WRIGHT/YORK

D. INFORMATION / DISCUSSION ITEMS

1. SUPERINTENDENT'S REPORT

- a. Thank you to Derek Cooper and Rose Asquith for the preparation work they have done on the Federal Monitoring Program Audit
- b. Back to School Night were successful and well attended.
- c. Facility Walk Through Reports –A thorough check of all facilities was completed. Based on the "FIT" tool, Rose Asquith created a checklist including a narrative, and timeline.
- d. Inter-District Attendance Agreements

2. BUSINESS REPORT

There were no comments on the Board Report-Expenditures by Object 7/01/12 to 9/30/12 or the First Month Enrollments for the 2012-2013 School Year.

- a. Board Report-Expenditures by Object 09/01/12 to 9/30/12
- b. First Month Enrollments for the 2012-2013 School Year
- c. Cafeteria 2011-12 – WRIGHT questioned the discrepancy between the cost per meal at Downieville School vs. Loyalton schools. The actual food cost and the number of meals served weighs into that factor. Rose also pointed out that the meals compared to last year have

Sierra-Plumas Joint Unified School District
Minutes of the School District Governing Board
Regular Meeting

increased and the encroachment is down. DRYDEN commented that it still costs the district \$40,000 to provide meals. Can we find ways to reduce our cost? Rose responded that this would be a subject for the DAC meeting.

3. **STAFF REPORTS** – There were no reports.
4. **SPTA REPORTS** - There were no reports.
5. **BOARD MEMBERS' REPORTS**
WRIGHT participated in the golf competition sponsored by the Sierra Schools Foundation.
6. **PUBLIC COMMENT**

President MOORE opened the meeting for public comment at 7:17 pm.
There was no public comment.
President MOORE closed the meeting for public comment at 7:17 pm.

E. CONSENT CALENDAR

The following items were included on the consent calendar:

1. Approval of the minutes of the Regular Board meeting held September 11, 2012
2. Approval of the bill warrants for the month of September 2012
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending September 30, 2012.
4. Staffing Approval of Assignment
 - Amber Baca-Sainsbury: Hall/Playground Supervisor, Downieville School, 1.5 hours daily, effective September 6, 2012
 - ~~Stacey Hood: 2012-2013 Junior Varsity Girls Basketball Coach, Loyalton High~~ *PULLED, See New Business*
 - Suzi Pangman, 2012-2013 Site Tech Coordinator, Downieville School

YORK moved for approval of the Consent Calendar with the following item relocated to New Business, Item F 1 aa:
Stacey Hood: 2012-2013 Junior Varsity Girls Basketball Coach, Loyalton High
MSCU/YORK/WRIGHT

F. ACTION ITEMS

1. NEW BUSINESS

- aa. *Approval of Assignment, Stacey Hood, 2012-13 Junior Varsity Girls Basketball Coach, Loyalton High*
Motion Passed: YORK/DRYDEN
Abstain: MOORE
- a. Authorization to hire Stacy Hood, Secretary, Loyalton High School, effective October 18, 2012
Motion Passed: YORK/WRIGHT
Abstain: MOORE

Sierra-Plumas Joint Unified School District
Minutes of the School District Governing Board
Regular Meeting

- b. Approval of Completion of Bargaining, Sierra-Plumas Teachers' Association, 2012-2013
MSCU/WRIGHT/YORK
- c. A Public Hearing to receive public comment on textbooks or instructional materials, or both, in each subject that is consistent with the content and cycles of the curriculum framework adopted by the State Board of Education (Education Code §60119) opened at 7:20 pm. There was no public comment.
- d. Adoption of Resolution No.12-010, Sufficiency of Textbooks or Instructional Materials
Roll Call Vote
MSCU/YORK/WRIGHT
DRYDEN: AYE
MOORE: AYE
WRIGHT: AYE
YORK: AYE
- e. A Public Hearing to receive public comment on the Grades 9 through 12 Science Textbook Adoption and instructional materials, and certify that they are consistent with the content and curriculum framework adopted by the State Board of Education was opened at 7:21 pm. There was no public comment.
- f. Adoption of Resolution 12-011, Science Textbook Adoption, Grades Nine through Twelve
Roll Call Vote
MSCU/YORK/WRIGHT
DRYDEN: AYE
MOORE: AYE
WRIGHT: AYE
YORK: AYE
- g. Discussion and possible action regarding agreement for services with Lozano Smith for legal assistance
MSCU/YORK/WRIGHT
The Board approved payment up to \$1500 to Lozano Smith for legal fees incurred due to work on the restroom project. The invoice for the restroom project is \$4,000 and the lease leaseback fees came to \$2200, surpassing the approved amount. The request is that the Board approve additional payment.
DRYDEN motioned to approve an August payment of \$6,308 to Lozano Smith and bring the next invoice to the Board next month. WRIGHT seconded. Motion passed unanimously.
- h. Approval of *Revised* Unaudited Actuals for Fiscal Year 2011-12
YORK/WRIGHT

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

- YORK motioned to approve Items "i" through "t". WRIGHT seconded. Motion passed unanimously.
- i. Approval of Board Policies 4119.1, 4219.1 and 4319.1, Civil and Legal Rights
- j. Approval of *Deletion* of Administrative Regulations 4119.1, 4219.1 and 4319.1, Civil and Legal Rights

Sierra-Plumas Joint Unified School District
Minutes of the School District Governing Board
Regular Meeting

- k. Approval of Board Policies 4119.21, 4219.21 and 4319.21, Professional Standards
- l. Approval of *Deletion* of Administrative Regulations 4119.21, 4219.21 and 4319.21, Professional Standards
- m. Approval of Board Policies 4119.41, 4219.41 and 4319.41, Employees with Infectious Disease
- n. Approval of *Deletion* of Administrative Regulations 4119.41, 4219.41 and 4319.41, Employees with Infectious Disease
- o. Approval of Board Policy 4121, Temporary/Substitute Personnel
- p. Approval of Administrative Regulation 4121, Temporary/Substitute Personnel
- q. Approval of Board Policy 5117, Interdistrict Attendance
- r. Approval of Administrative Regulation 5117, Interdistrict Attendance
- s. Approval of Board Policy 6145, Extracurricular and Cocurricular Activities, revision
- t. Approval of Administrative Regulation 6145, Extracurricular/Cocurricular Activities, revision

G. ADVANCED PLANNING

1. The next Regular Board Meeting will be held on Tuesday, November 13, 2012, Loyalton Middle School, Loyalton, California, immediately following the 6:00 pm meeting of the Sierra County Board of Education.
2. Suggested Agenda items:
 - a. Lozano Smith Invoice
 - b. API/AYP

H. ADJOURNMENT

MSCU/YORK/WRIGHT

ADJOURNED at 7:28 pm.

Todd York, Clerk

Stanford J. Hardeman, Superintendent

Checks Dated 10/01/2012 through 10/26/2012					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
00077866	10/03/2012	A TO Z SUPPLY	01-4300		166.50
00077867	10/03/2012	ACCURATE LEARNING SYSTEMS CORP	01-5890		150.00
00077868	10/03/2012	CAMILLE ALFRED	01-5200		28.00
00077869	10/03/2012	ANCHOR DOOR AND HARDWARE	01-4300		2,166.00
00077870	10/03/2012	AT&T	01-5890	29.22	
			01-5910	93.90	123.12
00077871	10/03/2012	AVAYA, INC	01-5600		301.26
00077872	10/03/2012	B & C TRUEVALUE HOME CENTER	01-4300		37.57
00077873	10/03/2012	LAURA CALABRESE	01-5200		10.00
00077874	10/03/2012	CALIFORNIA ASSOC. FFA ANGIE MILES, FINANCIAL SERVICE	01-5200		70.00
00077875	10/03/2012	SCHOOL SPEC/CLASSROOM DIRECT	01-4300		334.90
00077876	10/03/2012	DEREK COOPER	01-5200		477.30
00077877	10/03/2012	CRYSTAL DAIRY	13-4700		186.73
00077878	10/03/2012	GRAY ELECTRIC CO.	01-5600		443.29
00077879	10/03/2012	HIGHSMITH, INC.	01-4300		122.29
00077880	10/03/2012	INLAND SUPPLY	01-4300		2,676.99
00077881	10/03/2012	MARIAN LAVEZZOLA	01-5600		200.00
00077882	10/03/2012	LOZANO SMITH ATTORNEYS AT LAW	35-6200	1,690.00	
			40-5890	1,000.00	2,690.00
00077883	10/03/2012	MADDEN PLUMBING & HEATING, INC.	01-5600		3,524.79
00077884	10/03/2012	JANET MCHENRY	01-5200		34.00
00077885	10/03/2012	MODEL DAIRY, LLC	13-4700		336.37
00077886	10/03/2012	NAESP PEAP-ACA ORDERS	01-4300		76.00
00077887	10/03/2012	NATIONAL GEOGRAPHIC EXPLORER	01-4300		114.12
00077888	10/03/2012	NWN CORPORATION	01-4400	1,518.80	
			01-6400	16,732.58	18,251.38
00077889	10/03/2012	OLIVER WORLDCLASS LABS	01-4400		2,638.93
00077890	10/03/2012	PACIFIC GAS & ELECTRIC COMPANY	01-5510		21.68
00077891	10/03/2012	PITNEY BOWES	01-4300		65.63
00077892	10/03/2012	QUILL CORPORATION	01-4300		296.36
00077893	10/03/2012	ALL AMERICAN SPORTS CORP. RIDDELL/ALL AMERICAN	01-4300	1,520.34	
			01-5600	1,537.32	3,057.66
00077894	10/03/2012	SCHOOL SPECIALTY	01-4300		211.53
00077895	10/03/2012	SIERRA COUNTY PUBLIC WORKS	01-5890		200.02
00077896	10/03/2012	SIERRA COUNTY HEALTH DEPARTMENT	01-5510		289.50
00077897	10/03/2012	SIERRA DISPOSAL	01-5520	531.00	
			01-5899	10.00	541.00
00077898	10/03/2012	ALHAMBRA	01-4300	19.27	
			01-5600	19.27	
			01-5899	12.85	51.39
00077899	10/03/2012	SIERRA VALLEY HOME CENTER	01-4300		1,835.56
00077900	10/03/2012	CDE, CASHIER'S OFFICE	13-4700		91.00
00077901	10/03/2012	SUBURBAN PROPANE	01-5540		316.19
00077902	10/03/2012	TERMINIX PROCESSING CENTER	01-5890		100.00
00077903	10/03/2012	TRI COUNTY SCHOOLS INS. GR.	01-3701	1,005.38	

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Page 1 of 3

Checks Dated 10/01/2012 through 10/26/2012					
Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
00077903	10/03/2012	TRI COUNTY SCHOOLS INS. GR.	01-5400	1,234.24	
			01-9535	12,843.62	
			76-9576	59,051.88	74,135.12
00077904	10/03/2012	U.S. BANK	01-5890		12.99
00077905	10/03/2012	VERIZON WIRELESS	01-5910		228.43
00077906	10/03/2012	WESTERN SIERRA MEDICAL CENTER	01-5890		102.00
00077907	10/17/2012	A-1 CHEMICAL INC.	01-4300		1,973.18
00077908	10/17/2012	AIRGAS, NCN	01-5600		95.70
00077909	10/17/2012	ASBESTOS SCIENCE TECHNOLOGIES	35-6200		8,472.80
00077910	10/17/2012	AT&T	01-5920		241.94
00077911	10/17/2012	B & C TRUEVALUE HOME CENTER	01-4300		300.64
00077912	10/17/2012	BRODART CO.	01-4300		109.29
00077913	10/17/2012	CITY OF LOYALTON	01-5530		5,441.78
00077914	10/17/2012	CRYSTAL DAIRY	13-4700		215.55
00077915	10/17/2012	D & H DISTRIBTING CO.	01-4300		286.50
00077916	10/17/2012	BLAINE DONNELLY	01-5200	469.48	
			01-5899	50.00	519.48
00077917	10/17/2012	DOWNIEVILLE PUBLIC UTILITY DIS	01-5530		402.00
00077918	10/17/2012	FLINN SCIENTIFIC, INC.	01-4300		66.76
00077919	10/17/2012	GOPHER SPORTS NW 5634	01-4300	405.49	
			Unpaid Sales Tax	23.66-	381.83
00077920	10/17/2012	W.W. GRAINGER, INC.	01-4300		474.69
00077921	10/17/2012	CAROLINE GRIFFIN	01-5200		178.72
00077922	10/17/2012	GRIZZLY INDUSTRIAL, INC	01-4300	208.98	
			Unpaid Sales Tax	12.98-	196.00
00077923	10/17/2012	HOUGHTON MIFFLIN COMPANY	01-4300		439.68
00077924	10/17/2012	LIBERTY UTILITIES	01-5510		2,962.94
00077925	10/17/2012	RACHEL LITTLE	01-5100		168.72
00077926	10/17/2012	MADDEN PLUMBING & HEATING, INC.	01-5600		1,093.00
00077927	10/17/2012	MC GRAW-HILL CO	01-4300		448.04
00077928	10/17/2012	JANET MCHENRY	01-5200		31.00
00077929	10/17/2012	MODEL DAIRY, LLC	13-4700		442.74
00077930	10/17/2012	MOUNTAIN MESSENGER	01-5890		67.50
00077931	10/17/2012	NASCO MODESTO CORP.	01-4300		487.12
00077932	10/17/2012	NSADA	01-4300		35.00
00077933	10/17/2012	OFFICE DEPOT, INC	01-4300		72.29
00077934	10/17/2012	PACIFIC GAS & ELECTRIC COMPANY	01-5510		1,901.07
00077935	10/17/2012	PLUMAS-SIERRA RURAL ELECT.COP	01-5510	221.24	
			01-5899	73.74	294.98
00077936	10/17/2012	QUILL CORPORATION	01-4300		1.78
00077937	10/17/2012	RANDY HILL CONSTRUCTION	35-6200		44,043.74
00077938	10/17/2012	RAY MORGAN COMPANY	01-4300		82.50
00077939	10/17/2012	SIERRA ENERGY	01-4300		32.40
00077940	10/17/2012	SIERRA HARDWARE	01-4300		88.30
00077941	10/17/2012	SIERRA MOTOR CO.,LLC	01-4350		351.95
00077942	10/17/2012	SIERRA TRANSPORTATION COMPANY, LLC	01-5100	14,760.32	
			01-5800	2,638.74	17,399.06

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Page 2 of 3

Checks Dated 10/01/2012 through 10/26/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
00077943	10/17/2012	SIERRAVILLE PUD	01-5530	105.38	
			01-5899	35.12	140.50
00077944	10/17/2012	STAPLES CONTRACT & COMM.	01-4300		253.75
00077945	10/17/2012	STARFALL EDUCATION	01-4200	483.82	
			01-4300	166.79	
			01-5300	138.10	788.71
00077946	10/17/2012	DEPARTMENT OF JUSTICE OFFICE	ACCOUNTING 01-5890		64.00
00077947	10/17/2012	US FOODSERVICE, INC.	13-4300	1,051.58	
			13-4700	2,747.33	3,798.91
00077948	10/17/2012	VOYAGER FLEET SYSTEMS INC.	01-4300	622.15	
			01-5200	296.32	918.47
00077949	10/17/2012	LAURIEL WENTLING	13-5200		32.00
00077950	10/17/2012	WHITE CAP	01-4300		732.79
Total Number of Checks				85	213,245.40

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	75	93,920.32
13	Cafeteria Fund	7	5,103.30
35	State School Facility Fund	3	54,206.54
40	Special Reserve for Capital Ou	1	1,000.00
76	Warrant/Pass Though (payroll)	1	59,051.88
Total Number of Checks		85	213,282.04
Less Unpaid Sales Tax Liability			36.64-
Net (Check Amount)			213,245.40

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Page 3 of 3

Title I School-Level Parental Involvement Policy

LOYALTON ELEMENTARY SCHOOL

Loyalton Elementary School has developed a written Title I parental involvement policy with input from Title I parents, School Site Council members, Loyalton Elementary certificated staff, Loyalton Elementary classified staff and the District Advisory Council members. The policy is accessible via our district website at sierracountyofficeofeducation.org and copies are available at each school site.

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Loyalton Elementary School the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.
Our school district holds "Community Forums" two to four times a school year (Downieville location as well as Loyalton location) to inform parents about parents' rights and expectations for the district. Title I requirements are discussed at Back to School Night and during Parent/Teacher conferences, Parent clubs (GCPC) Grizzly Cub Parents Club and School Site Council meetings.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy. *Letters are sent home to parents informing them of events; the Grizzly Cub Parents Club (GCPC), assists in making decisions regarding activities.*
-
- The school provides parents of Title I students with timely information about Title I programs. *As programs surface, parents are notified either through our district-wide phone system, a flyer sent home or placed on the school's website.*
-
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. *This is provided upon parental request.*

School-Parent Compact

Loyalton Elementary School distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the state's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

The school's responsibility to provide high-quality curriculum and instruction.

The ways parents will be responsible for supporting their children's learning.

The importance of ongoing communication between parents and teachers through annual parent-teacher conferences; frequent reports on student progress; access to staff through email, phone, and website; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

Building Capacity for Involvement

Loyalton Elementary School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children with the Response to Intervention Program, after school homework club, ILPs and small group instruction.
-
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. This is accomplished during Back to School night.
-
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. This is accomplished by teacher conferences and Response to Intervention meetings.
-
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in working with parents as equal partners. The (GCPC) focuses on parent contributions of time and talent.
-
- The school coordinates and integrates the Title I parental involvement program with other programs such as the (RTI) Response to Intervention and after school tutoring program.
-
- The school distributes information related to school and parent programs, meeting, and other activities to Title I parents in a format and language that the parents understand. This is distributed in the first day packet, by our district phone system or on district and school websites.
- The school provides support for parental involvement activities requested by Title I parents. This is provided upon request.

Accessibility

Loyalton Elementary School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that the parents understand.

This information can be found on our school website. If a translator is needed, services will be provided.

Title I, Part A
Economic Impact Aid (EIA)
State Compensatory Education (SCE)

Handbook

Sierra-Plumas Joint Unified School District
305 S. Lincoln
P. O. Box 157
Sierraville CA 96126

(530) 994-1044
(530) 994-1045 (FAX)
sierracountyofficeofeducation.org

2012/13

Table of Contents

	Page		Page
Title I Background Information	1	Program Administration/	
History	1	Coordination	7
Economic Impact Aid/		School Program Coordination	7
State Compensatory Education Information	2	District Program Administration	7
History	2	Administrative Assistance	7
Public Information	2	Record Keeping	8
Title I/State Compensatory Education	2	Basic Record Keeping	8
Philosophy	2	Evaluation Records	8
Program Objectives	2	Five Year	8
Site Control	2	Plan Writing	8
Parent Involvement	2	Cycles	8
Compliance	2	Who Plans	9
Funding	2	Combined Plans	9
Site Program Responsibility	2	District Office	9
Individual Pupil Responsibility	2	Assistance	9
District Equipment Use	2	Compliance Check	9
Pupil Services	3	Plan	9
Basic Principals	3	Amending Plans	9
Service Delivery	3	Plan Writing	9
Checking Program Quality and		Common Pages	9
Compliance	3	Specificity	9
School Plan Reviews	3	Inventory	10
Budgeting, Personnel Information	4	Record Period	10
Requisitions/Purchasing	4	Grading	10
Capital Outlay	4	Program Personnel	10
Equipment	4	Teachers	10
Allowable Supply Purchases	4	Assigned Resource Teacher Duties	10
Supply Storage	4	Instructional Aides/paraprofessionals	11
Material/Use	4	Restrictions on paraprofessionals	11
Purchase Requisitions	5	Parent Teacher Involvement	13
Equipment Inventory	5	Parent Involvement	13
Professional Development	5	School Site Councils	13
Field Trips	5	School Advisory Committee	13
Program Eligibility	6	Designate SSC	13
Title IISCE Ranking	6	Committee Purpose	13
Pupil Eligibility	6	Meetings	13
List of Eligible Students	6	Agendas and Minutes	13
Serves All Eligible Students	6	Providing Information	13
Confidential Lists	6	Grievances/Complain Procedures	14
Segregation	6	Informal	14
Testing	6	Formal	14
Eligibility Level	6	Does Not Supplant District policies	14
District Student Assessment	6	Parent Notification	14
Program Evaluation	7	Methods of Notification	14
Needs Assessments	7		
Yearly Assessment	7		
Separate Assessment	7		
Assessing Support Areas	7		

Title I Background Information

History

In 1965, the Elementary and Secondary Education Act (ESEA) was made federal law. Title I of this act provided money to assist educationally deprived youngsters who attended schools in low-income areas. By 1980, 90% of the school districts in the United States provided Title I services to more than five million children. The omnibus Budget Act of 1981 changed the name of the Title I program to "Chapter 1 of the Education Consolidation and Improvement Act." This is commonly called "ECIA, Chapter 1." The 1988 Hawkins-Stafford School Improvement Amendments (P.L. 100-297) reauthorized Chapter 1 for the next five years and created some new changes to the previous program. These changes allowed the District to use Chapter 1 funds for essentially the same activities as under the previous law, with added provisions that place more emphasis on "advanced skills" and encourage districts to consider extended day/year activities for identified students. The Chapter 1 program was reauthorized in 1995 and was renamed Title I. This new law created additional flexibility for student services and assessment. This reauthorization was known as IASA-Improving America's Schools Act.

Some key changes in IASA—Title I were:

- Increased flexibility in student assessment
- Program planning flexibility
- Additional incentives to become school wide Projects
- Professional development
- Parent involvement

The most recent revision affecting Title I legislation is known as the NO CHILD LEFT BEHIND (NCLB) Act, which was signed into law on January 8, 2002. The key changes include the following:

1. Program Improvement (PI) which identifies schools whose Title I participants have not demonstrated/met growth targets measured by the API (Academic Performance Index.)
2. Supplemental services which specify the types of instructional services that may be provided to eligible students.
3. Requirements for "Highly Qualified Teachers" which note that teachers funded through Title I must demonstrate proficiencies per legislation.
4. Requirements for "Paraprofessionals" which require that non-credentialed paraprofessionals funded through Title I have specific post-high school education documentation and demonstrated proficiencies.
5. LEAP-Local Educational Agency Plan would revise the current LIP (Local Improvement Plan) to include descriptions and detail of all coordinated services available to students.

Although this new law became effective in January, 2002, the California Department of Education is working to develop the specific regulations and guidelines for full implementation in our schools.

Title I law is subject to periodic revisions and interpretation by government agencies. The California Department of Education assists schools with implementation.

Economic Impact Aid (EIA)

State Compensatory Education (SCE) Information

History The rules for state funded compensatory education programs are developed by the California Department of Education from laws passed by the state legislature. State Compensatory Education funds (EIA-SCE) are used to extend compensatory education services to pupils who need additional training in basic skills. State guidelines for State Compensatory Education services are very similar to the regulations issued for Title I programs.

Public Information All Title I/State Compensatory Education schools plans, guidelines, and program directives are available for public inspection at the District Office.

Title I/State Compensatory Education Philosophy

Program Objectives It is the objective of the Sierra-Plumas Joint Unified School District Title I/State Compensatory Education program to provide eligible pupils with academic instruction over-and-above that provided by the base program. This additional supplemental support is provided by both Title I/SCE personnel and regular District professional staff through their use of additional instructional time and the use of special materials and instructional strategies.

Site Control Each eligible/identified school will plan, implement, and evaluate its Title I/State Compensatory Education program while working within the scope of compensatory education program guidelines and regulations.

Parent Involvement Parents of identified pupils will work with the school principal on a continuing basis and advise on plan writing, program implementation, budgeting, and evaluation as required by law. The School Site Council at each school will maintain the responsibility for recommending approved plans to the governing board.

Compliance Program compliance with State and Federal guidelines will be monitored by each school principal and the Coordinator of State/Federal Programs.

Funding It is the District's responsibility to assure that yearly Title I/State Compensatory Education services are provided to the greatest number of eligible pupils at a funding rate that allows the schools to maintain continuity in the program. All eligible pupils in qualifying schools will be provided supplemental services.

Site Program Responsibility The principal is responsible for the Title I/State Compensatory Education program at the school and cannot delegate this responsibility. Program management tasks may be assigned to staff members and/or committees at the principal's discretion.

Individual Pupil Responsibility It is the responsibility of the classroom teacher to provide and/or monitor Title I/State Compensatory Education services to eligible pupils assigned to his/her class.

District Equipment Use District personnel, supplies, materials, and equipment may be used to implement the Title I/State Compensatory Education program; but personnel, supplies, and materials purchased with Title I/State Compensatory Education funds are made available to eligible pupils first. When eligible students are not using these, they are available to the entire student population as appropriate.

Pupil Services

Basic Principals

The following are the basic principles of Title I:

- High academic standards and student demonstrated achievement of adequate yearly progress (AYP).
- Accelerated program based on effective instructional strategies
- Title I leverage for improving whole school
- Parent involvement is extensive and meaningful
- Teachers are "highly qualified" and paraprofessionals meet post-high school education requirements and demonstrate skills for assisting students.

Service Delivery

- Professional development is tied to student achievement
- Funds targeted to the highest poverty areas
- All services are coordinated
- During and after school tutoring
- Cooperative learning strategies, in-class tutoring, and cross-age tutoring
- The presentation of new concepts and curriculum content in advance of when the regular lesson is taught
- Direct, individual instruction to those students with the greatest need understanding or performing the task
- Planning time for a Title I Teacher and/or instructional aides to more thoroughly coordinate curriculum, instruction, and other services with the regular classroom teacher
- Use of video and audio to complement reading assignments so that students with lower reading ability can compare and contrast the same literary works as other students.
- Use of appropriate technology such as data bases for information collection and analysis and the use of word processing to enhance communication

Checking Program Quality and Compliance

The Sierra-Plumas Joint Unified School District, the California Department of Education, and the United States Department of Education make periodic reviews on Title I/State Compensatory Education program compliance and program quality in schools. The following reviews are scheduled regularly:

School Plan Reviews

1. Written Title I/State Compensatory Education plans are reviewed by the Coordinator of State/Federal Programs. The district maintains a current LIP (Local Improvement Plan) which will be revised to meet new requirements of the LEAP (Local Education Agency Plan).
2. The coordinator/principal is given lists of current program personnel and budget cost sheets to assist in budget preparation.
3. Changes to existing categorical personnel issues based upon student needs are discussed with the Superintendent prior to the budget process.

4. The coordinator, after consulting with the principals, School Site Council and/or parents of Title I students, develops and recommends budgets for all school site funds. The coordinator may receive advice and assistance in budgeting from Principals, staff members and/or District Office personnel. The law states that 85% of funds must be used for student services. The Coordinator and Principals may be notified of such requirements at any time, but usually such information is given when budget worksheets are issued. It is essential that programs are maintained, uniform and continuous, to support student progress toward goals.
5. The completed budget worksheet is submitted to the District office for budget finalization as a part of the Consolidated Application development process.
6. Changes in Title I/State Compensatory Education budget allocations must be requested in a memorandum from school principal to the Coordinator.
7. Indirect costs, Centralized Service costs for Title I/SCE schools are established by the District, and are based upon the district's indirect cost rate and specific costs for centralized services.

*Budgeting
Personnel
Information*

Questions concerning funding, budgeting and personnel for Title I/State Compensatory Education programs should be addressed to the Coordinator.

Requisitions/Purchasing

*Capital
Outlay*

Title I/State Compensatory Education guidelines provide for the purchase of equipment when the use of the item is strictly supplemental to the district base program and is to be used by Title I/State Compensatory Education students. It may be used by non-participants when not in use by Title I/SCE students. Equipment may be purchased with Title USCE funds if it meets the following criteria:

Equipment

1. Is defined as equipment as described in *California School Accounting Manual*
2. Is necessary for the operation of the designed program
3. Falls within the budget of the approved program.
4. Is not available from normal District resources
5. Provides *a supplementary* function over and above equipment purchased with district funds

*Allowable
Supply
Purchases*

Instructional supplies such as paper, pencils, and materials used in teaching supplementary reading, mathematics, and language arts may be purchased with Title I/State Compensatory Education funds, but the use of such supplies is restricted to Title I/State Compensatory Education programs.

*Supply
Storage*

Title I/State Compensatory Education materials and supplies are best stored separately from regular school supplies.

*Material/
Use*

Title I/State Compensatory Education materials are to be used only by identified pupils for individualize and small group instruction and should be ordered in quantities that reflect the size of the group to be served.

Purchase Requisition Each purchase requisition for Title I/State Compensatory Education materials or supplies must be coded with the School Plan component name, objective number, and major activity number. Each purchase requisition for Title I/State Compensatory Education materials or supplies will be reviewed/approved by the Coordinator prior to processing.

Equipment Inventory Each principal is responsible for adding categorical equipment labels to equipment purchased with Title I/State Compensatory Education funds and keeping inventory records following district equipment identification guidelines.

Professional Development The planned use of Title I/State Compensatory Education funds for professional development must be included in the School Plan. The locally approved Plan, which may be amended throughout the year, must contain proposed sessions, including the purpose and topics to be covered. Proposed expenditures must appear on the budget page of the plan. Teachers and paraprofessionals, school principals, and district staff Participants must have responsibilities directly related to the Compensatory Education Program which incurs the costs. Attendance must be directly related to the needs of the students participating in the Compensatory Education Program.

Expenditures incurred by individuals working with or having responsibilities for participating students may include conference fees and registration, transportation, food, and the duplication of relevant materials. Membership dues for a specified organization are not allowable costs.

Reimbursement for lodging is permissible when the conference or meeting is at a location farther than normal commuting distance from the District Office and the same information is not available to a closer location.

Not more than allowed by law, Title I entitlement may be allocated for professional development.

FIELD TRIPS Title I/State Compensatory Education funds may be used to cover field trip expenses for students who meet the criteria for participating.

1. Title I/State Compensatory Education funds are used to supplement and not supplant District effort.

Program Eligibility

Title I/SCE

Ranking

Schools are ranked in grade level groupings (K-5) and (6-8) for Title I/State Compensatory Education services based on the number of students who receive Cal Works support or are eligible for Free or Reduced Price Lunches as determined by District records. The schools with greatest number of students receiving the above is ranked first. The ranking of other schools is according to specific rules and regulations. Schools may receive Title I/State Compensatory Education funding only if the number of students receiving CalWorks/Free or Reduced lunches is equal to or greater than the District average, as well as using the available exceptions of grandfathering previously eligible schools to ensure continuity.

Pupil Eligibility

Pupil eligibility in Title I/State Compensatory Education programs is based on academic performance in language arts and math. Multiple measures of assessment determine students who are eligible for Title I/SCE services. Pending the plan at each school, students are served in grade level groups, with students with greatest need served first on norm-referenced standardized tests (STAR).

Serves All Eligible Pupils

The Title I/State Compensatory Education pupils who show the greatest need in eligible schools must be served. Services, however, should be adjusted to reflect pupil needs. Some pupils may require extensive personal attention while others may receive indirect services by using Title I/State Compensatory Education supplemental services and materials.

Confidential Lists

All lists of Title I/State Compensatory Education pupils are confidential and are prepared only for staff use. Identification of Title I/SCE pupils to outside school sources is prohibited.

Segregation

Title I/State Compensatory Education pupils may not be segregated by classes, permanent groups, or tracks because of their Title I status. Skill groupings consisting of Title I/SCE pupils are permitted for limited periods of time based on the need for additional instruction in a diagnosed language arts or mathematics area. Periodic re-evaluation of skills must be made in such groups and periodic regrouping facilitated.

Testing

Eligibility Level

Eligibility is established by use of multiple forms of student assessment, including STAR assessment results and CST data. Eligibility for the program is standard for all participants.

District Student Assessment

Students may be identified as Title I/SCE eligible, if their educational attainment is below the level that is appropriate for students of their age based on other sources of information, including, but not limited to:

- Results of information diagnoses through teacher/professional observation
- Records of academic performance
- Observations by professional staff
- Classroom teacher input and recommendations
- Use of checklists, performance-based assessments
- Input of student Assistance Teams
- Results of standardized test data—STAR (SAT/9 and CAT/6) and CST-California Standards Tests.

Appropriate records relating to the identification process are to be kept at the school site.

Program Evaluation

Title I/State Compensatory Education programs require annual program evaluation. The evaluation of student performance is reported annually. Records are kept at the school sites. Sustained Effects data is recorded for all student participants to note the lasting effect of academic intervention, remediation and support.

Needs Assessments

Yearly Assessment

Every Title I/State Compensatory Education school must conduct a yearly needs assessment of identified pupils to determine their academic needs in mathematics and language arts.

Separate Assessments

To assist in clearly separating Title I/State Compensatory Education and School Improvement Programs (SIP), it is suggested that Title I/SCE needs assessments be tallied separately from needs assessments conducted for all pupils.

Assessing Support Areas

Support areas such as Learning Environment, Professional Development and Special Needs, if addressed in the school plan, must be based on needs assessments that are updated annually. Any activity funded by Title I/State Compensatory Education must be assessed in the School Plan.

Program Administration/Coordination

School Program Coordination

The principal has responsibility for the Title I/State Compensatory Education program at the school. The Title I staff may be delegated program management tasks by the school principal.

Day-to-day school Title I/State Compensatory Education activities are directed by the Title I staff acting under the principal's direction and working cooperatively with school staff.

District Program Administration Administrative Assistance

District Title I/State Compensatory Education responsibility is assigned to the Coordinator of State/Federal Programs, who acts under the direction of the Superintendent.

Program, personnel, and fiscal assistance for Title I/State Compensatory Education is available through the District Office. The California Department of Education also assists local districts in implementing categorical programs. All contact with the California Department of Education should be made through the Coordinator of State/Federal Programs.

Record Keeping

- Basic Record Keeping Requirements* One of the requirements for Title I/State Compensatory Education programs is that schools be able to show evidence of services to eligible pupils. The record keeping in a school must show:
1. The personnel time provided by Title I/State Compensatory Education funds is directed only toward services for eligible pupils. Program assignments and lesson plans can serve this purpose.
 2. Every pupil eligible for services has received attention over-and-above that received by the student who is not eligible for service. Individual pupil record of service, Title I/State Compensatory Education program profiles, or other school schedules meet this need.
 3. Title I/State Compensatory Education services are based on diagnosis of specific areas of weakness and prescriptive individual planning.
- Evaluation Records* At the end of the school year, a Title I/State Compensatory Education program evaluation report is prepared for the California Department of Education. Adequate Yearly Progress (APY) data will be gathered and annually documented for all program participants.
- Five Year* Title I auditors may examine all pertinent records for any of the five years preceding the audit date. All Title I/State Retention Compensatory Education summary records are to be kept at the school site for five years.

Plan Writing

Title I/State Compensatory Education plan writing guidelines change periodically and a current requirement manual should be consulted to obtain detailed information.

- Cycles* Plans for Title I/State Compensatory Education school programs are written for specified time spans, but must be updated yearly to reflect program additions and/or deletions. Plans are written with the involvement of the school principal, the school staff, parents of Title I/State Compensatory Education pupils, and other interested parents and community members. Plans are approved by the school principal, a teacher who is a member of the SSC/School Advisory Committee, and the chairperson of the SAC/School Advisory Committee. The signatures assure that all required groups have had plan input.
- Who Plans* All required groups must have had plan input and must be satisfied that the plan describes the most acceptable approach to providing services for Title I/State Compensatory Education pupils.
- Combined Plans* Often Title I/State Compensatory Education programs are located at schools that also receive other Consolidated Application programs such as School Improvement Program (SIP). Since schools receiving SIP funds are also required to have a school plan, both Title I/SCE and SIP program needs assessments, objectives, major activities, on-going planning, and year-end evaluation data can be developed in the same document. It is important that the Title I/SCE

component of the plan be identified within the School Plan.

- District Office* A copy of the new and/or revised plans is submitted to the Coordinator of State/Federal Programs for file. Consolidated Plan Change pages added to the original plan whenever additions and/or deletions are made, are submitted to the District Office for attachment to the original plan.
- Assistance* Help in plan writing is available from the Coordinator of State/Federal Programs. Advisors can assist in introducing plan writing to the staff and community, reviewing current requirements, offering style suggestions, and can help with the final editing of the written plan.
- Compliance Check* Plans are reviewed by the Coordinator of State/Federal Programs. Plans are checked to ensure that all applicable laws and regulations are met as outlined in the *Coordinated Compliance Monitoring Review Manual*. Non-compliant areas will be brought to the attention of the principal and assistance given in making modifications.
- Plan* All new and rewritten school plans will be submitted to the Governing Board and a copy of the approved plan is filed in the Office of the Coordinator of State/Federal. Budget pages of the school plan are submitted to the Board annually as part of the Consolidated Application approval process.
- Amending Plans* Plans may be amended at any time by sending copies of the changes to the Coordinator of State/Federal Programs. All amendments must be reviewed with the SSC/School Advisory Committee.
- Plan Writing* Plans may be written using those elements required by the California Department of Education.
- Common Pages* One section of the written plan called the "Common Pages," must be included in all plans regardless of the format used. The Common Pages contain statistical, budget and advisory group/council assurance data.
- Specificity* Plans for Title I/State Compensatory Education must be specific enough to allow for budget referencing and the preparation of justification statements for Title I/SCE materials and supplies purchase.

Inventory

Record Period Title I/State Compensatory Education schools must keep purchase records of Title I/SCE and supplies for a period of five years.

Grading Report card grades are not given for Title I/State Compensatory Education work. Title I teachers may, at the classroom teacher's or principal's request, attend parent-teacher conferences for Title I/SCE pupils to discuss work in language arts, or mathematics which has been provided through the supplemental compensatory education program.

Program Personnel

Title I/State Compensatory Education program personnel contracted to work at the school level typically may include teachers, and/or instructional aides (paraprofessionals).

Teachers Title I Teachers play key roles in the Title I/State Compensatory Education Resource Compensatory Education programs of schools by directing many of the over-and-above activities. The Title I teacher gives direct instruction to eligible pupils in the course of their work, but are not allowed to assume regular classroom instructional duties. The Title I teacher keeps identification and status records for the students serviced by Title I/SCE in the school Title I/SCE instructional aides are under the supervision of the principal, but are often under the Title teacher's direction on a day-to-day basis.

The school principal may assign a Title I teacher specific program responsibilities. The duties may include:

*Assigned
Resource
Teacher
Duties*

1. Ordering materials and supplies for the program
2. Checking out reinforcement materials from a central storage area and providing instructions in the use of the materials to classroom teachers
3. Performing diagnostic assessment to identify skill weakness areas
4. Interpreting diagnostic data and preparing prescriptive activities for pupils receiving pull-out and/or in-class services
5. Directing instructional aides activities in the resource room and/or classroom
6. Maintaining all required Title I/State Compensatory Education records
7. Coordinating the program planning and plan writing
8. Assisting the principal in collecting program evaluation data
9. Organizing the scheduling of student services
10. Conferencing directly with parents of eligible pupils
11. Assisting with the Title USCE subcommittee of the School Site Council
12. Assisting classroom teachers with activities and materials which can be used with identified pupils
13. Preparing instructional materials to be used with identified pupils
14. Assisting in organizing volunteers
15. Initiating plan amendments upon direction of the principal
16. Training volunteers for tutoring and other program activities

17. Assisting the principal and the SSC in developing the Title I/SCE budget
 18. Assisting the principal and the SSC in planning, implementing, and evaluating the program
 19. Assisting in preparation for on-site program reviews
 20. Acting as a Title I/SCE program monitor for parents, teachers, instructional aides, school support personnel, district support personnel, and the principal
- Under the NO CHILD LEFT BEHIND (NCLB) Act, Title I teachers must meet the definition of a "highly qualified teacher." In order to be recognized as a "highly qualified teacher" in California, all of the following requirements must be met:
- Possession of a Baccalaureate Degree from a regionally accredited institution of higher education;
 - Successful passage of California's state test of reading, writing and mathematics, unless otherwise specified in the California Education Code;
 - Demonstrated competence of the subject or subjects to be taught, as measured by successful passage of the state-approved subject matter examination(s) aligned with the State Board of Education approved student content standards or successful completion of 18 units of university coursework (or the equivalent) in the subject or subjects to be taught, that has met state standards adopted by the California Commission on Teacher Credentialing and that is aligned with the State Board of Education approved student content standards, or teachers serving on teaching assignment options specified in the California Education Code; and
 - Orientation to the subject(s) and grade level to be taught.

Instructional Aides/Para- Instructional aides paid only from Title I/SCE funds must confine all activities to Title I/SCE program support.

Instructional Aide/ Para-professional Duties Instructional aides may be assigned the following duties:

1. Under the direction of the principal, assist identified Title I/SCE pupils in mathematics and reading/language arts reinforcement activities
2. Check Title I/SCE over-and-above pupil work and program record keeping
3. Make teaching materials for Title I/SCE activities
4. Proctor the work of eligible pupils
5. Supervise pupils providing other aides are assigned at least the same amount of supervision time.

Restrictions on Use of Para-professionals Instructional aides CANNOT do the following:

1. Plan or initiate instruction
2. Assist with non-Title I/SCE instructional activities
3. Assume full instructional responsibility (including planning) for mathematics, reading or language arts for individuals or a group
4. Plan pupil prescriptions for Title I/SCE instruction and reinforcement activities
5. Assume general clerical duties or work at tasks not normally a part of the paraprofessional/instructional aide job specifications

Pursuant to NCLB Act-- Section 1119 (C) notes the following:

(1) In general.—Each LEA receiving assistance under this part shall ensure that all paraprofessionals hired after the date of enactment of NCLB and working in a program supported with funds under part (Title I, Part A) shall have

- (A) completed at least 2 years of study at an institute of higher education;
- (B) obtained an associate's (or higher) degree; or

(C) met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment-

(i) knowledge of, and the ability to assist in instructing, reading, writing and mathematics; or

(ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate

(2) Clarification.—The receipt of a secondary school diploma (or its recognized equivalent) shall be necessary but not sufficient to satisfy the requirements of paragraph (1) (C)

- Exempts a paraprofessional:
 - who is proficient in English and language other than English and acts as a translator to enhance participation of LEP students in Title I; or
 - whose duties consist solely of conducting parental involvement activities.
- Duties of paraprofessionals:
 - One-on-one tutoring, if tutoring is scheduled at a time when student would not otherwise receive instruction from teacher (not during regular school day)
 - Assist in classroom management
 - Assist in computer instruction
 - Providing instructional support in a library or media center
 - Providing instructional support services

Paraprofessional may not provide any instructional support service to a student unless the paraprofessional is working under the direct supervision of a "highly qualified" teacher.

Direct supervision if:

- Teacher plans instructional activities
- Teacher evaluates the achievement of the students
- Para works in close and frequent proximity to teacher

Parent and Teacher Involvement

<i>Parent Involvement</i>	Title I/State Compensatory Education funds must provide for parent involvement in the planning, implementation, and evaluation of the program for educationally disadvantaged students.
<i>School Site Councils</i>	Schools receiving Title I funding, but not receiving EIA/SCE funds are not required to have a formal School Advisory Council, although parent and teacher consultation is still required. Multi-funded schools (those receiving combinations of Title I/SCE and School Improvement funds) may elect to use the School Site Council (SSC) to meet the consultation requirement for Title I if it includes parents of participating students who are representative of the socioeconomic and ethnic groups represented in the school community. Schools receiving State Compensatory Education (EIA-SCE) funds are required to maintain a School Advisory Committee (SAC). California Administrative Code, §Title 4 §55425(b) states:
<i>School Advisory Committee</i>	Whenever a school advisory committee on compensatory education program has been established pursuant to a compensatory education plan, the procedures adopted for the selection of the School Advisory Committee shall specify that parents shall constitute a majority of the membership of the School Advisory Committee and shall require that parent representatives be elected by the parents of pupils participating in a program of compensatory education at that school."
<i>Designate SSC</i>	Schools receiving both EIA-SCE funds and School Improvement funds, are required to maintain a School Advisory Committee (SAC) and a School Site Council (SSC), unless the SAC designates the SSC to function for it for a period up to two years. Parent members of the School Advisory Committee must be elected by parents of State Compensatory Education pupils in the school. Teachers and other district employees may be elected or selected to be members of the School Advisory Committee using a process determined by the school principal. (School Site Council membership requirements are governed by the policies found in the District Master Plan for SIP.)
<i>Committee Purpose</i>	The School Advisory Committee/SSC is responsible for advising the school principal on Title I/State Compensatory Education program decisions for budgeting, planning, implementing and evaluation. The School Advisory Committee must review and sign off on the School Plan Signature Page, and plan amendments to assure the District and the California Department of Education.
<i>Meetings</i>	The School Advisory Committee/SSC should meet at regular intervals at times and at locations determined by the committee.
<i>Agendas and Minutes</i>	Meetings must have agendas prepared by the School Advisory Committee Chairperson and/or designated member. The principal may assist in preparing the agenda. Minutes of meetings will be recorded and printed for distribution to the School Advisory Committee members.
<i>Providing Information</i>	All School Advisory Committee members must have access to Title I/SCE program rules, regulations, laws and plans. The School Advisory Committee must be supplied with data necessary to carry out its responsibilities in the areas of planning, implementation and evaluation. District Advisory Committee representatives are responsible for conveying information and to other Title USCE parents and interested community members.

Grievances/Complaint Procedures

Informal

All informal complaints are to be resolved by the school principal.

Formal

Formal, written complaints alleging Title I/State Compensatory Education program violations will be submitted to the Coordinator of State/Federal Programs of Sierra-Plumas Joint Unified School District after informal grievance/complaint procedures have been tried. Complaints will be handled in accordance with the Uniform Complaint Procedures.

*Does Not
Supplant
District
Policies*

No part of the above grievances/complaint procedures shall supplant the District's Board Policies/Administrative Regulations dealing with staff and/or community complaints.

Parent Notification

*Methods of
Notification*

Consultation with parents must be ongoing, systematic, and timely in relation to decisions about the program. Procedures for how this will be done will be documented in written policy and will be made available to parents of participating children.

Parent Involvement requirements found in the new Title I regulations now include:

1. Making Title I education personnel, including any pupil services personnel, accessible to parents
2. Convening a district wide or building level annual meeting of the parents of participating children as well as providing opportunities for regular meetings
3. Providing timely information about the program to parents
4. Making parents aware of parental involvement requirements and other relevant provisions of the program
5. Providing information to the extent practical, for parents in a language and form that they can understand.

Sierra Plumas Joint Unified School District
 Propane Bids December 2012 - November 2014

Site	Gallons	Bid Providers	
		Suburban Propane	Ferrellgas
Pliocene Ridge School	3 - 1,100	.295 over BPN	.30 over BPN
Downieville Gym	1,000	.295 over BPN	.30 over BPN
Shop	287	.295 over BPN	.30 over BPN
New Wing	495	.295 over BPN	.30 over BPN
Loyalton Elementary	3 - 1,000	.295 over BPN	.30 over BPN
Loyalton Middle School	2 - 1,000	.295 over BPN	.30 over BPN
Loyalton High School	3 - 1,000	.295 over BPN	.30 over BPN
Ag Dept.	300	.295 over BPN	.30 over BPN
Sierraville	287	.295 over BPN	.30 over BPN

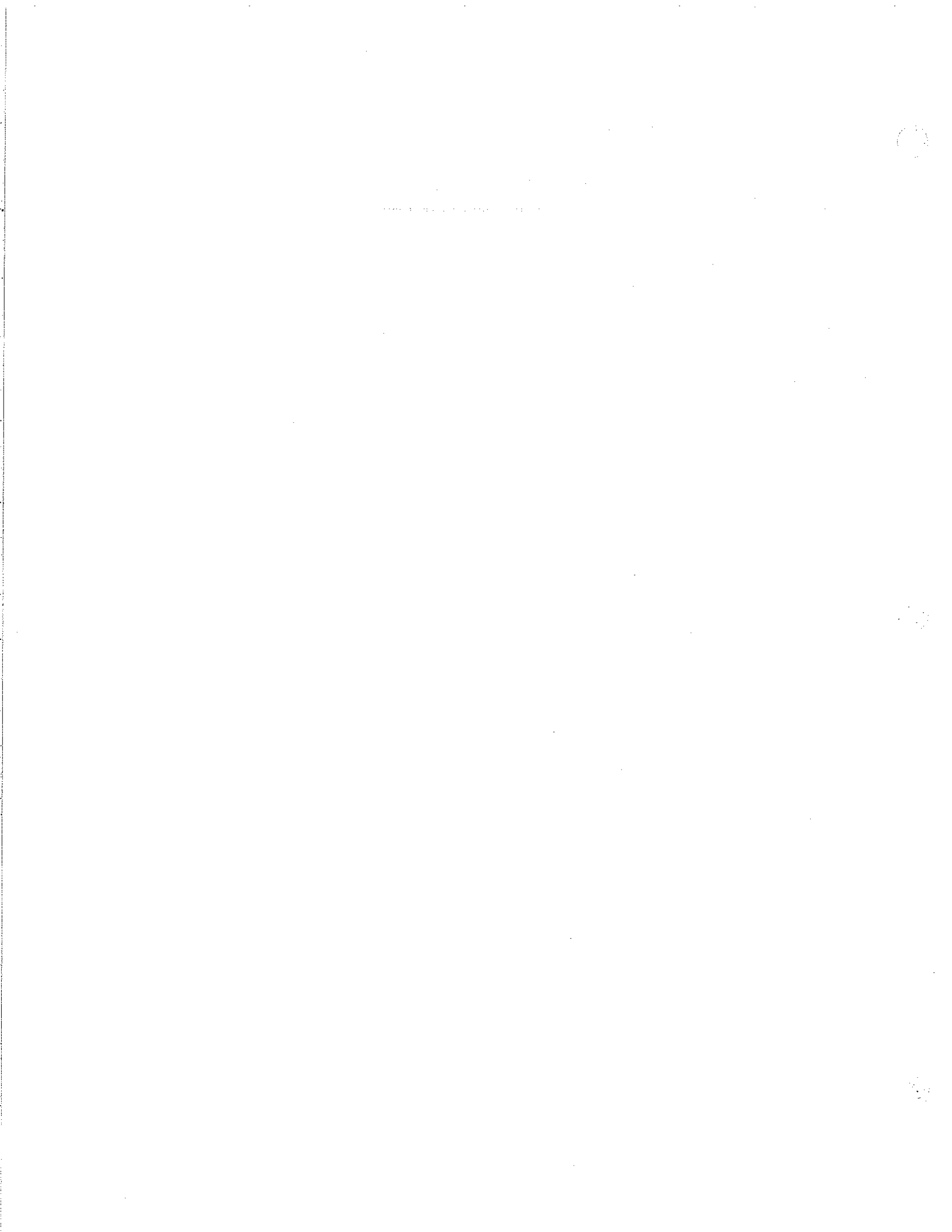
Recommendation: Award bid to Suburban Propane

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Sierra Plumas Joint Unified School District
Fuel Bids December 2012 - November 2014

Site	Gallons	Bid Providers
		Sutherland Oil Company
Downieville Elementary	1,000	.285 + terminal rack
Sierraville	7,000	.285 + terminal rack

Recommendation: Award bid to Sutherland Oil Company



Sierra-Plumas JUSD
Presented November 13, 2012
Lozano Smith Legal Cost

Purpose	Cost
Restroom Project, FRM Contract Termination, File Claim	\$4,071
Lease Lease Back, LHS Roof Services	\$2,237
Total Cost incurred through August 2012	<u>\$6,308</u>
*September 2012 Legal Cost	<u>1,900</u>
Total Cost	<u><u>\$8,208</u></u>

Approval to increase legal cost to Lozano Smith to \$8,208.



THE UNIVERSITY OF CHICAGO





CAPITOL ADVISORS
GROUP, LLC

AGREEMENT

THIS AGREEMENT is entered into by and between the Sierra-Plumas Joint Unified School District (“Client”) and CAPITOL ADVISORS GROUP, LLC with respect to the following recitals

- A. The **Client** desires to obtain professional consulting services in relation to school construction services in order to maximize state funding for school facilities, and to obtain consulting services to present an appeal to the State Allocation Board (SAB) for Financial Hardship and Facility Hardship Rehabilitation funding for the Loyalton High School roof.
- B. **Consultant** desires to provide services to the **Client**;

SCHOOL FACILITIES

OFFICE OF PUBLIC SCHOOL CONSTRUCTION (OPSC)

- Work with OPSC staff to resolve issues relating to the SAB approval of a Financial Hardship/Facility Hardship request
- Enlist the help of OPSC staff to assist in administrative adaptations of regulations and policy to meet the needs of the **Client**

OTHER STATE AGENCIES

- Work with the Department of Finance, Department of Education, Division of the State Architect, the Administration, and other state agencies as appropriate toward resolution of **Client’s** issues

STATE ALLOCATION BOARD (SAB) - Appeal

- Formulate and initiate appeal before the SAB
- Enlist State Legislators and staff representing the **Client** to communicate with SAB members on **Client’s** behalf, as necessary.

- Communicate individually with members of the SAB and staff
- Coordinate **Client** meetings with individual members of the SAB
- Coordinate testimony before the SAB with **Client** representatives
- Represent issues of the **Client** before the SAB and the SAB Implementation Committee
- Inform the client of any SAB actions and Implementation Committee recommendations affecting the **Client**
- Familiarize SAB members with impact of changes in rules and regulations on the **Client**

COMMUNICATIONS

- Provide reports on pending and approved facilities related legislation
- Provide State Allocation Board meeting update reports
- Provide SAB Implementation Committee meeting update reports

TERMS

The **Consultant's** services described above shall commence on November 1, 2012.

INDEPENDENT CONTRACTOR/ ENTITLEMENT

Consultant, and any and all agents and employees of **Consultant**, are agreed to be independent contractors in their performance under this Agreement and are not officers, employees or agents of the **Client**. **Consultant** agrees that it has no entitlement to any future contracts or work from the **Client** or to any employment or fringe benefits from the **Client**.



INDEMNITY

Consultant shall indemnify, defend, save and hold harmless the **Client**, its Board of Trustees, officers, agents and employees from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in connection with the processing or defense of any matter claim, lawsuit or contest arising out of **Consultant's** performance of, or failure to perform the work required by this Agreement.

COMPENSATION

Consultant shall be compensated at the rate of \$15,000 to be paid in payments of \$2,500 per month beginning November 1, 2012, ending on April 1, 2012. The monthly fee will be payable upon receipt of the monthly invoice. The **Consultant** shall not charge **Client** normal office expenses such as telephone, fax, copying. However, **Consultant** shall be reimbursed for other expenses such as travel, with prior approval from **Client**.

FAIR POLITICAL PRACTICE COMMISSION (FPPC) REPORTING

Consultant will prepare and file required reports to the Secretary of State's Office regarding legislative advocacy disclosure and political activities in accordance with the law. Quarterly filing fees of \$45 will be included in the April, July, October, January invoices.

TAXES

Payments to **Consultant** pursuant to this Agreement will be reported to Federal and State taxing authorities as required. **Client** will not make any deductions nor withhold any sums from compensation payable to **Consultant**.

Dated: _____

Sierra-Plumas Joint Unified School District

Dated: _____

Susan L. Stuart, Capitol Advisors Group, LLC



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CNA SURETY

333 S. Wabash Avenue, 41st Floor, Chicago, IL 60604

J Douglas Mraz

Senior Claims Counsel

Telephone (312)822-2859

Facsimile (312)755-7276

Douglas.Mraz@cna.com

October 23, 2012

RECEIVED

OCT 30 2012

**SCOE
S-PJUSD**

Stanford J. Hardeman, Superintendent
Sierra Plumas Joint Unified School District
P.O. Box 157
Sierraville, CA 96126

Principal: Feather River Materials, Inc.
Surety: Western Surety Company
Obligee: Sierra Plumas Joint Unified School District
Bond No.: 929518865
Project: Site Work for Loyalton Middle School Restroom Relocatable
Claim No.: 9A720726

Dear Mr. Hardeman:

There appears to be a genuine dispute between the parties regarding the district's claim.

On February 8th Kevin Nolen, the construction manager retained by the district, stated in an e-mail message that "I met with Vinny and reviewed the last punchlist we provided. FRM has completed this work and all other future items shall be treated as warranty which is typical." This indicates that the district, through its agent, Kevin Nolen, accepted the work.

Regarding the rust stains on the railing, Feather River notes that these are occurring only on the side of the restrooms which are exposed to sunlight. Feather River states that it advised the district prior to installation that galvanized steel should be used but that the school district declined. This would appear to be a design flaw in the plans. I note that the proposal of Graham Concrete states "no guarantee will not rust in future."

Your April 25th letter refers to patch work. However, the March 15th CASp Inspection report does not mention any flaws in the concrete work. Further, your letter refers to damaged asphalt. Again, this is not mentioned in the CASp report.

The district is currently holding \$10,331.62 in contract funds from Feather River Materials. Your April 25th letter states that the cost to fix the concrete and asphalt is \$11,457.00, based on the proposals of Impact Construction & Excavating. However, the CASp report did not mention any defective work for the landings and ramps in the modular bathroom and gymnasium.

Further, the district recently provided estimates from Graham Concrete for \$165,000 and Randy Hill Construction for \$85,132.00. The contract amount with change order #1 is \$109,698.18. Assuming *arguendo* that the district is correct that the work is faulty, the surety has an overpayment defense. It is the district's duty to properly administer the contract. If the work is as poor as the district alleges, why did it pay 90% of the contract funds to Feather River?

October 23, 2012

Feather River Materials argues that it terminated the contract pursuant to Article 14.1.3 of the contract per its October 18, 2011 letter to the district. This arose after Feather River Materials waited 94 days for a decision regarding the grade of the parking lot.

If you believe that your claim has been wrongfully denied or rejected you may have the matter reviewed by the following State agency:

California Department of Insurance
Consumer Affairs Division

300 S. Spring Street
Los Angeles, CA 90013

(800) 927-4357 (in state)
(213) 897-8921 (out of state)

Sincerely,



J. Douglas Mraz
Authorized Representative of Western Surety Company

cc: Feather River Materials, Inc.