

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

January 13, 2015

Immediately following the 6:00 pm meeting of the Sierra County Board of Education
Downieville School, 130 School Street, Downieville CA 95936

This meeting will be available for videoconferencing at Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, 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, 109 Beckwith Road, Room 3, Loyalton, CA, 96118, and posted with the online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5)

A. CALL TO ORDER

(Please be advised that this meeting will be recorded.)

B. ROLL CALL

C. APPROVAL OF AGENDA

D. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report
 - a. Facilities Report
 - b. Old Loyalton Middle School equipment storage
2. Business Report
 - a. Board Report-Expenditures by Object 7/1/14 to 12/31/14**
 - b. Fourth Month Enrollments for the 2014-2015 School Year**
3. Staff Reports (5 minutes)
4. SPTA Report (5 minutes)
5. Board Members' Report (5 minutes)
6. Public Comment –This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or 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 December 13, 2014**
2. Approval of the bill warrants for the month of December 2014**
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending December 31, 2014. It is required per Education Code 35186 section (d) that a school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. No complaints regarding textbooks and instructional materials, teacher vacancy or misassignment or conditions of facilities were filed with S-PJUSD during the quarter ending December 31, 2014.
4. Annual Review and Approval per Education Code 35160.5 of Administrative Regulation and Board Policy 6145, Extra Curricular and Co-curricular Activities**

F. ACTION ITEMS

1. Unfinished Business and General Orders

1415-094 Adoption of Transportation Safety Plan, Second Draft** (Grant)

2. New Business

1415-095 Presentation of Sierra-Plumas Classified Employees' Association's Initial Proposal for the 2014-2015 school year*

1415-096 Discussion/Possible Action re: Downieville School, including Flooring and HVAC (Grant)

1415-097 Single Plan for Student Achievement, Loyaltan High School**(Grant)

1415-098 Approval of Letter of Agreement with Sierra County Health and Human Services for AED equipment**

1415-099 Discussion and Approval of District Mid-Year Goals**

1415-0100 Acceptance of the Financial Audit for fiscal year 2013-2014**

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)

1415-0101 Approval of Administrative Regulation 6146.2, Certificate of Proficiency/High School Equivalency, revision^^

1415-0102 Approval of Board Policy 6163.1, Library Media Centers, revision^^

1415-0103 Approval of Board Policy and Administrative Regulation 6172, Gifted and Talented Student Program, revision^^

G. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on February 10, 2015, at Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyaltan, CA 96118, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6 pm.

2. Suggested Agenda items

a. _____

H. ADJOURNMENT



Dr. Merrill M. Grant, Superintendent

**enclosed

*handout

^^County agenda backup

Balances through December						Fiscal Year 2014/15
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD						
1100	Teachers Salaries	1,466,064.00	1,444,987.00	848,812.02	575,654.39	20,520.59
1120	Certificated Substitutes	43,027.00	42,510.00		17,110.00	25,400.00
1300	Certificated Superv/Admin Sala	220,448.00	220,447.00	110,224.08	110,224.08	1.16-
1310	Teacher In Charge/Head Teacher	35,997.00	23,000.00	12,000.00	9,000.00	2,000.00
	Total for Object 1000	1,765,536.00	1,730,944.00	971,036.10	711,988.47	47,919.43
2100	Instructional Aides Salaries	151,574.00	150,761.00	94,275.34	57,037.35	551.69-
2200	Classified Support Salaries	300,625.00	298,958.00	130,519.81	140,572.80	27,865.39
2220	Classified Support Substitute	17,225.00	35,511.00		17,030.74	18,480.26
2300	Classified Sup/Admin Salaries	2,160.00	1,867.00		540.00	1,327.00
2400	Clerical & Office Salaries	203,224.00	204,581.00	107,929.40	97,459.13	807.53-
2900	Other Classified Salaries	26,579.00	25,164.00	15,672.46	9,335.70	155.84
	Total for Object 2000	701,387.00	716,842.00	348,397.01	321,975.72	46,469.27
3101	State Teachers Retirement Syst	160,844.00	146,722.00	82,380.12	59,395.27	4,946.61
3102	State Teachers Retirement Syst	3,101.00	2,500.00	299.76	208.06	1,992.18
3201	Public Employees Retirement Sy	6,170.00	6,315.00	3,702.54	2,741.44	128.98-
3202	Public Employees Retirement Sy	65,239.00	64,535.00	34,966.44	30,682.75	1,114.19-
3212	Pers Pickup-Classified Employe	5,375.00	5,375.00	2,790.30	2,584.81	.11-
3311	OASDI-Certificated Positions	6,004.00	4,693.00	1,778.10	1,844.46	1,070.44
3312	OASDI-Classified Positions	42,435.00	41,560.00	21,064.17	19,482.19	1,013.64
3321	Medicare-Certificated Position	25,137.00	22,950.00	12,810.24	9,444.02	695.74
3322	Medicare-Classified Positions	10,027.00	9,755.00	4,978.51	4,598.16	178.33
3401	Health & Welfare -Certificated	409,853.00	414,312.00	244,302.96	164,943.36	5,065.68
3402	Health & Welfare-Classified Po	147,363.00	132,163.00	74,940.18	72,423.74	15,200.92-
3501	State Unemployment Insurance-C	936.00	865.00	485.64	1,080.10	700.74-
3502	State Unemployment Insurance-	350.00	341.00	174.12	956.10	789.22-
3601	Workers' Compensation Insuranc	102,049.00	88,380.00	49,441.26	36,352.25	2,586.49
3602	Workers' Compensation Insuranc	39,117.00	35,948.00	18,352.11	16,950.30	645.59
3701	Retiree Benefits Cert.	13,884.00	13,884.00			13,884.00
3901	Other Benefits, Certificated P	108,954.00	112,562.00		7,319.28	105,242.72
3902	Other Benefits, Classified Pos				15,546.80	15,546.80-
	Total for Object 3000	1,146,838.00	1,102,860.00	552,466.45	446,553.09	103,840.46
4100	Textbooks	85,800.00	91,340.00		3,162.32	88,177.68
4200	Books Other Than Textbooks		200.00		1,111.23	911.23-
4300	Materials and Supplies	111,447.00	131,070.00	37,092.21	68,203.90	25,773.89
4350	Vehicle Maint. M&S	24,766.00	24,766.00	3,111.90	1,557.62	20,096.48

Balances through December						Fiscal Year 2014/15
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD (continued)						
4400	Non-Capital Equipment (Up to \$	3,816.00	9,975.00	10,539.56	23,019.49	23,584.05-
	Total for Object 4000	225,829.00	257,351.00	50,743.67	97,054.56	109,552.77
5100	Subagreement for Services	176,461.00	176,461.00	95,925.96	55,535.20	24,999.84
5200	Travel & Conferences	48,311.00	46,350.00	5,027.29	18,309.36	23,013.35
5300	Dues & Membership	9,838.00	10,028.00	414.00	5,764.23	3,849.77
5400	Insurance-Fire, liability, etc	55,080.00	55,080.00		46,188.20	8,891.80
5510	Power	88,519.00	90,519.00	56,527.81	26,371.19	7,620.00
5520	Garbage	12,813.00	12,813.00	4,845.50	2,174.50	5,793.00
5530	Water	64,350.00	64,350.00	41,356.24	18,514.36	4,479.40
5540	Propane	66,500.00	67,000.00	44,313.03	7,686.97	15,000.00
5590	Miscellaneous Utilities	15,500.00	15,500.00	12,798.72	2,201.28	500.00
5600	Rentals, Leases & Repairs	74,400.00	74,900.00	53,313.00	17,854.50	3,732.50
5800	Services & Operating Expense	3,000.00	3,000.00	1,200.00	450.00	1,350.00
5810	Legal Expenses	10,000.00	10,000.00	1,006.00	2,679.00	6,315.00
5812	Board Election Expense	1,239.00	1,239.00			1,239.00
5840	Audit Expense	13,500.00	13,500.00	6,000.00	7,700.00	200.00-
5860	Solid Waste Tax	13,761.00	13,761.00	7,241.79	3,658.21	2,861.00
5890	Miscellaneous Contracts/Servic	272,057.00	285,251.00	177,262.66	141,203.60	33,215.26-
5899	SCOE Interagency Reimburse			10,038.33	7,990.70	18,029.03-
5900	Communications	3,550.00	3,550.00		2,238.25	1,311.75
5910	Telephone-Monthly Service	16,502.00	16,502.00	5,693.75	1,826.46	8,981.79
5920	T Lines	4,800.00	4,800.00			4,800.00
5990	Other Communications	225.00	225.00		226.99	1.99-
	Total for Object 5000	950,406.00	964,829.00	522,964.08	368,573.00	73,291.92
6200	BUILDING & IMPROVEMENT OF BUIL	91,450.00	91,450.00			91,450.00
6400	Equipment	57,053.00	94,294.00		69,043.49	25,250.51
6500	Equipment Replacement	119,450.00	119,450.00		500.00	118,950.00
	Total for Object 6000	267,953.00	305,194.00	.00	69,543.49	235,650.51
7142	Other Tuition, Excess Cost, an	80,000.00	88,000.00			88,000.00
7310	Direct Support/Indirect Costs					.00
7616	Trans fr Gen Fund to Cafeteria	64,218.00	64,218.00			64,218.00
7619	Other Interfund Transfers Out	81,350.00	115,600.00		88,191.99	27,408.01
	Total for Object 7000	225,568.00	267,818.00	.00	88,191.99	179,626.01
	Total for Fund 01 and Expense accounts	5,283,517.00	5,345,838.00	2,445,607.31	2,103,880.32	796,350.37

Balances through December						Fiscal Year 2014/15
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 13 - Cafeteria						
2200	Classified Support Salaries	65,186.00	65,932.00	40,502.38	26,340.61	910.99-
3202	Public Employees Retirement Sy	5,897.00	5,892.00	3,547.20	2,374.72	29.92-
3312	OASDI-Classified Positions	4,041.00	4,089.00	2,511.12	1,633.13	55.25-
3322	Medicare-Classified Positions	945.00	956.00	587.23	381.91	13.14-
3402	Health & Welfare-Classified Po	13,840.00	13,840.00	8,304.24	5,536.16	.40-
3502	State Unemployment Insurance-	32.00	33.00	20.27	13.17	.44-
3602	Workers' Compensation Insuranc	3,689.00	3,524.00	2,164.96	1,407.98	48.94-
	Total for Object 3000	28,444.00	28,334.00	17,135.02	11,347.07	148.09-
4300	Materials and Supplies	8,500.00	8,500.00	4,093.72	1,778.45	2,627.83
4400	Non-Capital Equipment (Up to \$				1,415.01	1,415.01-
4700	Food	45,270.00	45,270.00	27,622.92	14,806.94	2,840.14
	Total for Object 4000	53,770.00	53,770.00	31,716.64	18,000.40	4,052.96
5300	Dues & Membership	261.00	261.00			261.00
5600	Rentals, Leases & Repairs	2,979.00	2,979.00		539.25	2,439.75
5800	Services & Operating Expense	956.00	956.00	198.91	258.87	498.22
5890	Miscellaneous Contracts/Servic				1,996.52	1,996.52-
5900	Communications	121.00	121.00			121.00
	Total for Object 5000	4,317.00	4,317.00	198.91	2,794.64	1,323.45
	Total for Fund 13 and Expense accounts	151,717.00	152,353.00	89,552.95	58,482.72	4,317.33
Fund 35 - State Facility						
5890	Miscellaneous Contracts/Servic		757.00		757.07	.07-
7619	Other Interfund Transfers Out		269,468.00		269,468.06	.06-
	Total for Fund 35 and Expense accounts	.00	270,225.00	.00	270,225.13	.13-
Fund 40 - Dist Build						
5890	Miscellaneous Contracts/Servic	3,850.00				.00
6200	BUILDING & IMPROVEMENT OF BUIL	173,500.00	354,717.00	80.00	352,458.64	2,178.36
	Total for Fund 40 and Expense accounts	177,350.00	354,717.00	80.00	352,458.64	2,178.36
Fund 73 - Bechen						
5800	Services & Operating Expense	3,000.00	3,000.00			3,000.00
	Total for Fund 73, Expense accounts and Object 5000	3,000.00	3,000.00	.00	.00	3,000.00
	Total for Org 006 - Sierra-Plumas Joint Unified School District	5,615,584.00	6,126,133.00	2,535,240.26	2,785,046.81	805,845.93

MINUTES FOR THE REGULAR MEETING OF THE GOVERNING BOARD OF
THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
December 9, 2014
Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA 96118

A. CALL TO ORDER

President Mike Moore called the meeting to order at 5:03 pm.

B. ROLL CALL

PRESENT: Mr. Mike Moore, President
Mr. Tim Driscoll, Vice President
Ms. Sharon Dryden, Clerk
Ms. Patty Hall, Member
Mr. Allen Wright, Member

ABSENT: None

VACANT: None

C. APPROVAL OF THE AGENDA

HALL/WRIGHT

5/0

BOARD ORGANIZATION

D. OATH OF OFFICE administered by Merrill M. Grant, Ed.D. to:

1. SHARON DRYDEN, Elected Trustee, Area Four
2. PATTY HALL, Appointment in-Lieu of Election, Trustee Area One
3. MICHAEL MOORE, Appointment in-Lieu of Election, Trustee Area Five
4. ALLEN WRIGHT, Appointment in-Lieu of Election, Trustee Area Two

E. PUBLIC COMMENT FOR CLOSED SESSION opened at 5:08 pm.

There was no public comment.

DRISCOLL motioned to enter into Closed Session/WRIGHT seconded.

5/0

At this time, the meeting opened for any public comments regarding the Closed Session items.

F. The Board of Trustees, Superintendent Dr. Merrill M. Grant and Business Manager Rose Asquith, moved into Closed Session to discuss the following items:

1. Government Code §54957.6, Conference with Labor Negotiators
Agency Negotiator for the Board: Dr. Merrill M. Grant, Superintendent
Employee Organizations, Represented Employees: Sierra-Plumas Teachers' Association

G. RETURN TO OPEN SESSION (Report Out will occur at the reconvening of this meeting.)

H. RECESS TO THE SIERRA COUNTY BOARD OF EDUCATION MEETING at 5:50 pm.

Sierra-Plumas Joint Unified School District
Minutes of the School District Governing Board
Regular Meeting
December 9, 2014

- I. RECONVENE THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD MEETING at 7:04 pm
WRIGHT/DRISCOLL
5/0

- J. OATH OF OFFICE (repeated for public observation)

- K. REPORT OUT FROM CLOSED SESSION
Negotiations are in process with SPTA for the 2015-16 school year. No action taken.

ELECTION OF OFFICERS FOR 2015

1. Mike MOORE was nominated as president and elected with a 5/0 vote.
2. Patty HALL was nominated Vice President and was elected with a 5/0 vote
3. Allen WRIGHT was nominated Clerk and was elected with a 5/0 vote.

- L. Approval of Sierra-Plumas Joint Unified School District Governing Board Meeting Calendar for 2015
DRISCOLL motioned to approve as amended in the County meeting (adding a July 14 meeting date)/ WRIGHT seconded.
5/0

M. BOARD REPRESENTATIVES

1. Nominate Two Board Members to Facility Committee
(HALL/DRISCOLL)
2. Nominate Two Board Members to Negotiations Committee
(MOORE/DRISCOLL)
3. Nominate Two Board Members to Transportation Committee
(WRIGHT/DRYDEN)

N. INFORMATION / DISCUSSION ITEMS

1. SUPERINTENDENT'S REPORT
 - a. Facilities Update
 - School Site/Winter Preparation – Downieville Boiler part will be installed ~~this week/~~ (during holiday vacation) portable heaters have been heating the rooms
 - LHS Track – Still progressing
 - Old Loyalton Middle School – this site has been sold to the City of Loyalton. Next phase is to empty the building of the district's possessions.
 - Sierraville Site Use – Verizon is looking to put in a cell tower at this site
 - b. Negotiations Update – covered in the County meeting
 - c. CIF Update – see handout
 - d. Technology Update – Looking for Take Home Chromebooks for 7 through 12 and eventually all grades
 - e. Holiday Events: Downieville “Holiday on Main”, 5 pm 12/6/14
Loyalton Elementary Holiday Program, 6 pm 12/18/14
 - f. Inter-District Attendance Agreements

Sierra-Plumas Joint Unified School District
Minutes of the School District Governing Board
Regular Meeting
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2. BUSINESS REPORT

- a. Board Report-Expenditures by Object 7/1/14 to 11/30/14
- b. Third Month Enrollments for the 2014-2015 School Year
- c. The Business Office (109 Beckwith Road, Loyalton) will be closed for the week of December 22 - December 26, 2014, and December 31 - January 2, 2015.

3. STAFF REPORTS

Marla Stock, Loyalton High School Administrator and Merrill M. Grant, Superintendent, reported on activities at their school sites.

4. SPTA REPORTS - There were no reports.

5. BOARD MEMBERS' REPORTS

WRIGHT mentioned thanks to Dr. Grant for his attention to the heating issue in Downieville. DRISCOLL: Attended the FFA speaking competition in Big Valley. He acknowledged increased aptitude in our students and the entire program. Commend Cali Griffin for her efforts in that program.

6. PUBLIC COMMENT

President Moore opened the meeting for public comment at 7:32 pm.

There was no public comment.

President Moore closed the meeting for public comment at 7:32 pm.

O. CONSENT CALENDAR

The following items were included on the consent calendar:

1. Approval of the minutes of the Regular Board meeting held November 12, 2014
2. Approval of the bill warrants for the month of November 2014
3. Approval of Assignment of Raymond Woodward, 2014-15 Loyalton High JV Boys Basketball Coach
4. Rescind appointment of Steve Fillo, 2014-15 Downieville Girls Basketball Coach (due to insufficient number of students to field a team)

WRIGHT/HALL

5/0

P. ACTION ITEMS

1. NEW BUSINESS

1415-085 Presentation of the Sierra-Plumas Joint Unified School District Teachers' Association Initial Proposal for the 2014-2015 school year
This proposal was given at the County meeting by SPTA. Dr. Grant reiterated what was presented and that negotiations will continue.

1415-086 Award of Bid to Propane Supplier, Ferrellgas
DRYDEN/DRISCOLL

5/0

Sierra-Plumas Joint Unified School District
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1415-087 Adoption of Transportation Safety Plan WRIGHT/HALL
Tabled to January for more information

1415-088 Adoption of 2014-2015 First Interim and Criteria & Standards Report and Actuals as
of October 31, 2014
DRISCOLL/HALL
5/0

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS
WRIGHT 1415-089 through 093 WRIGHT/DRYDEN
5/0

1415-089 Approval of Board Policy and Administrative Regulation 1312.3, Uniform Complaint
Procedures, revised

1415-090 Approval of Board Policy and Administrative Regulation 5131.2, Bullying, revision

1415-091 Approval of Board Policy and Administrative Regulation 5145.3,
Nondiscrimination/Harassment, revision

1415-092 Approval of Board Policy and Administrative Regulation 5145.7, Sexual Harassment,
revision

1415-093 Approval of Exhibit 9323.2, Actions By the Board, revision

Q. ADVANCED PLANNING

1. The next Regular Board Meeting will be held on January 13, 2015, Downieville School, 130
School Street, Downieville, California, immediately following the 6:00 pm meeting of the Sierra
County Board of Education.
2. Suggested Agenda items:
 - a. Transportation Plan, revisited
 - b. Negotiations

R. ADJOURNMENT

WRIGHT/HALL
ADJOURNED at 7:56 pm.

Allen Wright, Clerk

Dr. Merrill M. Grant, Superintendent

Checks Dated 12/01/2014 through 12/31/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
00079756	12/08/2014	AIRGAS, USA, LLC	01-5600		94.78
00079757	12/08/2014	APPLE INC.	01-4400		1,940.65
00079758	12/08/2014	AT&T	01-5890	30.56	
			01-5899	16.06	
			01-5910	359.61	406.23
00079759	12/08/2014	AVAYA, INC	01-5600		53.16
00079760	12/08/2014	BRAD CAMPBELL	01-5200		28.00
00079761	12/08/2014	KATIE CAMPBELL	01-5200		28.00
00079762	12/08/2014	CITY OF LOYALTON	01-5530	3,372.99	
			01-5899	209.57	3,582.56
00079763	12/08/2014	CURRENT ELECTRIC & ALARM, INC.	01-5600	363.75	
			01-5899	26.25	
			40-6200	5,911.24	6,301.24
00079764	12/08/2014	DOWNIEVILLE PUBLIC UTILITY DIS	01-5530		290.00
00079765	12/08/2014	EDUCATIONAL DATA SYSTEMS	01-4300		47.76
00079766	12/08/2014	GAYNOR TELESYSTEMS, INC	01-5600	698.61	
			01-9510	938.50	1,637.11
00079767	12/08/2014	GIRARD & EDWARDS ATTORNEYS AT LAW	01-5810		2,004.00
00079768	12/08/2014	GOLD COUNTRY DISTRIBUTORS	13-4700		241.30
00079769	12/08/2014	GRAINGER, INC.	01-4300		25.93
00079770	12/08/2014	CAROLINE GRIFFIN	01-5200		431.01
00079771	12/08/2014	HUNT & SONS, INC.	01-5590		585.68
00079772	12/08/2014	INLAND SUPPLY	01-4300		908.33
00079773	12/08/2014	K 12 MANAGEMENT INC.	01-5890		3,354.00
00079774	12/08/2014	MARIAN LAVEZZOLA	01-5600		200.00
00079775	12/08/2014	LIBERTY UTILITIES	01-5510	3,717.20	
			01-5899	202.84	3,920.04
00079776	12/08/2014	JODI MCBRIDE	01-5200	28.00	
			01-5890	28.00	56.00
00079777	12/08/2014	MCCUEN CONSTRUCTION, INC.	40-6200	9,185.09	
			40-9515	2,000.00-	7,185.09
00079778	12/08/2014	MODEL DAIRY, LLC	13-4700		782.97
00079779	12/08/2014	MIKE MOORE	01-5200	28.00	
			76-9576	565.40	593.40
00079780	12/08/2014	MOUNTAIN MESSENGER	01-5890	52.50	
			01-5899	15.00	67.50
00079781	12/08/2014	MARICH ENT. INC MR. ROOTER	13-5600		539.25
00079782	12/08/2014	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571		30,735.00
00079783	12/08/2014	OFFICE DEPOT, INC	01-4300		175.21
00079784	12/08/2014	LESLIE OSGOOD	01-5200		36.00
00079785	12/08/2014	PACIFIC GAS & ELECTRIC COMPANY	01-5510		1,941.57
00079786	12/08/2014	PLAZA TIRE & AUTO SERVICE	01-4350		602.50
00079787	12/08/2014	POSTMASTER, LOYALTON	01-5900		460.00
00079788	12/08/2014	QUILL CORPORATION	01-4300		300.25
00079789	12/08/2014	REED'S LOCKSMITHING, INC.	01-4300		12.16

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

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Checks Dated 12/01/2014 through 12/31/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
00079790	12/08/2014	ROUNDPEG	01-5200		795.00
00079791	12/08/2014	SCHOOL HEALTH CORPORATION	01-4300		96.20
00079792	12/08/2014	SCHOOL PATHWAYS LLC	01-5800		150.00
00079793	12/08/2014	SIERRA BOOSTER	01-5300	20.00	
			01-5890	11.00	31.00
00079794	12/08/2014	SIERRA COUNTY PUBLIC WORKS	01-5890		13,907.79
00079795	12/08/2014	SIERRA COUNTY HEALTH DEPARTMENT	01-5510		289.50
00079796	12/08/2014	SIERRA COUNTY ARTS COUNCIL	01-5890		4,335.00
00079797	12/08/2014	INTERMOUNTAIN DISPOSAL, INC.	01-5520	571.00	
			01-5899	9.00	580.00
00079798	12/08/2014	SIERRA HARDWARE	01-4300		93.23
00079799	12/08/2014	SIERRA VALLEY HOME CENTER	01-4300		484.03
00079800	12/08/2014	SIERRA-PLUMAS JOINT UNIFIED	01-5200	30.00	
			01-5890	289.56	319.56
00079801	12/08/2014	SIERRA TRANSPORTATION COMPANY, LLC	01-5100	14,304.52	
			01-5890	2,361.09	16,665.61
00079802	12/08/2014	SINGLETON AUMAN PC	01-5840		7,700.00
00079803	12/08/2014	STAPLES CONTRACT & COMM.	01-4300		37.67
00079804	12/08/2014	STAPLES ADVANTAGE	01-4300		51.91
00079805	12/08/2014	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5890		64.00
00079806	12/08/2014	CDE, CASHIER'S OFFICE	13-4700		31.20
00079807	12/08/2014	SUBURBAN PROPANE-1483	01-5540	5,137.62	
			01-5899	445.92	5,583.54
00079808	12/08/2014	TERMINIX PROCESSING CENTER	01-5890		104.00
00079809	12/08/2014	TIP INC., PRINTING & GRAPHIX	01-4300	211.24	
			01-5899	70.41	281.65
00079810	12/08/2014	TRI COUNTY SCHOOLS INS. GR.	01-3901	1,219.88	
			01-3902	1,153.38	
			01-9535	13,725.74	
			76-9576	63,626.66	79,725.66
00079811	12/08/2014	U.S. BANK	01-4300	777.22	
			01-4400	6,405.08	
			01-5600	343.81	
			01-5890	12.99	
			01-5899	17.17	
			Unpaid Sales Tax	388.81-	7,167.46
00079812	12/08/2014	US FOODSERVICE, INC.	13-4300	430.77	
			13-4700	2,389.44	2,820.21
00079813	12/08/2014	VERIZON WIRELESS	01-5910		113.74
00079814	12/08/2014	VOYAGER FLEET SYSTEMS INC.	01-4300	2,834.13	
			01-5200	327.23	
			01-9210	571.34	3,732.70
00079815	12/08/2014	ALLEN WRIGHT	01-5200		7.00
			Total Number of Checks	60	214,734.34

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ESCAPE ONLINE

Page 2 of 3

Checks Dated 12/01/2014 through 12/31/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
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Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	53	102,684.83
13	Cafeteria Fund	5	4,414.93
40	Special Reserve for Capital Ou	2	13,096.33
76	Warrant/Pass Though (payroll)	3	94,927.06
Total Number of Checks		60	215,123.15
Less Unpaid Sales Tax Liability			388.81-
Net (Check Amount)			214,734.34

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

Page 3 of 3

PO Box 955
Loyalton, CA 96118
(530) 993-1660
Fax (530) 993-0828
www.sierracountyofficeofeducation.org

Sierra-Plumas Joint Unified School District

Transportation Services Safety Plan (Complies with 39831.3 EC)



DRAFT

Sierra-Plumas Joint Unified School District's "Board of Education is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." BP0410

Preface

CALIFORNIA EDUCATION CODE

39831.3. (a) The county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required. The plan shall address all of the following:

- Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle Code.
- Procedures for all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.
- Boarding and exiting a school bus at a school or other trip destination.

A current copy of a plan *shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.*

39831.5. All pupils in pre-kindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

- At least once in each school year, all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation, shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, proper passenger conduct, bus evacuation, and location of emergency equipment.

Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to all of the following:

- Proper fastening and release of the passenger restraint system.
- Acceptable placement of passenger restraint systems on pupils.
- Times at which the passenger restraint systems should be fastened and released.
- Acceptable placement of the passenger restraint systems when not in use.

Sierra-Plumas Joint Unified School District

Transportation Safety Plan Requirements

The Sierra-Plumas Joint Unified School District is required to create and maintain a transportation safety plan that includes:

- Procedures for students to board and exit the school bus safely
- Clarifies that the safety plan shall not require the use of an on-board monitor on the school bus in addition to the driver.
- Provisions for the plan to be retained by the district, and made available upon the request of an officer of the California Highway Patrol (CHP).
- Authorizes a school bus driver to stop the bus to load or unload pupils without activating the flashing red signal lights and stop signal arm under specified conditions, and after consultation with CHP.

This plan must be maintained at each school site and be available for inspection by the CHP upon request.

Transportation Safety Plan

1. Only authorized bus riders are permitted to ride the bus and they will be required to get on and off at their designated stop or other trip designation. An authorized bus rider who desires to get off the bus at a stop other than the normal stop is required to have a note signed by his or her parent. Permission to get off at a different stop will only be granted if no change of bus is involved. Children who are not authorized bus riders will not be permitted to ride the bus even to accompany an authorized rider to or from school unless they receive permission from the superintendent or school site administrator in advance.
2. Bus riders are encouraged to arrive at their bus stops no earlier than five minutes before the scheduled time of pick-up. Children who arrive at their bus stops too early and get bored while waiting may cause most behavior problems. Horseplay is not permitted at the bus stop.
3. Students are to wait in line completely off the paved surface of roadway for the bus. Students are to stand twelve (12) feet back from the bus as it pulls toward the curb and not move toward the school bus until it comes to a complete stop and opens its doors.
 - a. Bus riders may not cross the street on which the designated bus stop is located but must wait in line on the opposite side of the road until the school bus driver personally escorts them across

4. The bus drivers will not depart pick up stops before the scheduled time. Parents can set their clocks by **accessing the internet (www.time.gov)**.
5. The bus driver will make every effort to arrive at the bus stop at the scheduled time for pick up. If the bus arrives early, the driver will wait until the scheduled time before departing. In order to remain on schedule, the driver cannot wait at any stop beyond the scheduled pick up time. Take home times are considered more flexible than pick up times, and it is possible that some children will be delivered to their stops earlier than scheduled. This could occur when a driver bypasses bus stops of absent children.
6. The bus driver has the authority to separate students and to assign students to specific seats as deemed necessary.
7. Bus drivers are required by law to load and discharge passengers only at authorized stops as listed on scheduled home-to-school or school-to-home routes or other trip destinations. If a student is hesitant or reluctant to get off the bus at his or her stop, the student will not be forced to get off. The student will either be returned to school or taken to the district office. **Please do not ask or expect a driver to stop at a location other than your child's assigned bus stop.**
8. Many special education students must be met by responsible adults. If no one is available to meet the child, the bus driver completes the route and returns to the stop, takes the child back to school, or takes the child to the district office or Child Protective Services.
9. All pupils in prekindergarten, kindergarten, and grades 1 through 8, needing to cross the street on which the bus is stopped, shall be provided escort service at those locations where traffic is not controlled by a traffic officer or an official traffic control signal.
 - a. The crossing light system (Ambers and Reds) shall be activated, as required, when the bus is stopped for the purpose of loading and unloading students if the vehicle is parked on a highway or private road, unless under the direction of a traffic officer. The lights **DO NOT** allow students to cross the roadway or highway unless the driver has exited the schoolbus and given the student direction that it is safe to cross. Students are to remain on the roadside until the driver gives the direction that it is safe to cross. Students are never to cross the roadway or highway behind the bus unless crossing at an official traffic controlled signal.
 - b. Each student being escorted across the street is required to cross under authority of the driver after unloading from the bus and crossing in front of the bus.
10. In order to ensure the continued high level of safety provided to our pupils and expected by the public. Transportation will continue to educate school bus drivers, pupils and the public about the laws and dangers associated with loading and unloading of students.
11. Each student on a school bus must behave in a satisfactory manner in order for the driver to remain alert to the many hazards of driving. The safety of all students is of primary importance; a student who behaves in an unsatisfactory manner may be denied transportation. Student's conduct at school

bus loading zones and school bus stops must be satisfactory to allow for the safe loading and unloading at these locations. Parent reinforcement of these regulations will help considerably in maintaining a high level of safety and a low level of disciplinary problems. Parents/Guardians may be responsible for any damage to vehicles or property caused directly by their students.

BUS RIDERS ARE REQUIRED TO:

1. Follow the instructions and directions of the bus driver at all times
2. Be at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus (The bus will not wait for students at any stop)
3. Enter the bus in an orderly manner and go directly to their seats
4. Sit in their seat with their backs against the seat, facing forward, backpacks on laps, fasten any passenger restraints systems, and keeping the aisle and emergency exit of the bus clear of all obstacles. *The bus driver may assign designated seats to the students*
5. Report any vandalism or damage to the bus to the bus driver
6. Report lost or found articles to the bus driver
7. Remain seated at all times when the bus is in motion
8. Be courteous to everyone
9. Walk to and from bus stops in an orderly manner without damaging property, disturbing the peace, or endangering themselves or others
10. When waiting to board the bus, the student stays 12 feet away from the bus until it comes to a complete stop and the door opens to permit entry
11. Never cross the street on which a bus is stopped unless escorted by the bus driver. Students must cross in front of the bus and between it and the driver
12. Promptly leave the bus stop upon exiting the bus
13. Keep the bus and the area around the bus stop clean
14. Items left or lost on the bus are not the responsibility of the Driver, School or the District

BUS RIDERS MAY NOT:

1. Distract the bus driver
2. Create loud noise
3. Deface or tamper with the bus or the property of others; Parents must pay for damage caused by vandalism
4. Put any part of their body or any item out of the window
5. Use language or gestures that others might find offensive or rude
6. Behave in any way which is abusive, illegal or dangerous
7. Eat, drink, chew gum, use tobacco products, litter, spit, throw or toss any item inside of or out of the bus
8. Bring animals or other pets on the bus, except licensed guide dogs
9. Open or use the emergency exits except in an emergency
10. Use cellular telephones or similar devices that disrupts the safe operation of the school bus (the bus driver may direct the student to no longer use the device on the bus)

THE FOLLOWING ITEMS ARE NOT ALLOWED ON A SCHOOL BUS AT ANYTIME:

- Animals, except for those allowed by law, insects, any drinks other than water, scooters, or any object or substance which might be dangerous or illegal
- Food, except when on a school-related trip

BUS DRIVERS MAY ISSUE CITATIONS FOR FAILURE TO ABIDE BY THESE RULES:

- A student's bus riding privilege may be suspended for serious offences or multiple citations
- Suspensions will only take place after consultations with the principal, driver, and parent

School Activity Trip Safety Instructions

Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code 39831.5)

- Location of emergency exits
- Location and use of emergency equipment
- May include responsibilities of passengers seated next to an emergency exit
- May include the use of the passenger restraint system (lap/shoulder belt)

The driver shall point out the location and functions of the fire extinguisher, first aid kit, and all exit locations prior to departing on the field trip and explain the school bus rules.

During darkness, the driver shall ensure that the interior lighting is sufficient for passengers to enter and exit safely and whenever otherwise deemed necessary.

Safe Bus Operations

California mandates the Governing Board of any district that provides student transportation to adopt procedures that limit bus operation when atmospheric conditions reduce visibility, as described below, and that give drivers of student activity buses discretionary authority to discontinue operation when it is unsafe.

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Bus Evacuations & Safety Instruction

All pupils in pre-kindergarten to grade 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, proper passenger conduct, bus evacuation, location of emergency equipment and may include responsibilities of passengers seated next to an emergency exit.

As part of the instruction, pupils shall evacuate the schoolbus through emergency exit doors.

In an emergency it is up to the students and driver to stay calm. Students must listen to the bus driver and follow instructions carefully.

If the students have to evacuate the bus, they must wait and follow the driver's instructions. Students must not crowd the aisle, but move toward the exit. Secure loose clothing so it won't be caught on door or any other part of the bus. Leave ALL belongings on the bus. Students should duck their head and bend their knees if they must jump from an emergency exit. Everyone is to move to a safe location 100 ft. from the bus.

This transportation safety plan will be made readily available to all school district personnel who drive school district vehicles and could find themselves in a situation where they would be transporting a student as a passenger. If there are any questions about the information contained in this document, please call the District Office at (530) 993-1660, ext. 38, 40, 42, or 43.

Operation Hours: 7:00 a.m. - 4:30 p.m. Monday - Friday

In case of emergency, collision, or breakdown call appropriate personnel using the number listed above. Have location, load size, and problem available

- Sierra-Plumas Joint Unified School District
 - Dr. Grant, Superintendent (530) 993-1660 ext. 37
(530) 771-7926 cell
 - Marla Stock, LHS Principal (530) 993-4454 x 203
- Plumas Unified Transportation Department
 - Ken Pierson, Transportation Director (530) 283-6545 ext. 5507
 - Kyle Bakker, Lead Mechanic (530) 283-6545 ext. 5508
- Sierra Transportation (Downieville Schools)
 - Doug Peterman, President (530) 283-3230
- Sierra County Sheriff (530) 289-3700
- Plumas County Sheriff (530) 832-4242
- CHP Quincy (530) 283-1100
- CHP Susanville (530) 257-9605

In case of emergency, (non-collision/breakdown) – Loyalton Schools

- Plumas Unified Transportation Department
 - Kyle Bakker, Lead Mechanic (530) 283-6545 ext. 5508

In case of emergency, (non-collision/breakdown) – Downieville Schools

- Sierra Transportation
 - Doug Peterman, President (530) 283-3230

Other Contact Numbers

- USFS Sierraville (530) 994-3401
- CAL TRANS Sierraville (530) 994-3410
- CAL TRANS Beckwouth (530) 832-4911
- Road Information (800) 427-7623
- Crescent Tow (530) 832-0323, 284-6231 C#375-7810

***Find additional transportation information at the district web site
“www.sierracountyofficeofeducation.org”***

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

Goals and Areas of Emphasis for 2014/2015 School Year

District, School, and Staff Culture

- Continue to establish a professional, supportive environment for all staff and the Board of Education with superintendent that permeates all interaction in order to deliver a quality education for our students County-wide.

Management of Operations and Fiscal Services

- Continue to develop a multi-year plan to address and stabilize deficiency of revenue versus expenditures. Reduce Secure Rural School allocation in budget allocation.
- Implement and assess the administrator restructuring. Support new school Teacher Leads and improve internal and external site communication.
- Audit all facility needs and develop a deferred maintenance plan now that major projects have been completed. Present Board a Proposition 39 project plan in order to access our County and District's funding allocation.

Community Outreach

- Pursue "win-win" partnerships with Sierra County government agencies and the communities comprising both east and west Sierra County. This can include both facility agreements and services to our students.
- Explore multiple opportunities for our schools to invite parents and other supporters of our students to partner in embellishing the student experience. Restructure the "District Advisory Council" in order to better involve stakeholders in the ongoing modification and involvement with the Local Control Accountability Plan (LCAP).
- Support the Sierra Schools Foundation as that body continues to grow and establish momentum throughout the County.
- Establish consistent, timely, and cooperative relations with Sierra County media.

Educational Program

- Assess our needs around technology both as a teaching tool and increased hardware to better serve students and staff. Explore and possibly develop a vision for Loyalton and Downieville High Schools around personal learning devices and 7-12 "ownership".
- Maintain and implement a plan to address and prepare for Common Core, Smarter-Balanced Assessment, and the teaching methodologies needed to reach our students with these new expectations.
- Utilize Professional Learning Community (PLC) minimum days to drive internal professional development and explore individual professional development plans for each certificated staff member, specifically as it relates to the previous bullet.
- Update evaluation timelines of all staff and ensure that County and District is "on-track" with procedure.

**LETTER OF AGREEMENT
BETWEEN
SIERRA COUNTY HEALTH and HUMAN SERVICES
AND
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT**

Purpose:

The purpose of this Letter of Agreement (LOA) is to coordinate the placement of Automated External Defibrillators in Sierra-Plumas Joint Unified School District. Automatic External Defibrillators are also known as AEDs. An AED is a lifesaving tool for immediate response to Sudden Cardiac Arrest and is intended to be used for such.

Parties:

The parties to this LOA are the Sierra County Health and Human Service (SCHHS) and the Sierra-Plumas Joint Unified School District (S-PJUSD).

All equipment and /or property purchases with agreement funds or furnished by the California Department of Public Health (CDPH) under the terms of the Sierra County Public Health Emergency Preparedness Agreement shall be considered state equipment and the property of CDPH.

Sierra County Health and Human Services Responsibilities:

Purchase Defibrillators including all appropriate accessories. SCHHS will purchase 3 AED units for S-PJUSD. The total cost of the purchases, and of SCHHS other obligations under this LOA, shall not exceed Seven Thousand Four Hundred and No/100 dollars (\$7400.00).

Coordinate the shipment and delivery of all AED's to the identified responsible party for Sierra-Plumas Joint Unified School District.

Once placed, Sierra County Health and Human Services will notify the Local EMS Authority, Nor Cal EMS, of all Public Access Defibrillator school sites.

Maintain annual inventory list of all equipment and report status and placement to CDPH.

Sierra-Plumas Joint Unified School District Responsibilities:

Familiarize and comply with California AED regulations and statutes listed below:

- California Health and Safety Code Section 1797.5, 1797.107, 1797.190 and 1797.196.
- California Code of Regulation Title 22, Division 9, Chapter 1.8 Section 100031 through 100040.

Receive AED's from SCHHS and assume immediate responsibility of units.

Distribute all AED's to schools at the School District's discretion.

Ensure that one staff member at each receiving school is trained in CPR/AED use and certified through the American Heart Association. Provide any further training as the superintendent deems appropriate.

Every time an AED is used, notify Sierra County Health and Human Services within 24 hours at 530-993-6700

Maintain and regularly test AED's according to manufacturer's operation and maintenance guidelines.

Costs:

Sierra County Public Health Emergency Preparedness Program agrees to purchase and deliver the AED's at no cost to the Sierra-Plumas Joint Unified School District.

Sierra-Plumas Joint Unified School District agrees to maintain all equipment at its own expense when such materiel reaches its shelf life or is rendered unusable. SCHHS shall have no responsibility to make any additional purchases of equipment or other expenditures on behalf of S-PJUSD under this LOA other

than the original purchase of the four AED units. SCHHS makes no representations and provides no warranties or guarantees with respect to the AED equipment purchased for S-PJUSD from third-parties. SCHHS will, to the extent possible, transfer any manufacturer's warranties relating to the purchased AED equipment to S-PJUSD.

Liability:

Each party to this agreement shall be responsible for its own acts and omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the acts or omissions of entities not a party to this agreement.

Each party recognizes and supports the following:

- ACR 57 2005 – Urges all schools to implement an automated external defibrillator program.
- AB 2041 2003 – Revised Good Samaritan protection for use of an AED.
- SB 911 1999 – Provides Good Samaritan protection and requirements for AED placement.

Effect on Procedures and Laws:

The parties to this LOA agree to comply with all applicable federal, state laws and regulation. The parties agree to comply with the terms of the Public Health Emergency Preparedness Agreement with the California Department of Public Health, and all contractual terms required by that agreement to be included in each subcontract shall be incorporated into this LOA by reference as if stated in their entirety herein.

Effective Date, Modification, and Termination:

This agreement shall become effective when agreed upon and signed by both parties. The terms of this agreement may be modified in writing upon signature agreement of both parties. This agreement may be terminated by SCHHS at any time by giving written notification to S-PJUSD. Sierra-Plumas Joint Unified School District may terminate this agreement at any time by giving written notice to SCHHS. In the event of termination all units and accessories become the property of SCHHS and must be returned within thirty days of termination.

Capacity to Enter into Agreement:

The persons executing this LOA on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign.

Attachments (linked on-line)

1. [California Health and Safety Code Section 1797.5, 1797.107, 1797.190 and 1797.196.](#)
2. [California Code of Regulation Title 22, Division 9, Chapter 1.8 Section 100031 through 100040.](#)
3. [ACR 57 2005](#)
4. [AB 2041 2003](#)
5. [SB 911 1999](#)

Sierra-Plumas Joint Unified School District

Dated: _____

By: _____

Dr. Merrill M. Grant
Superintendent of Schools

Sierra County Health and Human Services

Dated: _____

By: _____

Darden Bynum
Director Sierra County Health and Human
Services

Approved as to form:

By: _____

Jim Curtis
Sierra County Counsel

DRAFT