

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

November 10, 2015

Immediately following the 6:00 pm meeting of the Sierra County Board of Education  
Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA 96118, California

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

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

*Any individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.*

*Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at 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. English/Language Arts Adoption Update
    - b. Vaccination Update
    - c. Camptonville School District
  2. Business Report
    - a. Board Report-Expenditures by Object 7/1/15 to 10/31/15\*\*
    - b. Second Month Enrollments for the 2015-2016 School Year\*\*
    - c. The County and District business office will be closed to the public on:
      - November 26 and 27 (Closing early on November 25)
      - December 21 through January 1
  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 October 13, 2015\*\*
  2. Approval of the bill warrants for the month of October 2015\*\*
  3. Approval of Randi Durney to the 2015-2016 Loyalton High School 8<sup>th</sup> Grade Girls Basketball Coach assignment

Sierra-Plumas Joint Unified School District  
Governing Board Agenda  
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4. Approval of Joel Armstrong to the 2015-2016 Loyalton High School 8<sup>th</sup> Grade Boys Basketball Coach assignment

F. ACTION ITEMS

1. New Business

- 1516-57 Discussion and Possible Action: Downieville School HVAC (Grant)
- 1516-58 For Discussion Only: Educator Effectiveness Spending Plan\*\* (Grant)
- 1516-59 Approval of Amended Confidential employees Collective Bargaining Agreement, Article 12.2 Benefits^^ (Grant)
- 1516-60 Approval of Thomas Jones and Brad Campbell as additional California Interscholastic Federation representatives for 2015-2016 school year\*\* (Jones)
- 1516-61 Approval of Technology Director Job Description No. 207.26.21, revision\*\* (Grant)
- 1516-62 Approval of Cafeteria Cashier/Clerk job description No 211.4, revision\*\* (Grant)
- BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)
- 1516-63 Approval of Board Policy and Administrative Regulation 3270, Sale and Disposal of Books, Equipment and Supplies, revision^^
- 1516-64 Approval of Administrative Regulation 4112.23, Special Education Staff, revision^^
- 1516-65 Approval of Administrative Regulation 4119.11, 4219.11, 4319.11, Sexual Harassment, revision^^
- 1516-66 Approval of Administrative Regulation 6153, School Sponsored Trips, revision^^
- 1516-67 Approval of Board Policy 6190, Evaluation of the Instructional Program, revision^^

G. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on December 8, 2015, at Downieville School, 130 School Street, Downieville CA 95936, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6:00 pm.
2. Suggested Agenda items
  - a. First Interim

H. ADJOURNMENT



Dr. Merrill M. Grant, Superintendent

\*\*enclosed

\*handout

^^County agenda backup

## ENROLLMENT BY SCHOOL MONTH 2015-2016

	Loyalton Elementary	Loyalton Jr High	Loyalton Sr High	Downieville Elementary	Downieville Jr/Sr High	Sierra Pass Cont	Long Term ISP	TOTAL
<b>Ending 2014-2015</b>	175	53	89	27	19	8	included in site #	371
<b>1st Day 2015-2016</b>	179	65	98	23	20	5	included in site #	390
<b>2015 CALPADS</b>							included in site #	0

Month	1	2	3	4	5	6	7	8	9	10
<b>September</b>	178	65	98	23	20	5	included in site #			389
<b>October</b>	177	65	94	22	20	5	included in site #			383
<b>November</b>							included in site #			
<b>December</b>							included in site #			
<b>January</b>							included in site #			
<b>February</b>							included in site #			
<b>March</b>							included in site #			
<b>April</b>							included in site #			
<b>May</b>							included in site #			
<b>June</b>							included in site #			

2014-15	S-PJUSD	SDC	Washoe	NPS
P-1	359.26	0	11.30	0.80
<b>P-2</b>	356.20	<b>0</b>	11.36	0.53
Annual ADA	355.21	0	11.40	0.49

Enrollment difference from June 6, 2015, to  
October 23, 2015: +12

Long Term ISP:
LES 8
LHS 9

Balances through October						Fiscal Year 2015/16
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General FD</b>						
1100	Teachers Salaries	1,567,061.00	1,567,061.00	1,197,509.36	312,222.46	57,329.18
1105	Per Diem - Same Day Travel	500.00	500.00		22.00	478.00
1115	Extra Duty Hourly	5,000.00	5,000.00		1,885.00	3,115.00
1120	Certificated Substitutes	40,000.00	40,000.00		6,490.00	33,510.00
1300	Certificated Superv/Admin Sala	260,985.00	260,985.00	164,129.12	82,064.55	14,791.33
1310	Teacher In Charge/Head Teacher	12,000.00	12,000.00	8,000.00	2,000.00	2,000.00
1900	Other Certificated Salaries			6,271.12	2,489.08	8,760.20-
	<b>Total for Object 1000</b>	<b>1,885,546.00</b>	<b>1,885,546.00</b>	<b>1,375,909.60</b>	<b>407,173.09</b>	<b>102,463.31</b>
2100	Instructional Aides Salaries	161,447.00	161,447.00	137,696.40	31,954.13	8,203.53-
2200	Classified Support Salaries	295,729.00	295,729.00	165,286.24	88,779.95	41,662.81
2201	Bus Driver	37,061.00	37,061.00	17,042.41	11,164.07	8,854.52
2205	Per Diem - Same Day Travel	150.00	150.00			150.00
2220	Classified Support Substitute	23,302.00	23,302.00		3,946.25	19,355.75
2300	Classified Sup/Admin Salaries	1,260.00	1,260.00		270.00	990.00
2400	Clerical & Office Salaries	215,377.00	215,377.00	150,774.77	65,543.96	941.73-
2900	Other Classified Salaries	13,652.00	13,652.00	14,353.81	3,708.76	4,410.57-
	<b>Total for Object 2000</b>	<b>747,978.00</b>	<b>747,978.00</b>	<b>485,153.63</b>	<b>205,367.12</b>	<b>57,457.25</b>
3101	State Teachers Retirement Syst	185,458.00	185,458.00	140,963.12	41,431.31	3,063.57
3102	State Teachers Retirement Syst	1,879.00	1,879.00	1,260.72	308.24	310.04
3201	Public Employees Retirement Sy	6,684.00	6,684.00	5,347.44	1,360.55	23.99-
3202	Public Employees Retirement Sy	76,564.00	76,564.00	50,949.92	21,133.77	4,480.31
3212	Pers Pickup-Classified Employe	5,644.00	5,644.00	3,906.08	1,737.29	.63
3311	OASDI-Certificated Positions	11,257.00	11,257.00	2,514.32	822.02	7,920.66
3312	OASDI-Classified Positions	43,899.00	43,899.00	29,074.01	12,410.91	2,414.08
3321	Medicare-Certificated Position	24,774.00	24,774.00	18,067.52	5,407.37	1,299.11
3322	Medicare-Classified Positions	10,543.00	10,543.00	6,978.23	2,948.10	616.67
3401	Health & Welfare -Certificated	406,324.00	406,324.00	338,045.84	90,316.86	22,038.70-
3402	Health & Welfare-Classified Po	151,866.00	151,866.00	106,002.40	49,150.20	3,286.60-
3501	State Unemployment Insurance-C	1,122.00	1,122.00	688.00	203.67	230.33
3502	State Unemployment Insurance-	3,441.00	3,441.00	242.66	164.03	3,034.31
3601	Workers' Compensation Insuranc	96,463.00	96,463.00	65,248.64	19,413.11	11,801.25
3602	Workers' Compensation Insuranc	38,057.00	38,057.00	23,996.29	10,137.79	3,922.92
3901	Other Benefits, Certificated P	40,014.00	40,014.00	574.00	9,564.77	29,875.23
3902	Other Benefits, Classified Pos				2,057.80	2,057.80-
	<b>Total for Object 3000</b>	<b>1,103,989.00</b>	<b>1,103,989.00</b>	<b>793,859.19</b>	<b>268,567.79</b>	<b>41,562.02</b>

Balances through October						Fiscal Year 2015/16
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General FD (continued)</b>						
4100	Textbooks	44,600.00	44,600.00	2,597.33	7,889.52	34,113.15
4200	Books Other Than Textbooks	200.00	200.00	66.02		133.98
4300	Class Mat'l and Supplies	27,173.00	27,173.00	4,195.91	11,462.49	11,514.60
4301	Class Consumable Mat'l	5,000.00	5,000.00	2,119.81	7,360.51	4,480.32-
4302	Class Paper/Toner	9,500.00	9,500.00	1,127.06	7,161.41	1,211.53
4305	Other Student M&S	33,011.00	33,011.00	2,391.09	6,626.59	23,993.32
4320	Custodial Grounds Supplies	42,000.00	42,000.00	9,132.01	13,699.06	19,168.93
4330	Office Supplies	16,592.00	16,592.00	3,225.98	5,027.28	8,338.74
4350	Vehicle Maint. M&S	25,900.00	25,900.00	2,821.56	734.25	22,344.19
4351	Vehicle FUEL	25,525.00	25,525.00	27,327.05	2,372.95	4,175.00-
4400	Non-Capital Equipment (Up to \$	26,825.00	26,825.00	5,737.31	4,645.17	16,442.52
	<b>Total for Object 4000</b>	<b>256,326.00</b>	<b>256,326.00</b>	<b>60,741.13</b>	<b>66,979.23</b>	<b>128,605.64</b>
5100	Subagreement for Services	176,461.00	176,461.00	132,947.92	18,511.73	25,001.35
5200	Travel & Conferences	35,140.00	35,140.00	9,842.77	5,554.22	19,743.01
5203	Mileage paid to employee			2,284.25	1,634.55	3,918.80-
5300	Dues & Membership	11,083.00	11,083.00	1,555.48	5,722.24	3,805.28
5400	Insurance-Fire, liability, etc	55,080.00	55,080.00		45,572.80	9,507.20
5510	Power	90,519.00	90,519.00	71,248.21	10,034.05	9,236.74
5520	Garbage	12,813.00	12,813.00	6,569.00	451.00	5,793.00
5530	Water	64,350.00	64,350.00	49,138.61	10,650.11	4,561.28
5540	Propane	67,000.00	67,000.00	60,100.00	10.43-	6,910.43
5590	Miscellaneous Utilities	15,500.00	15,500.00	15,000.00		500.00
5600	Rentals, Leases & Repairs	71,900.00	71,900.00	17,646.04	6,521.43	47,732.53
5800	Services & Operating Expense	6,500.00	6,500.00	1,500.00	150.00	4,850.00
5810	Legal Expenses	10,000.00	10,000.00	1,000.00		9,000.00
5812	Board Election Expense	2,500.00	2,500.00			2,500.00
5840	Audit Expense	15,000.00	15,000.00	7,400.00	6,400.00	1,200.00
5860	Solid Waste Tax	13,161.00	13,161.00	8,727.20		4,433.80
5890	Contracts/Servic	266,282.00	266,282.00	254,142.38	30,757.12	18,617.50-
5899	SCOE Interagency Reimburse			9,962.86	6,038.93	16,001.79-
5900	Communications	3,550.00	3,550.00	1,040.30	1,525.00	984.70
5910	Telephone-Monthly Service	17,252.00	17,252.00	6,772.49	885.76	9,593.75
5920	T Lines	4,800.00	4,800.00			4,800.00
5990	Other Communications	225.00	225.00			225.00
	<b>Total for Object 5000</b>	<b>939,116.00</b>	<b>939,116.00</b>	<b>656,877.51</b>	<b>150,398.51</b>	<b>131,839.98</b>
6200	BUILDING & IMPROVEMENT OF BUIL	91,450.00	91,450.00			91,450.00

Balances through October						Fiscal Year 2015/16
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - General FD (continued)</b>						
6400	Equipment	104,935.00	104,935.00	40,297.99	32,706.36	31,930.65
6500	Equipment Replacement	224,900.00	224,900.00			224,900.00
	<b>Total for Object 6000</b>	<b>421,285.00</b>	<b>421,285.00</b>	<b>40,297.99</b>	<b>32,706.36</b>	<b>348,280.65</b>
7142	Other Tuition, Excess Cost, an	97,033.00	97,033.00			97,033.00
7310	Direct Support/Indirect Costs					.00
7616	Trans fr Gen Fund to Cafeteria	70,584.00	70,584.00			70,584.00
7619	Other Interfund Transfers Out	275,000.00	275,000.00			275,000.00
	<b>Total for Object 7000</b>	<b>442,617.00</b>	<b>442,617.00</b>	<b>.00</b>	<b>.00</b>	<b>442,617.00</b>
	<b>Total for Fund 01 and Expense accounts</b>	<b>5,796,857.00</b>	<b>5,796,857.00</b>	<b>3,412,839.05</b>	<b>1,131,192.10</b>	<b>1,252,825.85</b>
<b>Fund 13 - Cafeteria</b>						
2200	Classified Support Salaries	67,626.00	67,626.00	53,063.08	13,695.22	867.70
3202	Public Employees Retirement Sy	6,204.00	6,204.00	4,759.12	1,201.36	243.52
3312	OASDI-Classified Positions	4,192.00	4,192.00	3,289.90	849.10	53.00
3322	Medicare-Classified Positions	980.00	980.00	769.40	198.60	12.00
3402	Health & Welfare-Classified Po	27,681.00	27,681.00	11,072.32	2,768.08	13,840.60
3502	State Unemployment Insurance-	40.00	40.00	26.55	6.85	6.60
3602	Workers' Compensation Insuranc	3,652.00	3,652.00	2,645.85	682.86	323.29
	<b>Total for Object 3000</b>	<b>42,749.00</b>	<b>42,749.00</b>	<b>22,563.14</b>	<b>5,706.85</b>	<b>14,479.01</b>
4340	Food Service	8,500.00	8,500.00	3,890.09	783.92	3,825.99
4400	Non-Capital Equipment (Up to \$	1,500.00	1,500.00			1,500.00
4700	Food	45,758.00	45,758.00	35,156.58	7,711.77	2,889.65
	<b>Total for Object 4000</b>	<b>55,758.00</b>	<b>55,758.00</b>	<b>39,046.67</b>	<b>8,495.69</b>	<b>8,215.64</b>
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	135.00	349.10	471.90
5890	Contracts/Servic	2,000.00	2,000.00		264.00	1,736.00
5900	Communications	121.00	121.00			121.00
	<b>Total for Object 5000</b>	<b>6,317.00</b>	<b>6,317.00</b>	<b>135.00</b>	<b>1,152.35</b>	<b>5,029.65</b>
	<b>Total for Fund 13 and Expense accounts</b>	<b>172,450.00</b>	<b>172,450.00</b>	<b>114,807.89</b>	<b>29,050.11</b>	<b>28,592.00</b>
<b>Fund 40 - Dist Build</b>						
6200	BUILDING & IMPROVEMENT OF BUIL	75,000.00	75,000.00			75,000.00
6500	Equipment Replacement	200,000.00	200,000.00			200,000.00

Balances through October						Fiscal Year 2015/16
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Total for Fund 40, Expense accounts and Object 6000		275,000.00	275,000.00	.00	.00	275,000.00
<b>Fund 73 - Bechen</b>						
5800	Services & Operating Expense	3,000.00	3,000.00	6,000.00		3,000.00-
Total for Fund 73, Expense accounts and Object 5000		3,000.00	3,000.00	6,000.00	.00	3,000.00-
Total for Org 006 - Sierra-Plumas Joint Unified School District		6,247,307.00	6,247,307.00	3,533,646.94	1,160,242.21	1,553,417.85

MINUTES FOR THE REGULAR MEETING OF THE GOVERNING BOARD OF  
THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Immediately following the 6:00 pm meeting of the Sierra County Board of Education  
Downieville School, 130 School Street, Downieville CA 95936

**A. CALL TO ORDER**

President Mike Moore called the meeting to order at 6:19 pm.

**B. ROLL CALL**

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

ABSENT: None

VACANT: None

**C. APPROVAL OF THE AGENDA**

HALL/DRISCOLL  
5/0

**D. INFORMATION / DISCUSSION ITEMS**

1. Superintendent's Report
  - a. Professional Learning Community for district teachers were held on October 2 in Loyalton with polycom to Downieville. Mrs. Megan Meschery, Loyalton High School teacher, gave a demonstration on the Chrome Book as a teaching tool. Mrs. Meschery also meets with teachers individually.
  - b. Maintenance Update – Smooth transition, able to provide consistency in grounds maintenance.
  - c. The district office and Loyalton Elementary School are monitoring Class Size Reduction numbers very closely.
  - d. No new information has been received in regards to the cell tower. Dr. Grant recommended that research be done to compare rental fees.
  - e. Dr. Grant, HALL and WRIGHT will meet with Camptonville to discuss student populations
  - f. Inter-District Attendance Agreements
2. Business Report
  - a. Board Report-Expenditures by Object 7/1/15 to 9/30/15
  - b. First Month Enrollments for the 2015-2016 School Year
  - c. Letter of Budget Approval from California Department of Education
  - d. CALPADS Recognition
3. Staff Reports (5 minutes)

Andrea White, Loyalton High School principal, and Tom Jones, Loyalton High School principal, and Dr. Merrill Grant, administrator at Downieville School updated on activities at their school.



4. SPTA Report (5 minutes)
5. Board Members' Report (5 minutes)  
WRIGHT reported on the golf tournament's success.  
HALL thanked Steve and Lynn Fillo, teachers at Downieville School, for taking the kids to Ashland and for Sierra Schools Foundation's contribution.  
MOORE reported on observing 'Every 15 Minutes' held recently at Loyalton High School.
6. Public Comment  
The public comment opened at 6:42 pm and closed without comment.

**E. CONSENT CALENDAR**

1. Approval of the minutes of the Regular Board meeting held September 8, 2015
2. Approval of the bill warrants for the month of September 2015
3. Approval of Melanie Larson to the 2015-16 Response to Intervention Coordinator extra duty assignment, Downieville School, Tier I, \$500
4. Approval of Augustine Corcoran to the 2015-16 WASC Lead (Maintenance year) extra duty assignment, Downieville School, Tier I, \$500
5. Approval of Camille Alfred to the 2015-16 Response to Intervention Coordinator extra duty assignment, Loyalton High Grades 7-8, Tier II-\$1000
6. Approval of Camille Alfred to the 2015-16 Response to Intervention Coordinator extra duty assignment, Loyalton High Grades 9-12, Tier I-\$500
7. Approval of assignment of Stephanie Shelby, Instructional Aide, Grade 1, Loyalton Elementary, effective 9/8/2015, 3 hours daily
8. Approval of assignment of Stephanie Shelby, Hall/Playground Supervisor, Loyalton Elementary, effective 9/8/2015, 2 hours daily
9. Approval of assignment of Rachel Guffin, Instructional Aide, Grades K-12, Downieville School, effective 10/12/2015, 5.4 hours daily
10. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending September 30, 2015. It is required per Education Code 35186 section (d) *that a school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.* No complaints regarding textbooks and instructional materials, teacher vacancy or misassignment or conditions of facilities were filed with Sierra-Plumas Joint Unified School District during the quarter ending September 30, 2015.

HALL/DRISCOLL  
5/0

**F. ACTION ITEMS**

1. New Business

Sierra-Plumas Joint Unified School District  
Minutes of the School District Governing Board  
Regular Meeting  
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- 1516-35 Public Hearing to allow comments on the sufficiency of textbooks and instructional materials for kindergarten through 12<sup>th</sup> grade in each subject and to assure that they are aligned with the state standards adopted pursuant to Ed. Code §60605 or 60605.8 and also meet the reporting and sufficiency requirements contained in Ed. Code §60119 was opened at 6:47 pm and closed without comment.
- 1516-36 Adoption of Resolution No. 15-006, Sufficiency of Textbooks or Instructional Materials  
DRISCOLL/WRIGHT  
DRYDEN AYE  
WRIGHT AYE  
DRISCOLL AYE  
HALL AYE  
WRIGHT AYE
- 1516-37 Public Hearing for the Purpose Of Reviewing and Assessing ROC/P Program Per Education Code §52304.1 opened at 6:48 pm and comments were addressed regarding the ROP program coming under the LCCFF and identifying classes that are ROP. The hearing closed at 6:49 pm.
- 1516-38 Authorization to fill Textbook Adoption Lead Teacher, English-Language Arts, Grade K-6, Tier III, \$1500  
WRIGHT motioned to adopt Items 1516-38 through and including 1516-41/HALL seconded.  
5/0
- 1516-39 Approval of assignment of Pat Doyle, Textbook Adoption Lead Teacher, English-Language Arts, K-6, Tier III - \$1500  
WRIGHT motioned to adopt Items 1516-38 through and including 1516-41/HALL seconded.  
5/0
- 1516-40 Authorization to fill Textbook Adoption Lead Teacher, English-Language Arts, Grade 7-12, Tier III, \$1500  
WRIGHT motioned to adopt Items 1516-38 through and including 1516-41/HALL seconded.  
5/0
- 1516-41 Approval of assignment of Susan Baker, Textbook Adoption Lead Teacher, English-Language Arts, 7-12, \$1500 -Tier III  
WRIGHT motioned to adopt Items 1516-38 through and including 1516-41/HALL seconded.  
5/0
- 1516-42 Approval of increase of 2 hours per week of Loyaltan Elementary Library Aide position, short term, effective October 14, 2015 through June 6, 2016  
DRISCOLL/DRYDEN  
5/0

Sierra-Plumas Joint Unified School District  
Minutes of the School District Governing Board  
Regular Meeting  
October 13, 2015

- 1516-43 Authorization to fill an Instructional Aide position, Grade 1, Loyalton Elementary, 2 hours daily (afternoon)  
DRISCOLL/DRYDEN  
5/0
- 1516-44 Authorization to fill Golf Coach, Loyalton High School, 2015-2016 school year, Tier III, \$1500  
DRISCOLL/HALL  
5/0
- 1516-45 California Assessment of Student Performance and Progress (CAASPP) Presentation Prepared by Marlene Mongolo, Testing Coordinator/Presented by Dr. Merrill M. Grant Dr. Grant reviewed the CAASPP results with the Board.
- 1516-46 Acceptance of Donation of Various Industrial Arts tools and materials from Mr. John White  
DRISCOLL/HALL  
5/0
- 1516-47 Approval of Memorandum of Understanding and Administration of Healthy Kids Survey  
WRIGHT/DRISCOLL  
5/0
- 1516-48 Approval of Memorandum of Understanding between Imperial COE and Loyalton High School/Sierra COE  
DRISCOLL/HALL  
5/0

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

DRISCOLL motioned to approve Items 1516-49 through and including 1516-55. HALL seconded.  
5/0

- 1516-49 Approval of Board Policy and Administrative Regulation 0420, School Plans/Site Councils, revision
- 1516-50 Approval of Board Policy, Administrative Regulation and Exhibit 1312.3, Uniform Complaint Procedures, revision
- 1516-51 Approval of *Deletion* of Administrative Regulation 4040, Employee Use of Technology
- 1516-52 Approval of Board Policy, revision and Exhibit (new) 4040, Employee Use of Technology
- 1516-53 Approval of Board Policy 4131, Staff Development, revision
- 1516-54 Approval of Board Policy 4231, Staff Development, revision

Sierra-Plumas Joint Unified School District  
Minutes of the School District Governing Board  
Regular Meeting  
October 13, 2015

1516-55 Approval of Administrative Regulation 4161.8, 4261.8, 4361.8, Family Care and Medical Leave, revision

1516-56 Administrative Regulation 5022, Student and Family Privacy Rights, revision

**G. ADVANCED PLANNING**

1. Next Regular Board Meeting will be held on November 10, 2015, at Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA 96118, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6:00 pm.
2. Suggested Agenda items:
  - a. Technology Director Job Description
  - b. HVAC in Downieville

**I. ADJOURNMENT**

HALL/DRISCOLL

5/0

ADJOURNED at 7:25 pm.

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Allen Wright, Clerk

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Dr. Merrill M. Grant, Superintendent

Checks Dated 10/01/2015 through 10/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00080389	10/09/2015	AT&T	01-5890	PHONE SERVICES ALL SITES	33.03	
			01-5899	PHONE SERVICES ALL SITES	16.87	
			01-5910	PHONE SERVICES ALL SITES	222.32	272.22
00080390	10/09/2015	AVAYA, INC	01-5600	PHONE SYSTEM LOY/DVL		301.26
00080391	10/09/2015	BEST WESTERN GOLDEN KEY	01-5200	HOTEL ACCOMODATIONS		110.15
00080392	10/09/2015	BSN SPORTS INC	01-4305	ATHLETIC SUPPLIES		3,463.74
00080393	10/09/2015	CALIF COACHES ASSOC.	01-5300	Coaches Assoc. Membership		100.00
00080394	10/09/2015	CDW GOVERNMENT, INC	01-4300	PRINTERS	368.45	
			01-4330	PRINTERS	726.94	1,095.39
00080395	10/09/2015	CITY OF LOYALTON	01-5530	WATER AND SEWER - LOYALTON SITES	3,475.46	
			01-5899	WATER AND SEWER - LOYALTON SITES	209.57	3,685.03
00080396	10/09/2015	COMFORT INN	01-5200	HOTEL ACCOMODATIONS		99.01
00080397	10/09/2015	CURRENT ELECTRIC & ALARM, INC.	01-5600	ALARM MONITORING	468.75	
			01-5899	ALARM MONITORING	26.25	495.00
00080398	10/09/2015	DELL MARKETING L.P.	01-4300	SOFTWARE		665.20
00080399	10/09/2015	DIGITAL RIVER, INC. ATTN: ACCOUNTS RECEIVABLE	01-4300	ADOBE SOFTWARE RENEWAL		1,558.80
00080400	10/09/2015	EASTERN PLUMAS HEALTH CARE	01-5890	EMPLOYMENT PHYSICALS		100.00
00080401	10/09/2015	STEPHEN FILLO	01-4350	VEHICLE REPAIR		48.47
00080402	10/09/2015	GOLD COUNTRY DISTRIBUTORS	13-4700	dairy products for dvl school		254.22
00080403	10/09/2015	GRAINGER, INC.	01-4320	Lighting		1,227.87
00080404	10/09/2015	MERRILL GRANT	01-5200	PER DIEM/MILEAGE	98.10	
			01-5203	PER DIEM/MILEAGE	726.80	824.90
00080405	10/09/2015	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.	01-4100	TEXTBOOKS		440.43
00080406	10/09/2015	INLAND SUPPLY	01-4320	Supplies		939.54
00080407	10/09/2015	RICHARD JAQUEZ	01-5200	MILEAGE	18.81	
			01-5203	MILEAGE	18.80	37.61
00080408	10/09/2015	K 12 MANAGEMENT INC.	01-5890	ISP PROGRAM		5,074.00
00080409	10/09/2015	LAKESHORE LEARNING	01-4300	TK SUPPLIES		1,158.85
00080410	10/09/2015	MARIAN LAVEZZOLA	01-5600	TECH COTTAGE RENTAL		200.00
00080411	10/09/2015	LIBERTY UTILITIES	01-5510	ELECTRIC - LOYALTON SITES	2,161.51	
			01-5899	ELECTRIC - LOYALTON SITES	117.16	2,278.67
00080412	10/09/2015	MCCOLLUM EQUIPMENT REPAIR	01-5600	Mower Repair		2,755.74
00080413	10/09/2015	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC	01-4301	WORKBOOKS		471.26
00080414	10/09/2015	JANET MCHENRY	01-5200	PER DIEM/PARKING		39.00
00080415	10/09/2015	MCRUFFY PRESS, LLC	01-4300	ISP SUPPLIES	279.83	
				Unpaid Sales Tax	18.14-	261.69

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 10/01/2015 through 10/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00080416	10/09/2015	MODEL DAIRY, LLC	13-4700	cafeteria dairy products		414.00
00080417	10/09/2015	MIKE MOORE	76-9576	H/W REIMBURSEMENT		582.81
00080418	10/09/2015	MOUNTAIN MESSENGER	01-5300	ADVERTISEMENTS AND PUBLIC HEARINGS		25.00
00080419	10/09/2015	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMP		31,163.75
00080420	10/09/2015	OFFICE DEPOT, INC	01-4300	Classroom Supplies	137.97	
			01-4301	CLASSROOM SUPPLIES	37.05	
				Supplies	88.69	
			01-4302	CLASSROOM SUPPLIES	145.39	
				OFFICE SUPPLIES	1,213.16	
			01-4330	OFFICE SUPPLIES	463.05	2,085.31
00080421	10/09/2015	OLIVER WORLDCLASS LABS	01-4300	PEN TRAYS		501.75
00080422	10/09/2015	PACIFIC GAS & ELECTRIC COMPANY	01-5510	estimated electrical		1,582.66
00080423	10/09/2015	PEARSON EDUCATION	01-4301	Workbooks		187.79
00080424	10/09/2015	PLUMAS UNIFIED SCHOOL DISTRICT	01-9510	TRANSPORTATION AGREEMENT		27,680.00
00080425	10/09/2015	RENAISSANCE LEARNING, INC.	01-5890	AR/STAR PROGRAMS		10,793.50
00080426	10/09/2015	SAN JOAQUIN COUNTY OFFICE OF EDUCATION	01-5890	ED-JOIN ANNUAL FEE	337.50	
			01-5899	ED-JOIN ANNUAL FEE	112.50	450.00
00080427	10/09/2015	SCHOOL HEALTH CORPORATION	01-4330	NURSE SUPPLIES		194.17
00080428	10/09/2015	SCHOOL SPECIALTY	01-4300	supplies	796.16	
			01-4301	SUPPLIES	779.42	
				CLASSROOM SUPPLIES	331.17	
			01-4302	supplies	493.93	
			01-4330	supplies	143.34	
				Principal supplies	39.75	2,583.77
00080429	10/09/2015	SIERRA COUNTY PUBLIC WORKS	01-5600	SCHOOL ZONE SIGN REPAIR		163.65
00080430	10/09/2015	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE		289.50
00080431	10/09/2015	SIERRA ELECTRONICS	01-5600	RADIO REPAIR		96.00
00080432	10/09/2015	SIERRA HARDWARE	01-4320	misc supplies		126.98
00080433	10/09/2015	SIERRA VALLEY HOME CENTER	01-4305	FIELD PAINT	245.10	
			01-4320	Maintenance supplies	49.02	
				Materials/Supplies	227.21	
				air compressor	386.99	
				custodial and maintence supplies	181.28	
			01-4350	MISC. BUS SUPPLIES	74.07	1,163.67
00080434	10/09/2015	SIERRA-PLUMAS JOINT UNIFIED PAYROLL ACCOUNT	01-5890	BANK SERVICE FEES		114.65
00080435	10/09/2015	SIERRA-PLUMAS JOINT UNIFIED B-WARRANTS	01-5890	BANK SERVICE FEES		30.00

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ESCAPE ONLINE

Checks Dated 10/01/2015 through 10/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00080436	10/09/2015	SIERRA TRANSPORTATION COMPANY, LLC	01-5100	TRANSPORTATION	17,670.29	
			01-5890	TRANSPORTATION	2,916.64	20,586.93
00080437	10/09/2015	CHERRY SIMI/DOWNIEVILLE ANTIQUE BOTTLE SHOW	01-9512	REFUND SECURITY DEPOSIT		200.00
00080438	10/09/2015	SINGLETON AUMAN PC	01-5840	PROFESSIONAL AUDIT SERVICES		6,600.00
00080439	10/09/2015	STAPLES CONTRACT & COMM.	01-4300	Copier	241.86	
			01-4301	Room supplies	57.74	
			01-4330	TONER CREDITS	264.71-	
				OFFICE SUPPLIES	479.86	
			01-5899	OFFICE SUPPLIES	159.94	
				TONER CREDITS	88.23-	586.46
00080440	10/09/2015	TIMBERLINE AUTO PARTS & POWER EQUIPMENT	01-4350	Parts		180.57
00080441	10/09/2015	TRI COUNTY SCHOOLS INS. GR.	01-3901	OCT 2015 HEALTH INSURANCE	3,526.62	
			01-3902	OCT 2015 HEALTH INSURANCE	1,028.90	
			01-9535	OCT 2015 HEALTH INSURANCE	14,616.38	
			76-9576	OCT 2015 HEALTH INSURANCE	65,799.46	84,971.36
00080442	10/09/2015	TRUCKEE DONNER RECREATION & PARK DISTRICT	01-5890	Swimming & Water Safety		570.00
00080443	10/09/2015	U.S. SCHOOL SUPPLY, INC.	01-4305	AWARD PINS		165.15
00080444	10/09/2015	US FOODSERVICE, INC.	13-4340	CAFETERIA - FOOD AND SUPPLIES	300.27	
			13-4700	CAFETERIA - FOOD AND SUPPLIES	2,408.23	2,708.50
00080445	10/09/2015	VERIZON WIRELESS	01-5910	CELL PHONE SERVICE		116.58
00080446	10/09/2015	VOYAGER FLEET SYSTEMS INC.	01-4305	Fuel for Field Trips	48.16	
			01-4351	Fuel for Maintenance	128.87	
				BUS FUEL	1,762.57	
				estimated fuel cost	25.09	
			01-5200	Fuel	274.23	2,238.92
<b>Total Number of Checks</b>					<b>58</b>	<b>227,111.48</b>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	53	126,206.88
13	Cafeteria Fund	3	3,376.72
76	Warrant/Pass Though (payroll)	3	97,546.02

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 10/01/2015 through 10/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
			Total Number of Checks	58	227,129.62	
			Less Unpaid Sales Tax Liability		18.14	
			<b>Net (Check Amount)</b>		<b>227,111.48</b>	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE



**Sierra-Plumas Joint Unified School District  
Educator Effectiveness Spending Plan  
For the 2015-16, 2016-17 and 2017-18 Fiscal Years**

**Background**

On September 22, 2015, Governor Brown signed SB103, the Education Trailer Bill, into law, which contained revised appropriation language for the \$490 million to be disbursed to local educational agencies for purposes of enhancing the effectiveness of teachers and administrators. There are a number of activities that we have already undertaken, and continue to undertake, to improve teacher and administrator effectiveness. This new funding is provided specifically to support these activities:

- Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing and pursuant to Section 44259 of the Education Code.
- Professional Development, coaching, and support services for teachers who have been identified as needing improvement or additional support by local educational agencies
- Professional development for teachers and administrators that is aligned to the state content standards adopted pursuant to Sections 51226. 60605, 60605.1, 60605.2, 60605.3, 60605.08, 60605.11, 60605.85, as that section read on June 30, 2014, and 60811.3, as that section read on June 30, 2013, of the Education Code.
- To promote educator quality and effectiveness, including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning.

The funds must be spent by July 1, 2018. As a condition of receiving the funds, a spending plan for the funds must be presented at a public meeting of the governing board and then approved at a subsequent public meeting of the governing board. What follows is the proposed spending plan for the Educator Effectiveness funding that we will be receiving.

**Funding**

The estimated amount of one-time funds to be received for this purpose is \$39,215.

**Uses**

We plan to use the funds during 2015-16:

- Provide training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning.
- Provide beginning teacher and administrator support and mentoring
- Provide professional development for teachers and administrators that is aligned with the state content standards.

**2015-2016 Designation of CIF Representatives to League**

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE) no later than June 24, 2015.**

Sierra-Plumas Joint Unified School District/Governing Board at its 11/10/15 meeting,  
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2015-2016 school year as the school's league representative:

**PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES**

Loyalton High School  
NAME OF SCHOOL  
Katie Campbell POSITION Athletic Director  
NAME OF REPRESENTATIVE  
P. O. Box 37 CITY Loyalton ZIP 96118  
ADDRESS  
530 993-4454 FAX 530 993-4667 E-MAIL katielhs@gmail.com  
PHONE

\*\*\*\*\*

Loyalton High School  
NAME OF SCHOOL  
Thomas Jones POSITION Principal  
NAME OF REPRESENTATIVE  
P. O. Box 37 CITY Loyalton ZIP 96118  
ADDRESS  
530 993-4454 FAX 530 993-4667 E-MAIL tjones@spjUSD.org  
PHONE

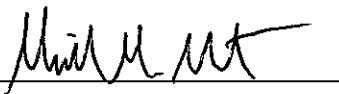
\*\*\*\*\*

Loyalton High School  
NAME OF SCHOOL  
Brad Campbell POSITION Coach  
NAME OF REPRESENTATIVE  
P. O. Box 37 CITY Loyalton ZIP 96118  
ADDRESS  
530 993-4454 FAX 530 993-4667 E-MAIL katielhs@gmail.com  
PHONE

\*\*\*\*\*

Downieville School  
NAME OF SCHOOL  
Steve Fillo POSITION Teacher  
NAME OF REPRESENTATIVE  
P. O. Box B CITY Downieville ZIP 95936  
ADDRESS  
530 289-3473 FAX 530 289-3693 E-MAIL sfillo@spjUSD.org  
PHONE

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Dr. Merrill M. Grant Signature 

Address P. O. Box 955, 109 Beckwith Road City Loyalton Zip 96118

Phone 530 993-1660 Ext. \*837 Fax 530 993-0828

**PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.  
SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.**

## **TECHNOLOGY DIRECTOR**

**DEFINITION:** Under the general direction of the Superintendent, the Technology Director assumes primary managerial responsibilities for the technology services in the District and will promote the effective use of technology towards the educational and administrative objectives of the District and Sierra County Office of Education; shall provide planning, implementation and management support of information services and provide efficient delivery of information systems services and technology resources for users District and schools countywide; performs other essential job related work as required. The primary objectives of this position are to: 1) ensure that computers and technology efforts are consistent with the overriding objective of effective delivery of quality educational services for the students and staff; 2) provide direct technology services to administrative offices and schools in an efficient and equitable manner.

### **QUALIFICATIONS:**

- Minimum five years progressively responsible experience in information technology, including two years developing and implementing network systems.
- Administrative experience with student information system software
- Knowledge of standard business software packages including word processing, database management, electronic mail, web browsers, diagnostic and maintenance utilities
- Knowledge of a variety of education software resources for Apple and PC
- Strong organizational skills with ability to coordinate and prioritize multiple and complex projects
- Understanding and working with wide area networks, infrastructure communication equipment including switches, routers, DNS, e-mail and Web servers
- Possess a thorough knowledge of electronic technology suitable for educational applications and the ability to apply information management techniques in a school environment
- Must have knowledge of computer systems and software programs and the ability to apply them in the educational and school business setting
- Must possess a valid California Driver's license and be willing to travel

**REPORTS TO:** Sierra-Plumas Joint Unified School District Superintendent

### **PERFORMANCE**

**RESPONSIBILITIES:** In conformance with the philosophy, goals, and objectives of the Sierra-Plumas Joint Unified School District, the Technology Director will be responsible for the following duties:

- Direct and train site technology staff in configuring computer systems, email and network accounts, including the installation of software and integration into the network
- Monitor county website, as directed
- Track network use with monitoring software
- Develop and monitor network security and virus protection for all computers

- Ensure compliance with software licensing and copyright agreements
- Install and configure computers systems, servers, printers and software
- Maintain inventory of computer hardware, software, supplies and licensing agreements, including confidential passwords, access codes, etc.
- Review and recommend school/office site technology requests
- Deliver high quality & timely service to District staff and business office staff
- Manage technology labs in coordination with each school site administrator and their services to staff and students
- Develop procedures for retention, confidentiality, and disposal of technology records/data
- Instruct students in the use of audio-visual and computer equipment as needed
- Develop and implement programs, goals, objectives, policies and procedures for the acquisition and application of technology
- Coordinate with the Superintendent and Business Manager a process for the systematic review and selection of technology hardware and software products; serve as a resource person in the identification of technology for educational use
- Develop and maintain a written approved Technology Plan
- Chair the Technology Committee, participate as a member of the District Leadership Team; frequently consult with the Superintendent and Site Administrators regarding technology
- Provide leadership, direction and coordination to the sites in conjunction with the Technology Plan
- Responsible for maintaining inventory of computer hardware, software and supplies
- Provide technical advice to the Business Manager in requesting bid proposals for acquisition of appropriate technologies and licensing agreements
- Coordinate technology resource development prioritizing needs and future trends for information services, including budget; make appropriate recommendations to the Superintendent to improve the security, performance, and functionality of the District computing environment.
- Advise appropriate information systems policies and procedures, and determine acceptable use policies and monitor for compliance
- Provide and monitor internet connectivity of all schools and administrative offices, oversee the assessment and design of area networks, the installation, systems administration, network administration, expansion and maintenance of all systems
- Design and maintain the local and wide area networks, maintain firewalls to ensure protection of all network data
- Ensure back-up and archive of network data
- Determine nature and level of training for personnel; provide ongoing technology training to staff
- Monitor and comply with applicable County, State, local, and Federal rules, regulations, and laws regarding technology services
- Serve as lead resource and train all appropriate personnel on the student attendance software program
- Assist with the implementation and maintenance of distance learning networking
- Maintain and monitor dial-up telephone system
- Create, delete and monitor user accounts on network
- Maintain a log of all updates and changes made to network equipment, including servers

- Oversee vendor contacts of both acquisition of products and technical services; act as liaison between all technology outside vendors
- Attend and participate in CTAP quarterly meetings, annual trainings, and user groups
- Maintain and operate the video conferencing equipment
- Assist in the development and implementation of curriculum related technology
- Maintain student, staff and schedule data information on the system to insure current information is accurate and accessible to all necessary parties.
- Complete and submit mandated reports to the State as required, including responsible for all CSIS and CALPADS submissions
- Travel to schools on an assigned schedule
- *Equip pertinent staff to troubleshoot network in technology director's extended absence (November 10, 2015)*
- Other duties as assigned

#### **ABILITY TO:**

- Establish and maintain cooperative working relationships with those contacted during the course of work
- Communicate effectively orally and in writing with computer users in non-technical and clear terms
- Communicate effectively, interpret and express ideas on difficult complex technical terms clearly in written and oral presentations
- Maintain professional and technical knowledge by attending workshops, reviewing publications and establishing personal networks
- Learn new software packages applications and new hardware to adapt to changes in technology; i.e. school and business office systems
- Perform a variety of system design, installation, modification, and maintenance tasks at individual school sites and School District office; ability to troubleshoot hardware & software malfunctions and coordinate repair
- Make independent judgments without direct supervision, as needed
- Analyze problems and recommend effective solutions
- Work with a variety of individuals and groups
- Speak in an understandable voice
- Physical abilities include sitting/squatting, lifting/carrying, reaching/handling, bending/twisting, talking/hearing, near and far visual acuity/depth perception
- Dexterity of arms, hands and fingers to operate equipment and computer
- Lift and move computer and related technology equipment
- Read printed materials and video display screens
- Work under sometimes stressful conditions with numerous interruptions
- Work a flexible schedule and work overtime in an emergency

First Reading and Adoption: May 8, 2012

Revision: November 10, 2015

Z:\job description\Technology Director207.26.1

**CAFETERIA CASHIER/CLERK**

**DEFINITION:**

Under the direction and supervision of the Site Administrator, the Cafeteria Cashier performs cashiering duties at an assigned school cafeteria, receives cash/checks and accounts for monies collected, makes bank deposits and maintains associated records and other related work as required.

**QUALIFICATIONS:**

Desirable Qualifications:

- Knowledge of basic recordkeeping practices and procedures
- Ability to prepare and maintain accurate records and reports related to the receipt of funds
- Understands and follows both oral and written directions
- Proficient in computer operations and is knowledgeable about appropriate software to record financial and lunch accounting activities with accuracy
- Reads and writes at the level required for successful job performance
- Makes change accurately
- Accurately performs mathematical calculations
- Establishes and maintains cooperative working relationships with staff
- Ability to work independently and under general supervision
- Training and Experience: Previous experience performing cashier work is highly desirable. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying

**EXAMPLES OF DUTIES:**

(The following information is descriptive and is not restrictive as to duties required)

- Operates a computerized system to maintain records of financial transactions at a school site cafeteria
- Ensures an accurate count of student and adult meals served daily
- Prepares cash summary reports
- Receives and deposits checks and cash to set-up student lunch accounts
- Enters a variety of data into a computer program to record information in student accounts and generates a variety of reports and records
- Receives, counts and rolls currency, coins, and checks received from school lunch program and maintains an accurate record of monies received

ORGANIZATION, JOB DESCRIPTION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

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NO. 211.4

- Prepares bank deposits, totaling currency, coin, and checks received; completing deposit slips and places monies in secure location
- Communicates with parents regarding student lunch accounts
- Distributes lunch counts and pertinent daily information to food service staff
- Communicates with site administrator, school staff and district office staff
- May be assigned to assist with maintaining serving counters, serving carts, tables, and storage areas in a clean, orderly, condition
- Performs other duties as assigned

**PHYSICAL ABILITIES:**

Essential duties may require physical abilities including standing and walking for extended periods of time, sitting/working at desk, lifting/carrying, reaching/handling, bending/twisting, talking/hearing, hearing and vision to normal range, normal manual dexterity and eye-hand coordination, ability to operate office equipment and computer, ability to lift and carry objects weighing up to 15 pounds without assistance

Typical Working Conditions: Work is normally performed in a lunch room environment with constant noise; daily contact with staff and students.

Adopted: August 2, 1978

Revision: November 30, 1978, March 17, 1981; November 10, 2015

Z: job description:Cafeteria Cashier\_rev\_November 2015

Job Description: Cafeteria Cashier