

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

November 8, 2016

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

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. Evaluation of Loyalton High School Schedule

b. The Sierra-Plumas Joint Unified School District Office will be closed for

- Thanksgiving Holiday, November 24 and 25, 2016
- Winter Break from December 23, 2106 through January 2, 2017

c. Variance Requests:

New/Renewal	School Year	Grade Entering	District of Residence	Receiving District
New	2016-17	8	Sierra	Washoe
New	2016-17	5	Sierra	Washoe

2. Business Report

- a. Account Object Summary Balance 7/1/16 to 10/31/16**
b. Second Month Enrollments for the 2016-2017 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 October 11, 2016**
2. Approval of the minutes of the Special Board meeting held October 17, 2016**
3. Approval of Board Report – Checks Dated 07/01/2016 through 10/31/2016**

F. ACTION ITEMS

1. New Business

- 1617-78 Authorization for Sierra County Historical Society to Petition for Sierraville School to be Designated for National Register of Historical Places (Grant)
- 1617-79 Confidential Employees 2016-2017 Initial Proposal for Salary and Health and Welfare Benefits^^ (Asquith)
- 1617-80 Approval of Purchasing/Business Services Procedure Manual** (Asquith)
- 1617-81 Approval of Job Description #212.2, Instructional Aide, revision**(Grant)
- 1617-82 Approval of Assignment of Catlin Bellah, .88 FTE Instructional Aide, Loyalton Elementary, effective November 2, 2016 (Grant)
- 1617-83 Approval of Assignment of Tiffany Muehlberg, .88 FTE Instructional Aide, Loyalton High School, effective November 7, 2016 (Grant)
- 1617-84 Approval of Assignment of Sarai Mendoza, 1.0 FTE Bilingual Instructional Aide, Districtwide, effective November 14, 2016 (Grant)
- 1617-85 Authorization to increase custodian position .19 FTE, Loyalton Elementary (from .81 FTE to 1.0 FTE-6.5 hours to 8 hours daily) (Grant)
- 1617-86 Acceptance of Resignation, Rhonda McBride, Cheerleader Advisor, Loyalton High School, effective November 2, 2016 (**under separate cover)
- 1617-87 Authorization to fill Cheerleader Advisor, Stipend Position, Loyalton High School, 2016-17
- 1617-88 Authorization to Proceed with Quit Claim Deed Revision for Sierraville School** (Asquith)
- 1617-89 Acceptance of Donation: Two Elkay EZH20 Bottle Filling Station RetroFit Kits** (Grant)
- 1617-90 Discussion and Possible Approval of Storage Shed and Related Costs to Construct (Grant)
- 1617-91 Authorization for Superintendent to Enter into an Agreement for Tree Removal, Downieville School, not to exceed \$15,000*


BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)

- 1617-92 Approval of Board Policy 0410, Nondiscrimination in District Programs and Activities, revision^^
- 1617-93 Approval of Board Policy 4151, 4251, 4351, Employee Compensation, revision^^
- 1617-94 Approval of Administrative Regulation 4157.1, 4257.1, 4357.1, Work Related Injuries, revision^^
- 1617-95 Approval of Administrative Regulation 6158, Independent Study, revision (retract section)^^

G. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on December 13, 2016, at Downieville School, 130 School Street, Downieville CA 95936, beginning with Closed Session, as needed, at 5:00 pm and the Regular Board Meeting following the Sierra County Board of Education meeting at 6:00 pm.
- 2. Suggested Agenda items
 - a. 2016-17 First Interim

H. ADJOURN



Dr. Merrill M. Grant, Superintendent

**enclosed

*handout

^^County agenda backup

ENROLLMENT BY SCHOOL MONTH 2016-2017

	Loyalton Elementary	Loyalton Jr High	Loyalton Sr High	Downieville Elementary	Downieville Jr/Sr High	Sierra Pass Cont	Long Term ISP	TOTAL
Ending 2015-2016	181	63	87	22	21	9	included in site #	383
1st Day 2016-2017	177	57	97	26	23	1	included in site #	381
2016 CALPADS							included in site #	

	Month								
September	1	179	57	97	23	23	3	included in site #	382
October	2	176	59	98	23	24	3	included in site #	383
November	3							included in site #	
December	4							included in site #	
January	5							included in site #	
February	6							included in site #	
March	7							included in site #	
April	8							included in site #	
May	9							included in site #	
June	10							included in site #	

2015-16	S-PJUSD	SCOE	Washoe
P2 ADA	362.36	0	11.26
Annual ADA	362.83	0.04	10.30

Enrollment difference from June 10, 2016, to

ENROLLMENT BY SCHOOL MONTH
October 21, 2016-0
~~2016-2017~~

Long Term ISP:
LES 10
LHS 2

doc:Board/Attendance Summary 2016-17

MINUTES FOR THE REGULAR MEETING OF THE GOVERNING BOARD OF
THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
October 11, 2016
Downieville School, 130 School Street, Downieville CA 95936

A. CALL TO ORDER

Vice President DRYDEN called the meeting to order at 6:40 pm.

B. ROLL CALL

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

ABSENT: Mr. Tim Driscoll, President

C. APPROVAL OF THE AGENDA as modified by pulling Item #1617-60. This item was added erroneously.

MOORE/HALL

4/0

D. INFORMATION / DISCUSSION ITEMS

1. Superintendent's Report
 - a. State Superintendent of Public Instruction approval of the Local Control and Accountability Plan (LCAP) for the 2016-17 school year
 - b. Campus Safety Initiatives-The recent Lock Down procedures carried out at Loylton Elementary School turned into a great practice drill benefiting LES, LHS and the Sierra Kids Day Care enabling the district to evaluate current procedures. Other safety issues addressed previously are clearer ingress/egress signs, fencing and signage on LES property; crosswalk through parking lot from sidewalk on Beckwith Road to bus drop off. LES periodically holds instructional aide playground safety reviews. Any future lockdown at either LES or LHS will be treated as one unit – all will lockdown.
 - c. Debrief of 9/30/16 Professional Learning Communities – Report on curriculum inservice at LES, all teachers attended and aides were invited to hear the curriculum specialist address recent new instructional materials. Mr. Jones added that the curriculum coordinator position works with ELA and has been instrumental in her instruction with teachers in new positions learn the new curriculum. LHS is defining communications within the school and evolved 6-12 approach developed active learning strategies from 6th grade to senior year. That PLC led to a Professional Development planned for Sunday the 16th. The Industrial Arts department discussed projects targeting use of the 3-D Printer and digitizer, matching those to the curriculum.
 - d. Interdistrict Variance Requests were discussed.
2. Business Report
 - a. Account Object Summary-Balance 7/1/16 to 9/30/16
 - b. First Month Enrollments for the 2016-2017 School Year
 - c. California Department Of Education Letter Affirming Budget Compliance
3. Staff Reports (5 minutes)

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- LES – Teacher conferences; fall festival and spider days.
LHS – Instructional aide position needed – two limited English speaking students requiring services.
DVL –Robin Bolle brought up the need to look at replacing Chrome Books.

4. SPTA Report (5 minutes)
5. Board Members' Report (5 minutes)
Positive and encouraging comments came from WRIGHT regarding the Sierra Schools Foundation Golf Tournament and HALL while reflecting on the Ashland trip she chaperoned.
6. Public Comment
 - a. Bill Copren – Expressed his appreciation for Andrea Ceresola and Robin Bolle. His comments were acknowledged by all. Arlene Amodei commented that she is impressed with what is happening in the schools; the board and the staff are to be congratulated in providing our kids with a good education.

E. CONSENT CALENDAR

1. Approval of minutes of the Regular Board meeting held September 13, 2016
2. Approval of Board Report - Checks Dated 09/01/2016 through 09/30/2016
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending 9/30/2016.
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 9/30/2016.
WRIGHT/HALL
4/0

F. ACTION ITEMS

1. Unfinished Business and General Orders
 - 1617-54 Approval of Board Policy and Administrative Regulation 5121, Grades/Evaluations of Student Achievement
HALL/WRIGHT
4/0
2. New Business
 - 1617-55 (Presentation) Authorization for Sierra County Historical Society to Petition for Sierraville School to be Designated for National Register of Historical Places
Bill Copren presented a request to the board to go ahead with petitioning for Sierraville School to be designated for the National Register of Historical Places. He indicated that if it doesn't make that level of approval, they would try for the California Historical Society Registry. Mr. Copren and Arlene Amodei (also present) are members of the board of directors of the Sierra County Historical Society, both having long term connections with Sierraville School.

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Highlights from the presentation:

- Ms. Corri Jimenez, Architectural Historian/Historic Preservation Specialist, would process the designation.
- The Sierra County Historical Society will be partnering with SVL Recreation Association any costs of securing the registry would be covered.
- Structurally, not much has changed in the school since it was built.
- Proposed Verizon Tower: Ms. Corri Jimenez has handled about 20 of those towers
- SVL rec association is interested in developing a commercial kitchen.
- There are issues with the plumbing for the sewage system, which should be easy to remedy.
- The Historical Society believes this would be beneficial to the district.
- Any current or future repairs to the building follow the historical standards.
- This will be brought before the Sierra County Board of Supervisors

MOORE authorize for the superintendent to investigate further and find answers to the questions asked.

HALL/ WRIGHT

4/1

1617-56 Public Hearing was held at 7:39 pm to allow comments on the sufficiency of textbooks and instructional materials for kindergarten through 12th grade in each subject and to assure that they are aligned with the state standards adopted pursuant to Ed. Code §60605 or 60605.8 and also meet the reporting and sufficiency requirements contained in Ed. Code §60119. There was no public comment.

1617-57 Adoption of Resolution No. 16-004, Sufficiency of Textbooks or Instructional Materials
WRIGHT/HALL

TRUSTEE MOORE AYE

TRUSTEE DRYDEN AYE

TRUSTEE HALL AYE

TRUSTEE WRIGHT AYE

4/0

1617-58 Public Hearing for the Purpose Of Reviewing and Assessing ROC/P Program per Education Code §52304.1 opened at 7:41 pm and closed without comment.

1617-59 Adoption of Resolution No. 16-005, Permit AirMedCare Network Authorized Payroll Deduction
WRIGHT/HALL

TRUSTEE MOORE AYE

TRUSTEE DRYDEN AYE

TRUSTEE HALL AYE

TRUSTEE WRIGHT AYE

4/0

~~1617-60 Adoption of Resolution No. 16-006, Independent Study Certification of Equivalency*(Grant)
Roll Call Vote~~

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1617-61 Adoption of Resolution No. 16-007, Consideration of Cell Tower Lease Agreement, GTE Mobilnet of California Limited Partnership, d/b/a Verizon Wireless, Sierraville School Site
MOORE/HALL
TRUSTEE MOORE AYE
TRUSTEE DRYDEN AYE
TRUSTEE HALL AYE
TRUSTEE WRIGHT AYE
4/0

1617-62 Authorization to fill Plant Maintenance Position, 1.0 F.T.E., Downieville School
WRIGHT/HALL
4/0

1617-63 Approval of Bilingual Instructional Aide Job Description, No. 212.1
HALL/WRIGHT
4/0

1617-64 Authorization to fill 1.0 FTE Bilingual Instructional Aide Position-Serving Bilingual Students Districtwide
Mrs. Meschery and Mrs. Mongolo stated student needs
MOORE/ HALL
4/0

1617-65 Discussion and Possible Action Regarding Budget Transfer for Replacement Vehicle (Van) at Downieville Schools
WRIGHT/MOORE
4/0

1617-66 Authorization of Fee Waiver to Downieville Improvement Group for use of Downieville School Facility, EMT Training
MOORE/HALL
4/0

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)
MOORE motioned to approve 1617-67 through and including 1617-74
WRIGHT seconded.
4/0

1617-67 Approval of Board Policy and Administrative Regulation 1312.3, Uniform Complaint Procedures, revisions

1617-68 Approval of Board Policy and Administrative Regulation 3230, Federal Grant Funds, new

1617-69 Approval of Minor Change, Board Policy 3270, Sales and Disposal of Books, Equipment and Supplies change as follows:

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed for ~~by dumping-recycling or disposal at a~~

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facility equipped for such purposes on order of any employee of the district empowered for that purpose by the board. (Education Code 17546)

- 1617-70 Approval of Administrative Regulation 3440, Inventories, revision
- 1617-71 Approval of Administrative Regulation 3460, Financial Reports and Accountability, revision
- 1617-72 Approval of Administrative Regulation 3512, Equipment, revision
- 1617-73 Approval of Board Policy and Administrative Regulation 5145.3, Nondiscrimination/Harassment, revision
- 1617-74 Approval of Board Policy and Administrative Regulation 5145.7, Sexual Harassment, revision

G. ADVANCED PLANNING

DRYDEN recommended that at the time the board elects new officers to set and clarify meeting procedures.

1. Next Regular Board Meeting will be held on November 8, 2016, 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 following the Sierra County Board of Education meeting at 6:00 pm.
2. Suggested Agenda items
 1. Special Meeting Tentative date, pending quorum: Monday October 17, 11 a.m., Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA 96118, regarding Classified Instructional Aide positions.
 2. Historical Society Presentation at the next regular board meeting.

ADJOURN at 8:17 pm.

HALL/MOORE
4/0

Allen Wright, Clerk

Dr. Merrill M. Grant, Superintendent

MINUTES FOR THE SPECIAL MEETING OF THE
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
FOR THE PURPOSE OF CLASSIFIED POSITIONS

October 17, 2016

11:00 am

Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA 96118

A. President DRYDEN called the meeting to order at 6:00 pm.

B. ROLL CALL

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

ABSENT: Mr. Tim Driscoll, President
Ms. Patty Hall, Member

C. FLAG SALUTE

D. APPROVAL OF THE AGENDA
WRIGHT/MOORE
3/0 (2 Absent)

E. PUBLIC COMMENT - There was no comment.

F. ACTION ITEMS

1. New Business

1617-75 Accept letter of resignation from Katie Campbell, Instructional Aide, 5.25 hours daily, Loyalton High School, effective October 7, 2016
MOORE/WRIGHT
3/0

1617-76 Authorization to fill Instructional Aide position, 5.25 hours daily, Loyalton High School
MOORE/WRIGHT
3/0

1617-77 Authorization to increase current Instructional Aide position 1.5 hours, Loyalton Elementary School
MOORE/WRIGHT
3/0

G. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on November 8, 2016, at Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA 96118, at 6:00 pm. Closed Session will be held at 5:00 pm as needed.

H. ADJOURN at 11:10 a.m.
WRIGHT/MOORE
3/0

Allen Wright, Clerk

Dr. Merrill M. Grant, Superintendent

Checks Dated 10/01/2016 through 10/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00081137	10/10/2016	AVAYA, INC	01-5600	PHONE SYSTEM LOY/DVL		214.24
00081138	10/10/2016	B & C TRUEVALUE HOME CENTER	01-4320	Maintenance Supplies		108.73
00081139	10/10/2016	CALIFORNIA ASSOC. FFA ANGIE MILES, FINANCIAL SERVICE	01-4300	2016-2017 Leadership Packets		399.50
00081140	10/10/2016	BRAD CAMPBELL	01-5800	REIMBURSEMENT-CPR		50.00
00081141	10/10/2016	CITY OF LOYALTON	01-5530	WATER AND SEWER - LOYALTON SITES	3,445.10	
			01-5899	WATER AND SEWER - LOYALTON SITES	209.57	3,654.67
00081142	10/10/2016	COMMERCIAL APPLIANCE	13-5600	DISPOSAL REPAIR/DIAGNOSE		826.25
00081143	10/10/2016	BENJAMIN DAVIS	01-5800	REIMBURSEMENT-CPR		50.00
00081144	10/10/2016	CALEB DORSEY	01-5200	TRAVEL/CONFERENCE EXPENSES		487.96
00081145	10/10/2016	JESSICA DOWNS	13-8634	LUNCH REFUND		138.50
00081146	10/10/2016	FERRELLGAS	01-5540	PROPANE		532.20
00081147	10/10/2016	FLINN SCIENTIFIC, INC.	01-4300	Supplies		128.74
00081148	10/10/2016	GOLD COUNTRY DISTRIBUTORS	13-4340	FOOD AND SUPPLIES	151.60	
			13-4700	FOOD AND SUPPLIES	998.35	1,149.95
00081149	10/10/2016	MERRILL GRANT	01-5890	NOTARY SERVICE		20.00
00081150	10/10/2016	TAMMY HELM	13-4340	CAFETERIA SUPPLIES		42.12
00081151	10/10/2016	HILTON SAN DIEGO BAYFRONT	01-5200	HOTEL ACCOMODATIONS		595.20
00081152	10/10/2016	STACEY HOOD	01-5800	REIMBURSEMENT-CPR		50.00
00081153	10/10/2016	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.	01-4100	TEACHER EDITION		110.56
00081154	10/10/2016	INLAND SUPPLY	01-5600	REPAIR FLOOR CLEANER		1,242.48
00081155	10/10/2016	K 12 MANAGEMENT INC.	01-5890	ISP PROGRAM	1,834.00	
				ONLINE COURSES	2,500.00	4,334.00
00081156	10/10/2016	KP LLC - 8311	01-4330	Cum file health folders	81.56	
				Record folders	66.03	147.59
00081157	10/10/2016	MARIAN LAVEZZOLA	01-5600	TECH COTTAGE RENTAL		200.00
00081158	10/10/2016	LIBERTY UTILITIES	01-5510	ELECTRIC - LOYALTON SITES	3,854.95	
			01-5899	ELECTRIC - LOYALTON SITES	104.73	3,959.68
00081159	10/10/2016	LOYALTON BOOSTER CLUB	01-4305	FUEL REIMBURSEMENT		99.00
00081160	10/10/2016	GREG MARR	01-5800	REIMBURSEMENT-CPR		50.00
00081161	10/10/2016	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC	01-4100	TEXTBOOKS		322.97
00081162	10/10/2016	MEGAN A. MESCHERY	01-5200	PER DIEM/PARKING		297.32
00081163	10/10/2016	MODEL DAIRY, LLC	13-4700	DAIRY PRODUCTS		171.95
00081164	10/10/2016	MIKE MOORE	76-9576	H/W REIMBURSEMENT		687.32
00081165	10/10/2016	NASCO MODESTO CORP.	01-4300	Supplies	617.63	
			01-4301	Supplies	8.02	

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

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Checks Dated 10/01/2016 through 10/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00081165	10/10/2016	NASCO MODESTO CORP.	01-4305	art supplies	346.15	971.80
00081166	10/10/2016	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMP		24,301.25
00081167	10/10/2016	NSADA	01-5300	Dues		115.00
00081168	10/10/2016	NWN CORPORATION	01-5890	WEB-FILTER/CISCO INSTALL		9,506.00
00081169	10/10/2016	OFFICE DEPOT	01-4300	Class Supplies	108.34	
			01-4301	Class Supplies supplies	65.63	
					220.33	
			01-4330	Supplies	196.85	591.15
00081170	10/10/2016	OLIVER WORLDCLASS LABS	01-4400	PROJECTOR		1,780.96
00081171	10/10/2016	AMANDA OSBURN	01-5200	PER DIEM		29.00
00081172	10/10/2016	PACIFIC GAS & ELECTRIC COMPANY	01-5510	Estimated Electrical		23.48
00081173	10/10/2016	PIONEER ATHLETICS	01-4305	Cleaner for Paint Machine		18.76
00081174	10/10/2016	PRO PACIFIC FRESH	13-4700	FOOD AND SUPPLIES		123.11
00081175	10/10/2016	PROMEVO, LLC	01-4400	CHROMEBOOKS		10,509.88
00081176	10/10/2016	QUILL CORPORATION	01-4320	CHAIRS/BULLETIN BOARDS	612.71	
			01-4330	office supplies	174.65	787.36
00081177	10/10/2016	RAY MORGAN COMPANY	01-4330	Staples for the Copier		151.15
00081178	10/10/2016	REALLY GOOD STUFF, INC.	01-4301	supplies	171.00	
				Unpaid Tax	10.56-	160.44
00081179	10/10/2016	RIDDELL ALL AMERICAN SPORTS CORP.	01-4305	Shoulder Pads	1,612.31	
			01-5600	Reconditionin of Football Equipment	1,429.74	3,042.05
00081180	10/10/2016	SCHOOL HEALTH CORPORATION	01-4330	supplies		108.44
00081181	10/10/2016	SCHOOL SPECIALTY	01-4301	supplies	187.91	
			01-4302	staff room supplies	225.75	
			01-4320	heater	39.87	
			01-4330	staff room supplies	31.84	
			01-4400	Laminator	1,561.45	2,046.82
00081182	10/10/2016	SIERRA BOOSTER	01-5890	ADVERTISEMENTS/LEGAL/PUBLIC NOTICES		35.75
00081183	10/10/2016	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE		289.50
00081184	10/10/2016	INTERMOUNTAIN DISPOSAL, INC.	01-5520	GARBAGE SERVICE	503.64	
			01-5899	GARBAGE SERVICE	10.10	513.74
00081185	10/10/2016	SIERRA-PLUMAS JOINT UNIFIED	01-5890	BANK SERVICE FEES		45.00
00081186	10/10/2016	SIERRA TRANSPORTATION COMPANY, LLC	01-5100	TRANSPORTATION	17,670.29	

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 10/01/2016 through 10/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00081186	10/10/2016	SIERRA TRANSPORTATION COMPANY, LLC	01-5890	TRANSPORTATION	2,916.64	20,586.93
00081187	10/10/2016	STARFALL EDUCATION	01-5300	STARFALL MEMBERSHIP		270.00
00081188	10/10/2016	CDE, CASHIER'S OFFICE	13-4700	COMMODITIES	1,663.61	
			13-8525	COMMODITIES	1,520.61-	143.00
00081189	10/10/2016	SUMDOG INC	01-4300	SOFTWARE SUBSCRIPTION		260.00
00081190	10/10/2016	TRI COUNTY SCHOOLS INS. GR.	01-9535	OCT 2016 HEALTH INSURANCE	12,377.00	
			76-9576	OCT 2016 HEALTH INSURANCE	65,524.66	77,901.66
00081191	10/10/2016	U.S. BANK	01-4100	WORLD HISTORY BOOKS	3,127.29	
			01-4300	Adobe Creative Cloud	59.98	
				Calculators	142.73	
				CLASSROOM SUPPLIES	209.40	
				WORKBOOKS/CLASSROOM SUPPLIES	505.53	
			01-4301	Common Core Writing materials	421.07	
				LANGUAGE BOOKS	765.71	
				Language workbooks	161.20	
				REPLACEMENT BULBS	46.41	
				supplies	330.96	
				Workbooks	1,224.94	
			01-4302	TONER	2,229.64	
			01-4305	SPORTS SUPPLIES	564.93	
			01-4320	AIR CONDITIONER	462.24	
				Bulbs	111.93	
				MOLD TEST KIT	220.60	
				SCIENCE ROOM FURNITURE	570.50	
				TRAFFIC SIGNS	67.70	
			01-4330	CABLES	1,704.42	
				OFFICE SUPPLIES	839.40	
				REPLACEMENT BULBS	46.39	
			01-4350	SEAT COVERS/FLOOR MATS	376.04-	
			01-4400	SCIENCE ROOM FURNITURE	1,635.50	
			01-5890	FILTERING SUBSCRIPTION	1,174.49	
				WEBSITE/DOMAIN REG/ANTIVIRUS	45.91	
			01-5899	OFFICE SUPPLIES	279.79	
			13-4340	FANS	34.38	
				KITCHEN SUPPLIES	95.48	
				SHELVING	117.02	

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 10/01/2016 through 10/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00081191				Unpaid Tax	73.56-	16,745.94
00081192	10/10/2016	US FOODSERVICE, INC.	13-4340 CAFETERIA - FOOD AND SUPPLIES		599.30	
			13-4700 CAFETERIA - FOOD AND SUPPLIES		2,017.99	
			13-9210 CAFETERIA - FOOD AND SUPPLIES		10.24	2,627.53
00081193	10/10/2016	VOYAGER FLEET SYSTEMS INC.	01-4305 FUEL FOR ATHLETIC TRIPS		415.04	
			Fuel for Field Trips		149.62	
			01-4351 BUS FUEL		1,963.78	
			Fuel		20.31	
			Fuel for Maintenance		108.65	
			01-5200 Fuel		198.63	2,856.03
00081194	10/14/2016	SIERRA-PLUMAS JOINT USD FFA	01-9510 REIMBURSE FFA ASB			755.00
Total Number of Checks					58	197,367.66

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	48	101,469.26
13	Cafeteria Fund	9	5,469.29
76	Warrant/Pass Through (payroll)	3	90,513.23
	Total Number of Checks	58	197,451.78
	Less Unpaid Tax Liability		84.12
	Net (Check Amount)		197,367.66

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



Purchasing/Business Services Procedure Manual



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

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

**Superintendent
Merrill M. Grant, Ed.D.
530 993-1660
Ext. *837**

**Business Manager
Rose Asquith
530 993-1660
Ext. *838**

**Account Technician III
Adrienne Garza
530 993-1660
Ext. *843**

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PURPOSE

The following Policies and Procedures are published in compliance with:

California Government Code Section

54202 Every local agency shall adopt policies and procedures, including bidding regulations governing purchases of supplies and equipment by the local agency. Purchases of supplies and equipment by the local agency shall be in accordance with said duly adopted local policies and in accordance with all provisions of law governing the same. No policy, procedure, or regulation shall be adopted which is inconsistent or in conflict with statute.

54204 If the local agency is other than a city, county, or city and county, the policies provided for in Section **54202** shall be adopted by means of a written rule or regulation, copies of which shall be available for public distribution.

Board Policy

3300 The Board of Education recognizes its fiduciary responsibility to oversee the prudent expenditure of District funds. In order to best serve District interests, the Superintendent or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the District receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

RESPONSIBILITIES OF THE PURCHASING DEPARTMENT

Any references to 'District' or 'District Office' will include the Sierra-Plumas Joint Unified School District and the Sierra County Office of Education Administrative Offices

Insofar as possible, goods and services purchased, at the lowest price consistent with standard purchasing practices, shall meet the needs of the person or department ordering them. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in District schools and buildings.

The purchasing of services and supplies shall be completed by the appropriate school site or the District Office. Both shall strive constantly to increase knowledge of new materials, services, sources, and prices.

The school site and District Office shall be responsible for securing quotes. The District Office will be responsible for securing competitive bids and for making recommendations of award. Specifications shall be clear, complete, descriptive of materials desired, sufficiently broad to promote competitive bidding, and inclusive of all conditions necessary to bid.

Advertised bids for services, supplies and/or equipment will be opened in public meetings at a designated time and place under the supervision of the business manager or designee. After bids have been opened and tabulated, they will be available to interested persons for review. However, they shall not be removed from the District Office.

Purchase orders shall be issued for all purchases and shall expedite such orders to ensure delivery as specified.

PURCHASING ETHICS

To regard public service as sacred trust, giving primary consideration to the interests of the school District or County Office of Education by which we are employed.

To purchase without prejudice, seeking to obtain the maximum benefit for each dollar expended.

To avoid unfair practices, giving all qualified vendors an equal opportunity.

To respect our obligation and to require that obligation to our school District, County Office of Education, and us be respected.

To accord vendor representatives the same courteous and respectful treatment we would like to receive.

To strive constantly for improvement of purchasing methods and of the materials we buy.

To conduct ourselves with fairness and dignity and to demand honesty and truth in buying and selling.

To cooperate with all organizations and individuals engaged in enhancing the development and standing of the purchasing profession.

To remember that everything we do reflects on the school District, County Office of Education, and to govern our every action accordingly.

To decline personal gifts or gratuities.

To regard each transaction on its own merits; to foster and promote fair, ethical and legal trade practiced.

PROHIBITED ART SUPPLIES

Education Code 32060-32066

The law prohibits the purchase of toxic art supplies for use in K-6 inclusive, and restricts their purchase for use in grades 7-12, inclusive. This law ensured that school children are not sufficiently protected from art and craft materials that may be seriously harmful. School Districts are prohibited from purchasing products containing toxic or carcinogenic substances for use in grades K-6. The law also restricts the purchase of such products in grades 7-12, allowing their use only if they bear ingredients, the potential health effects, and instructions for safe use for the art or craft products. The law also mandates periodic revisions and updates of the list of approved products when new products appear on the market or new product specifications are submitted to the California Department of Health Services for approval.

You can access the certified product list compiled by The Art & Creative Materials Institute, Inc., at www.acminet.org.

GENERAL PROCEDURES

All requests for goods and/or services shall be submitted by way of purchase requisition.

School Sites /Sierra County Office of Education (County)/District Office

A completed request package is submitted to your site administrator who will approve or disapprove. If disapproved, the site administrator will return the request to the requester. If approved:

- 1) The site secretary or account technician III enters the data into the fiscal software.
- 2) The District Office account technician III reviews the requisition for available funds, coding, completeness, etc., and submits the requisition electronically for approval.
- 3) The business manager verifies that the request and coding meets the goals of the LCAP and completeness, etc. If available funds and goals, etc., are met, the business manager will approve the requisition.
- 4) The account technician III prints the order. The now purchase order approval will be approved per Board Policy 3312E (Attachment A).

The requisition must be completed or be completely supported by a vendor quote, an on-line order, or page from the catalog, and/or conference flyer with the following information:

1. Indicate if the order is for District or County.
2. Check appropriate function and object.
3. Vendor name, address, phone number, email address, fax number and contact (if any).
4. Quantity needed.
5. Unit (each, dozen, set, etc.).
6. Complete description of item being ordered, including stock number and ISBN numbers, if available.
7. Unit price.
8. Indicate shipping, freight or handling charges if you know what the amount should be as a separate line item on the requisition, otherwise estimate the amount of freight and add it to the purchase order.
9. The District must pay sales or use tax for purchases of all goods. Sales tax (2016-17) for Sierra County is 7.50%. Please call the District Office at the beginning of the school year to verify that the sales tax rate. This is paid on merchandise and sometimes shipping, even if the order is an out of state order.
10. All backup to the requisitions (conference registration forms, list of supplies, quotes, reimbursement receipts, etc.) should be sent to the District Office with the approved requisition.
11. The account technician III will place the order.
12. The GREEN copy of the completed purchase order will be returned to the school site/department to verify that the order has been placed.

VERIFICATION PROCEDURES

All orders will be shipped to the site at which time they will be forwarded to the originator, who will check off each item on the packing slip and/or the GREEN copy of the purchase order, sign and date the slip and returned to the District Office.

If the item(s) received has a life in excess of a year and cost more than \$500 the account technician III will provide a fixed asset tag to the requester to adhere to the furniture & equipment. Each year all fixed assets will be inventoried.

IF ORDER IS INCOMPLETE:

Check off all received items on the packing slip, sign and date the slip, retain a copy and forward to the District Office. Hold onto the GREEN copy of the purchase order for pending receipt of balance of the order. If the items have not been received within (10) days notify the account technician III.

If there is a problem with any item(s) received or with the balance of items, check off the items on the packing slip that were received, sign and date and forward to the District Office. Call or email the account technician III to report any discrepancy or defects. When all items ordered are received and the order is complete, forward the signed and dated GREEN copy of the purchase order to the District Office.

INVOICE

If you receive the invoice for your order sign the invoice and state that all items were received or services provided. Signing the invoice provides the approval for business services to pay. Forward the invoice to the District Office.

RETURN OF MERCHANDISE

It is sometimes necessary to return merchandise received from a vendor because of incorrect material received, material received in damaged condition, material no longer needed, etc. The return notification must be initiated as soon as possible but no later than 20 days after receipt of the merchandise. When returns are to be made, follow this procedure:

1. The requisitioning school indicates which item is to be returned and the reason for the return on a copy of the purchase order that contains the purchase order number.
2. The requisitioning school should hold the items to be returned at the school site until arrangements have been made or you are instructed to return the item to the District Office.
3. The school site will make arrangements with the vendor for the proper return and credit/refund for the merchandise and forward the information regarding the return to account technician III.

WHAT IS A PURCHASE ORDER?

A Purchase Order is a contract that obligates the District/County to pay the vendor for the listed goods or services. It states the terms, and instructions to the vendor. The purchase order is mailed, faxed or e-mailed to the vendor from the District Office after the internal requisition is processed along with any other paperwork necessary for services or delivery of product.

A purchase order can only be authorized per adopted BP3312E.

There are several kinds of purchase orders. They include Itemized, Open, Contracted Services, Maintenance Agreements, Leases, Travel & Conference and Improvement (Construction, Repairs etc.).

PURCHASE ORDER TERMS AND CONDITIONS

Some of the District's/County's standard terms are:

- **Net 30:** This means the vendor will receive payment within 30 days of invoicing. To meet these terms a Purchase Order must be issued before the goods or services are received.
- **FOB Destination:** Terms indicating that the seller will incur the delivery expense to get the goods to the destination. With terms of FOB destination, the title to the goods usually passes from the buyer to the seller at the destination.
- **Shipping:** Estimated shipping costs is to be included in all material quotes. Actual shipping cost will be paid.

Any document signed by an unauthorized District/County representative can change the terms of a Purchase Order. Do not sign a vendor contract. Send all vendor-originated contracts and documents to the District Office for review.

CREATING REQUISITION / PURCHASE ORDERS

The employee requesting the purchase order creates a requisition. The requisition and supporting documents are forwarded to your site administrator who will approve or disapprove. If disapproved, the site administrator will return the request to the requester. If approved:

- 1) The site secretary will enter the request into the financial system and forward all supporting documents to the District Office.

PERSONAL REIMBURSEMENTS

Personal reimbursements are intended for travel, mileage expenses, supplies and other emergency purchases only with prior approval given by the site administrator.

UNAUTHORIZED PURCHASES

Only authorized individuals appointed by the Board of Education may financially obligate the District/County. The District/County requires the issuance of a signed purchase order prior to a vendor furnishing services or shipping materials. **Education Code 42631, 42632**

DO NOT place orders with a vendor using a requisition number. Any orders placed without authorization will be the responsibility of the originator. The District Office will place all orders with a valid purchase order. If you don't follow this procedure, you take a risk of duplicating the order.

OPEN PURCHASE ORDERS

All purchases shall be made by formal contract or purchase order or shall be accompanied by an **original** detailed receipt. In order to eliminate the processing of numerous small purchase orders, the Superintendent or designee may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from the same vendor.

Open purchase orders may be requested for supply items and should include:

- A "not to exceed" amount.
- Type of items that can be purchased under this purchase.
- A specific time period, not to exceed the end of the current fiscal year (June 30).
- Authorized names of employees who will call in or pick up the orders.

All invoices and receipts should be signed by the person ordering the item(s) confirming that the shipment has been received and is approved for payment. The purchase order number must be indicated on all invoices or receipts and forwarded to the District Office.

Open purchase orders may not be used for furniture, equipment or any individual item over \$500.00.

URGENT PURCHASE ORDERS

An urgent purchase order will be issued when an unforeseen situation arises. If this occurs, you may call the business manager for instructions.

EMERGENCY PURCHASE ORDERS

Emergency purchase orders will be issued for immediate need to protect public health and safety or to repair an inoperative technology infrastructure. To obtain an emergency purchase order, contact the business manager and provide the following:

- Reason for emergency purchase order
- Vendor name
- Total cost

Existing vendor relationships may enable speedier response to such situations.

FISCAL YEAR END

The fiscal year ends on June 30 of each year. To assure payment, all orders must be received and invoiced by June 30. If they are not received and invoiced, the purchase order will be canceled and a new requisition must be created for the new fiscal year.

A deadline for requisitions will be May 15, unless notified by the business manager.

REPLACEMENT OF EQUIPMENT / PROPERTY DUE TO VANDALISM

The following procedures shall apply for replacement of equipment destroyed or stolen and/or repair of property damaged as a result of vandalism:

1. A Theft, Entry, or Vandalism Report shall be submitted immediately to the District Office upon the discovery of the loss or damage. The report shall include the police report with the case number.
2. The principal at the school site shall initiate a requisition to replace the item(s). The requisition shall indicate that this is a vandalism replacement and include a copy of the vandalism report as back up.

TRAVEL AND CONFERENCE REQUEST

1. Complete Request for Travel/Conference Approval four weeks in advance if **any** prepayment is required. Forms can be found on the website at:
http://www.sierracountyofficeofeducation.org/upload/?action=listfiles&path=BUSINESS_SERVICE_DOCUMENTS/TRAVEL_AND_CONFERENCE
2. Complete a purchase requisition for the following:
 - Meals, mileage, any additional expenses i.e., parking, taxi, shuttle, toll, etc. (All expenses to be reimbursed directly to you.) Retain a receipt for the additional expenses.
 - Hotel Accommodations: Hotel accommodations are normally paid in advance, so it is imperative requests are submitted four weeks in advance so the check will be

processed, mailed, and received by the hotel prior to your arrival. Complete the vendor information with name of the hotel, reservation number, and complete address including the zip code. Any information left off the purchase order will delay the processing.

- Registration – Complete the registration form plus a requisition for the registration. Make sure the vendor information is the payable information for the conference. If the conference requires prepayment because the vendor will not accept a purchase order, please note that on the requisition. **Remember to submit your requisition four weeks in advance.**
- Mileage is only paid when a County/District vehicle is not available.

PRE-APPROVAL ACTIVITY APPLICATION

Certain types of activities by their very nature pose unique hazards and risks merely by participating. These could include organized athletic activities such as tackle football or student body club activities such as hiking or other outdoor activities which pose unique hazards.

Due to the unique hazards posed by these activities, liability exposure could be mitigated by demonstrating the participant was aware of the risks, yet put himself/herself “in harm’s way” and by participating, in spite of the risks, assumed the risk of injury. Therefore, the following activities require preapproval 14-days in advance of the activity:

1. Ownership or use of inflatable activities.
2. Design, fabrication or sale of any on-road or off-road motorized vehicles and related equipment (including bicycles).
3. Sale of fireworks.
4. Sports exhibitions involving animals (e.g. rodeos, donkey basketball, etc.)
5. Parade type activities that include transporting students in open vehicles or trailers (e.g., back of pick-up trucks).
6. Events involving direct sale or serving of alcohol.
7. Whitewater rafting.
8. Use of High Ropes Courses. MUST meet ACCT standards.
9. Personal pets at school sites except for animals in an approved class or program and certified guide or companion dogs pursuant to BP & AR 3541.2 and 6163.2.
10. Rock climbing.

PARADE GUIDELINES

1. All floats must be pulled by a vehicle driven by an adult over age 21. **Absolutely NO student drivers.** If the pulling vehicles are owned by volunteers, TCSIG (District/County liability insurance company) will need the same insurance information from them as if they were driving on a field trip (i.e. a certificate of insurance with limits of \$100,000 per person bodily injury/\$300,000 per accident/\$50,000 property damage.)
2. All floats that carry students must have an easy to reach handrail or barrier 48” high for students to grip to prevent from falling. Float speed should not exceed 5 miles per hour.
3. **NO students may ride in the back of pickup trucks.** We understand the Homecoming Court rides in the back of convertible vehicles. This is acceptable provided the students

stay seated until the vehicle is on the track and the vehicle does not exceed 5 miles per hour while students are sitting on the top of the backseat.

4. TCSIG needs to know where the parade of floats will be. Will it only be driven around the track? No one is allowed to get on floats or in the back of convertibles until they are on the track. (note: going over the hump onto the track can be a problem with passengers)
5. Decorations often block the driver's view; therefore, spotters for each float is required to ensure everyone is either on or off before the vehicle moves. Staff spotters are also recommended during the parade to prevent horseplay that could cause a fall.
6. Supervision is very important in all phases of the float process. Be sure we know where floats are being built, especially if offsite, and what is going on in the building process that might be a dangerous situation for students.
7. Be sure to have permission slips for all students participating in the parade. These should clearly state if the student is riding on a float.

FIELD TRIPS

The Governing Board recognizes that school sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interest among students, make them more aware of community resources, and help them relate their school experiences to the outside world. Careful planning can greatly enhance the value of such trips. All field trips shall begin and end at the school.

All field trips request must be submitted at least three weeks or more prior to the trip. The trips must be pre-approved by site administrator and superintendent.

Information for the field trip is entered on the Field Trip Request form, including indicating the funding source (s) and requesting school bus transportation. The site administrator must sign the field trip request form. Field trips requiring school bus transportation shall not interfere with regularly scheduled transportation of students to and from school.

A District Office staff will contact bus drivers for availability. After the bus and driver are secured, the District Office will notify the requester. If changes need to be made to any part of the trip, the District Office will need such changes in writing as soon as possible. Take the original Field Trip Request form, cross out the old information and write in the new information and forward to the District Office. Confirm that the District Office has received the changes. When correction(s) have been given to the bus driver the District Office will notify the site that the changes are confirmed. NOTE: If writing is impossible call the District Office regarding the change.



PRE-APPROVAL APPLICATION

(14 Days Prior to Event)
For

Higher Deductible Activities

Failure to secure prior approval from TCSIG will result in a \$50,000 deductible in the event of a claim

ACTIVITY (circle one): DATE OF ACTIVITY _____

1. Ownership or use of inflatable activities.
2. Design, fabrication or sale of any on-road or off-road motorized vehicles and related equipment (including bicycles).
3. Sale of fireworks.
4. Sports exhibitions involving animals (e.g., rodeos, donkey basketball, etc.)
5. Parade type activities that include transporting students in open vehicles or trailers (e.g., back of pick-up trucks).
6. Events involving direct sale or serving of alcohol.
7. Whitewater rafting.
8. Use of High Ropes Courses. MUST meet ACCT standards.
9. Personal pets at school sites except for animals in an approved class or program and certified guide or companion dogs pursuant to District policy.
10. Rock climbing. (Permanently installed rock walls OK).

DISTRICT SITE _____ PARTICIPANTS _____

SITE ACTIVITY REQUESTOR _____

PHONE # _____ EMAIL ADDRESS _____

VENDOR & LOCATION _____

PHONE # _____ EMAIL ADDRESS _____

Attach vendor contract and Certificate of Insurance naming District as an Additional Insured

Site Principal's authorization to seek TCSIG approval:

Principal's signature _____ Date _____

DISTRICT OFFICE PROCESSING

Form received on _____ Approval sent to site _____ Denial sent to site _____

TCSIG REVIEW AND APPROVAL GRANTED

TCSIG has reviewed and hereby approves above-listed activity based upon the District answers to TCSIG queries of activity and District's submission of TCSIG-requested documents (i.e., vendor contract, Certificate of Insurance naming the District as an Additional Insured and other documentation as requested by TCSIG).

Woodruff-Sawyer & Company _____ Date _____

PURCHASE ORDER REQUEST

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

SIERRA COUNTY OFFICE OF EDUCATION

P.O. BOX 955, LOYALTON, CA 96118
PHONE (530) 993-1660/ FAX (530) 993-0828

DATE: _____

VENDOR: _____

SHIP TO: _____

VENDOR #		REQUISITION #	REQUISITIONED BY:	
QTY	UNIT	DESCRIPTION	UNIT COST	EXTENTION
		<p><u>Function:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Student Instruction <input type="checkbox"/> Intervention <input type="checkbox"/> Instruction-Related <input type="checkbox"/> Special Education <ul style="list-style-type: none"> <input type="radio"/> Severe <input type="radio"/> Non Severe <input type="checkbox"/> Pupil Service <ul style="list-style-type: none"> <input type="radio"/> Health <input type="radio"/> Psychological <input type="radio"/> Speech <input type="radio"/> Food <input type="radio"/> Counseling <input type="checkbox"/> General Administration <input type="checkbox"/> Plant & Maintenance <input type="checkbox"/> Technology <input type="checkbox"/> Other _____ 	<p><u>Object:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved Text Books <input type="checkbox"/> Supplemental Instructional Books <input type="checkbox"/> Materials & Supplies <input type="checkbox"/> Library Expenditure <input type="checkbox"/> Equipment (over \$500) 	
ACCOUNT DISTRIBUTION			AMOUNT	SUBTOTAL
				TAX FREIGHT TOTAL

APPROVED BY: _____
ADMINISTRATOR-BUSINESS SERVICES

PURCHASING AGENT

REQUEST FOR TRAVEL/CONFERENCE APPROVAL

PURCHASE ORDER REQUIRED FOR EACH EXPENSE CLAIM

Employee: _____ Date of Request: _____

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

SCHOOL

Date(s) of Activity

Destination: _____ (facility you are visiting and city)

Funding Program: _____

Purpose of Activity: _____

How will attendance benefit the District's educational program(s)? _____

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

TRANSPORTATION: <input type="checkbox"/> District Vehicle <input type="checkbox"/> Personal <input type="checkbox"/> Other _____ Est. Miles _____ x \$.54/mile = \$ _____ <small>(Mileage will only be paid when a School/District vehicle is not available. Must submit mileage log with claims form)(rate effective 1/1/2016)</small>		
PER DIEM: - see back Breakfast x \$10.00=\$ _____ Lunch x \$11.00=\$ _____ Dinner x \$18.00=\$ _____ <small>Per Diem is taxable income, unless it meets the overnight travel rules.</small>	PARKING: _____ Days x \$ _____ = \$ _____	Taxi/Shuttle: _____ Trips x \$ _____ /Trip = \$ _____
REGISTRATION FEE: \$ _____ ORGANIZATION CONDUCTING ACTIVITY: _____ <small>(Attach completed copy of ENTIRE Registration Form)</small>		
REGISTRATION HAS BEEN MADE <input type="checkbox"/> YES <input type="checkbox"/> NO REGISTRATION FORM NEEDS TO BE MAILED <input type="checkbox"/> YES <input type="checkbox"/> NO		
LODGING: Hotel name and address: _____ Tele: _____ Dates: _____ Confirmation # _____ Total cost including all taxes per night \$ _____ x _____ nights = Total cost of lodging \$ _____		

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

***SUBSTITUTE REQUIRED: _____ PROGRAM TO CHARGE: _____

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

- Employees are responsible for their own registration, hotel and travel arrangements and any changes thereto. **If an employee does not cancel in an appropriate amount of time to secure a refund, the employee will be responsible for covering the cost.**
- **A purchase order must be attached for each request.**
- Each person requesting an activity is to submit this form to their administrator **at least four weeks prior** to proposed date of departure or registration deadline.
- **This form, a copy of registration, all required purchase orders, and any backup documentation must be submitted to the District Office –three weeks prior – to date of departure or registration deadline.**

CURRICULUM COUNCIL APPROVAL DATE: _____

APPROVAL		
<i>Authorizing Agent</i>	<i>Signature</i>	<i>Date</i>
ADMINISTRATOR:		
SUPERINTENDENT:		

- SIERRA COUNTY OFFICE OF EDUCATION
 - SIERRA – PLUMAS JOINT UNIFIED SCHOOL DISTRICT
- PO BOX 955, LOYALTON, CA 96118

TRAVEL AND CONFERENCE EXPENSE CLAIM FORM

Name: _____ Address: _____ School: _____

MILEAGE-DESTINATION-PURPOSE

Date	Purchase Order #	Destination-Purpose	Mileage		
			Starting	Ending	Total

Automobile Mileage Allowance – Total Miles: _____ @ \$.54 = \$ _____

PER DIEM

Date	Purchase Order #	Purpose	Meals			Total
			B \$10	L \$11	D \$18	

PER DIEM REQUESTS THAT DO NOT MEET THE IRS OVERNIGHT RULE WILL BE PAID THROUGH PAYROLL

MISCELLANEOUS – DON'T FORGET YOUR RECEIPTS

Date	Purchase Order #	Specify Expense	Total

Signature of Claimant: _____ Total Expenses: \$ _____

Administrator: _____ Total Mileage: \$ _____

Approval/Superintendent: _____ **TOTAL:** \$ _____

REQUEST FOR FIELD TRIP

(Not required for regularly scheduled athletic trips)

***** PURCHASE ORDER and LIST OF STUDENTS REQUIRED FOR EACH TRIP REQUEST *****

Prepayment Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Due: _____ To: _____	
(Itemize on Page 2)			

School: _____

Date of Trip: _____

K – 6	7 – 12	Total # of Students

Time of Departure	Time of Return

Description of Trip (include specific information on establishments you plan to visit and their educational value):

Destination (Address, City & State)

Out of State Waiver Distributed to Parents

Yes No

Chaperone List

1/10 students (K – 8)	1/20 students (9 – 12)

Total Cost of Trip: \$ _____ (from Page 2)

Other source of funding: Student Body Amount: \$ _____ (Attach list of student expenses paid/to be paid)

Other source(s): _____

Approval		
<i>Authorizing Agent</i>	<i>Signature</i>	<i>Date</i>
Administrator:		
Superintendent:		
Note: Signature on waiver of all claims required for all students and pupils taking out-of-state field trips or excursions (Ed. Code Section 355330). Please submit to the District Business office for approval at least <u>three weeks</u> in advance of the date of the scheduled trip.		

REQUEST FOR FIELD TRIP – Page 2

*** Did you attach your list of students and all relevant backup documents? This request **will be returned without a list of students attached**. If any of the trip is to be funded by the District a Purchase Order Request **must** be submitted. ***

Substitute(s)	
Number of Substitute Days/Hours needed:	
Substitute Job Classification:	

Transportation			
School Bus <input type="checkbox"/>	Personal Vehicle <input type="checkbox"/> <small>*Insurance information must be on file</small>	Walking <input type="checkbox"/>	Other <input type="checkbox"/>
Funding Source:	<input type="checkbox"/> District Office <input type="checkbox"/> Student Body Funds <input type="checkbox"/> GCPC <input type="checkbox"/> SSF <input type="checkbox"/> Other <small>*District Office will charge the funding program for the use of a School Bus (see chart below)</small>		
Vendor Name/Address: <small>(Where to send invoice for the bus)</small>			

Registration	
Cost of Registration: (Attach copy of entire flyer)	\$
Vendor Name:	
Vendor Address/Phone:	
Funding Source:	<input type="checkbox"/> District Office <input type="checkbox"/> Student Body Funds <input type="checkbox"/> Other

Entrance Tickets/Lodging/Meals		
Cost of Entrance Tickets:	\$	
<i>Vendor Name(s)</i>	<i>Vendor Address(es)</i>	<i>Vendor Phone(s)</i>
Funding Source:	<input type="checkbox"/> District Office <input type="checkbox"/> Student Body Funds <input type="checkbox"/> Other	
Cost of Meals:	\$	
<i>Vendor Name(s)</i>	<i>Vendor Address(es)</i>	<i>Vendor Phone(s)</i>
Funding Source:	<input type="checkbox"/> District Office <input type="checkbox"/> Student Body Funds <input type="checkbox"/> Other	
Cost of Lodging:	\$	
<i>Vendor Name(s)</i>	<i>Vendor Address(es)</i>	<i>Vendor Phone(s)</i>
Funding Source:	<input type="checkbox"/> District Office <input type="checkbox"/> Student Body Funds <input type="checkbox"/> Other	

Extra Duty Sessions (Certificated Staff Only)	
Total Number of Extra Duty Sessions Anticipated:	
Funding Program:	

2015 -2016 Field Trip Bus & Driver Charge		
Miles	Rate Per Mile	Not to Exceed
0-200	\$ 4.00	800
201-400	\$ 3.50	1400
401-600	\$ 3.00	1800
601-800	\$ 2.75	2200
801-up	\$ 2.25	

COMPETITIVE BIDDING

PCC: Public Contract Code

GC: Government Code

EC: Education Code

BIDS

The District shall purchase equipment, supplies and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In those circumstances, where the law does not require competitive bidding, the Board of Education may request that a contract be competitively bid if the Board determines that it is in the best interest of the District to do so.

Bid Limits

PCC 20111

The District shall seek competitive bids through advertisement for contracts involving an expenditure of \$50,000, adjusted for inflation, to the lowest responsible bidder.

Competitive bids shall be sought through advertisement for contracts exceeding \$50,000, as adjusted, must be let to the lowest responsible bidder if they are for the following:

(a) The governing board of any school District, in accordance with any requirement established by that governing board pursuant to subdivision (a) of Section 2000, shall let any contracts involving an expenditure of more than fifty thousand dollars (\$50,000) for any of the following:

(1) The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the District.

(2) Services, except construction services.

(3) Repairs, including maintenance as defined in Section 20115, that are not a public project as defined in subdivision (c) of Section 22002.

The contract shall be let to the lowest responsible bidder who shall give security as the board requires, or else reject all bids.

The amount by which contracts shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction. Starting January 1, 1997, the Superintendent of Public Instruction and the Board of Governors of the California Community College will annually adjust this amount to reflect the percentage change in the annual average value of the Implicit Price Deflator for the State and Local Government Purchases of Goods and Services. (\$87,800 as of January 1, 2016.)

NOTE: Contract Awards must be registered with the Department of Industrial Relations (DIR) at: <https://www.dir.ca.gov/pwc100ext/>

ADVERTISED BIDS

PCC 20111

The District shall seek competitive bids through advertisement for contracts involving an expenditure of \$15,000 or more for a public project.

Unless otherwise authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board of Education requires, or else all bids shall be rejected.

PCC 22002

Public project means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition and repair work involving a District owned, leased, or operated facility.

PCC 20115

Maintenance means routine, recurring and usual work for preserving, protecting, and keeping a District facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services, and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup.

PCC 20112

For the purpose of securing bids, the board shall publish at least once a week for two weeks in some newspaper of general circulation published in the District, or if there is no such paper, then in some newspaper of general circulation, circulated in the county a notice calling for bids, stating the work to be done or materials or supplies to be furnished and the time when and the place where bids will be opened. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid shall not be received after the stated bid closure time.

PCC 20118.1 – 20118.2 & EC81645

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (This applies to the procurement of computers, software, telecommunication equipment, microwave equipment, and other related electrical equipment and apparatus.)

PCC 20116

It is unlawful to split or separate into smaller work orders or projects any work, project, service, or purchase for the purpose of evading the provisions of this article requiring contracting after competitive bidding.

PROCEDURES FOR ADVERTISED BIDS

The Superintendent or designee for the purpose of securing bids shall publish at least once a week for two weeks in some newspaper of general circulation published in the District, or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on the District's Web site or through an electronic portal, a notice calling for bids, stating the work to be done or materials or supplies to be furnished and the time when and the place where bids will be opened. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid shall not be received after that time. The governing board of the District may accept a bid that was submitted either electronically or on paper. **PCC 20112**

Notice inviting formal bids for projects by a public agency that include a requirement for any type of mandatory pre-bid conference, site visit, or meeting shall include the time, date, and location of the mandatory pre-bid site visit, conference or meeting, and when and where project documents, including final plans and specifications, are available. Any mandatory pre-bid site visit, conference or meeting shall not occur within a minimum of five calendar days of the publication of the initial notice. **PCC 6610**

Bid instructions and specifications shall include the following requirements and information:

All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold **PCC 22152**

All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security:

1. Cash
2. A cashier's check made payable to the District.
3. A certified check made payable to the District.
4. A bidder's bond executed by an admitted surety insurer and made payable to the District.

PCC 20107-20111

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded by the Board of Education. **PCC 20111**

Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. **PCC 20112**

When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. **PCC 20117**

If the District requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item (a) below will be used: **PCC 20103.8**

- a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.

- b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
- c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the District before the first bid is opened.
- d. The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the District before the ranking of all bidders from lowest to highest has been determined.

Any subsequent change or alteration of a contract shall be governed by the provisions of **PCC 20118.4**.

After being opened, all submitted bids become public records pursuant to GC 6252 and shall be made available for review pursuant to law, board policy, and administrative regulations.

When a standardized proposal form is provided by the District, bids not presented on the standard form shall be disregarded. **PCC 20111.5 (c)**

Alternative Bid Procedures for Technological Supplies and Equipment

Upon a finding by the Board that a particular procurement qualifies for the alternative procedure, the District may acquire computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus through competitive negotiation. This procedure shall not apply to contracts for construction or for the procurement of any product that is available in substantial quantities to the general public. **PCC 20118.2**

The competitive negotiation shall include, but not be limited to, the following requirements: **PCC 20118.1**

- a. The Superintendent or Designee shall prepare a request for proposals that shall be submitted to an adequate number of qualified sources, as determined by the District, to permit reasonable competition consistent with the nature and requirement of the procurement.
- b. Notice of the request for proposals shall be published at least once a week for two week in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
- c. The District shall make every effort to generate the maximum number of proposals from qualified sources and shall make a finding to the effect before proceeding to negotiate if only a single response to the request for proposals is received.
- d. The request for proposals shall identify all significant evaluation factors, including price, and their relative importance.

- e. The District shall provide reasonable procedures for the technical evaluation of the proposals received, the identification of qualified sources, and the selection for the award of the contract.
- f. An award shall be made to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the District with price and all other factors considered.
- g. If an award is not made to the bidder whose proposal contains the lowest price, then the District shall make a finding setting forth the basis for the award.
- h. The District, at its discretion, may reject all proposals and request new proposals.
- i. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the request for proposals shall not be subject to negotiation with the successful proposer.

Bids Not Required

Upon a determination that it is in the best interest of the District, the Board of Education may authorize the purchase, lease, or contract for data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property through a public corporation or agency (“piggyback”) without advertising for bids. PCC 20118

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the District may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract PCC 20118.3

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. PCC 20118.3

Perishable commodities, such as foodstuffs, needed in the operation of cafeterias, may be purchased through bid or on the open market. EC 38083

In an emergency, when any repairs, alterations, work or improvement to any school facility is necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids. PCC 20113

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis PCC 20114

Sole Sourcing

Specifications for contracts for construction, alteration, or repair of school facilities may not limit bidding, either directly or indirectly, to any one specific concern. Specifications designing a particular brand name shall follow the description with the words “or equal” so the bidders may furnish any equal material, product, thing, or service. PCC3400

Specifications for contracts may designate a product by brand or trade name (sole sourcing) if the Board of Education has made a finding, described in the invitation for bids or request for proposals. That a particular material, product, thing, or service is designated for any of the following purposes: PCC 3400

1. To conduct a field test or experiment to determine its stability for future use.
2. To match others in use on a particular public improvement that has been completed or is in the course of completion.
3. To obtain a necessary item that is only available from one source.
4. To respond to the Board’s declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board that issued the invitation for bid or request for proposals.

Prequalification Procedure

For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or Designee shall supply a form which requires a complete statement of the bidder’s financial ability and experience in performing public works. PCC 20111.5

Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to the public inspection. PCC 20111.5

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed prequalified by the District at least one day before the fixed bid-opening date. PCC 20111.5

The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded. PCC 20111.5(c)

The District may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. PCC 21000.5

Protest by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, the bid’s specifications, or was not in compliance with the law.

A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting

or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or Designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or Designee's decision to the Board. The Superintendent or Designee shall provide reasonable notice to the bidder of the time of Board considerations of the contract award. The Board's decision shall be final.

COOPERATIVE PURCHASING

In some cases the District can use existing contracts between vendors and other public agencies. Common examples of this type of purchasing are "piggybacking", the California Multiple Award Schedule (CSMA) and the Western States Contracting Alliance (WSCA).

PCC 20118 permits a school District to enter into a contract with another public agency, or directly with a vendor, by "piggybacking" its order on an existing order placed by another agency, without advertising for bids.

The District/County may accept these contracts when the original contract:

1. Has not passed the expiration date or exceeded its dollar amount (if limited); and
2. Has provisions that allow for piggybacking, and meets the DVBE requirements, and
3. Has been self-certified by the District originally conducting the bid; and
4. Has procured a copy of the contract you want to use.

PUBLIC WORKS PROJECT (SB 854)

Senate Bill (SB) 854, signed into law and immediately effective on June 20, 2014, established a new public works contractor registration program to limit the performance of public works projects to eligible contractors. SB 854 requires that all contractors and subcontractors meet minimum qualification requirements and register with the Department of Industrial Relations (DIR) in order to be eligible to bid and work on public works projects. SB 854 applies to all public works projects as defined in Labor Code Section 1720 regardless of contract amount or source of funds. The Labor Code defines a public work as any construction, alteration, demolition, or repair etc., that is completed under contract and paid for "in whole or in part out of public funds," which is defined as money paid, among other things, by the state or political subdivision (e.g., school Districts). Based on Labor Code Section 1771.1, it applies to any work in which the District is entering into a contract, whether or not it is bid.

No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with Department of Industrial Relations (DIR), <http://www.dir.ca.gov/PublicWorks/PublicWorks.html>.

DIR maintains an up-to-date https at: <https://efiling.dir.ca.gov/PWCR/Search>

ASSET PROGRAM

Each piece of equipment purchased that may be classified a capital asset (\$500.00 or greater, life greater than one year, and is not attached permanently to a building), must be identified as District/County asset.

INVENTORY OF EQUIPMENT E.C. 35168

The governing board of each school District, shall establish and maintain a historical inventory, or a audit trace inventory system, or any other inventory system authorized by the State Board of Education, which shall contain the description, name, identification numbers, and original cost of all items of equipment acquired by it whose current market value exceed five hundred dollars (\$500) per item, the date of acquisition, the location of use, and the time and mode of disposal. A reasonable estimate of the original cost may be used if the actual original cost is unknown.

To insure this is accomplished, the following procedures will be performed.

District Office will stamp the purchase order with “ASSET NUMBER REQUIRED” when it is processed through purchasing.

An asset tag will be affixed to the item and log the required information into the asset file.

DISPOSITION OF SURPLUS EQUIPMENT

Private sale of personal property; disposition of property unsold at public auction or of insufficient value to defray cost of sale. E.C. 17546

- A) If the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of two thousand five hundred dollars (\$2,500), it may be sold at private sale without advertising, by any employee of the District empowered for the purpose by the board.
- B) Any item or items of property having previously been offered for sale pursuant to Section 39520, but for which no qualified bid was received, may be sold at private sale without advertising by any employee of the District empowered for the purpose by the board.
- C) If the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, it may be disposed of in the local public dump on order of any employee of the District empowered for that purpose by the board. When a surplus sale takes place, Purchasing will coordinate the collection of all surplus items and will be responsible for updating the master database as equipment listed on the asset list is disposed of. This includes the selling price (if sold) and the date.

When an asset is moved, stolen, or lost, the site in charge of that asset must report the disposition of that asset to District Office so the master list may be updated.

LEGAL CODES RELATING TO PURCHASING FOR CALIFORNIA SCHOOLS

The codes listed are those which contain information pertinent to those within the schools and departments.

EDUCATION CODE

EC 17540	Sale and purchase of personal property or school supplies
EC 17541	Applicability to sale of personal property by unified school District
EC 17542	Sale or lease of used property.
EC 17545	Sale of personal property; notice; public auction
EC 17546	Private sale of personal property; disposition of property unsold at public auction or of insufficient value to defray cost of sale.
EC 17547	Deposit of money
EC 17548	Sale for replacement to lowest net bid
EC 17549	Exchange of household appliances and equipment for new property.
EC 17550	Letting of contract to lowest net bid after deducting purchase price of old material
EC 17551	Property fabricated by pupils
EC 17552	Sale of materials to adult pupils
EC 17553	Sale, gift or exchange of published material; license or copyrights
EC 17554	Agreements with agricultural cooperative or association
EC 17555	Sale or lease to private educational institutions
EC 17595	Purchase of supplies through Department of General Services
EC 17596	Duration of continuing contracts for services and supplies
EC 17597	Sale of electronic data processing or other major items of equipment.
EC 17598	Contract for electromechanical or electronic data processing work.
EC 17599	Authority to contract for electromechanical or electronic data processing work
EC 17601	Contracts for electromechanical or electronic data processing work; exception

EC 17604	Purchase of surplus property form federal agencies
EC 17605	Delegation of powers to agents; liability of agents. Delegation of authority to purchase supplies and equipment; limitations on expenditures; review; personal property.
EC 17606	Delegation of authority to superintendent or his designee to make transactions under certain value
EC 60420	Disposition of obsolete textbooks
EC 40000	Purchase of standard supplies and equipment
EC 40001	Purchases by District governing board
EC 40002	Purchase of other than standard supplies
EC 40004	County superintendent of schools as agent for purchases
EC 40011	Supplies furnished by District governing boards
EC 40013	Advance payments for publications, postage, maintenance of equipment, etc.
EC 40014	Lease of personal property; caps and gowns
EC 17450	Authority to lease equipment
EC 17451	Provisions applicable to contracts
EC 17452	Terms of lease
EC 17453	Lease of surplus District property
EC 60510	Disposal of surplus or undistributed obsolete instructional materials
EC 60511	Requirements of recipients
EC 60512	Shipping
EC 35272	Educational and athletic materials

PUBLIC CONTRACT CODE

PCC 2000	Disabled veterans business enterprises (DVBE)
PCC 20110	School Districts; contracts; application
PCC 20111	Contracts over \$15,000 for work to be done and over \$50,000 for materials or supplies; award to lowest responsible bidder; security
PCC 20112	Advertisements for Bids
PCC 20113	Emergencies; award of contracts without bids or use of day labor or force account
PCC 20115	Maintenance defined
PCC 20116	Split or separation into smaller work orders or projects; total cost on projects; records; informal bids
PCC 20117	Identical bids; determination of acceptance by lot
PCC 20118	Authorization of Public Corporation or Agency to Make Leases or Purchases; warrants; costs of corporation or agency
PCC 20118.1	Electronic data-processing systems; bids
PCC 20118.3	Supplementary textbooks, library books, etc.; purchase without estimates or bids; operative date
PCC 20118.4	Change without securing bids; writing; amount limitations
PCC 20129	Bidders security; performance bond
PCC 20989	Bidder's Security

**GOVERNING BOARD POLICIES
OF
SIERRA COUNTY OFFICE OF EDUCATION
AND
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
PRETAINING TO PURCHASING AND TRAVEL**

AR = Administrative Regulation

BP = Board Policy

BP 3300	Expenditures and Purchases
BP 3311	Bids
AR 3311	Bids
BP 3312	Contracts
BP 3312 E	Contracts (delegation authority - Attachment A)
BP 3314	Payment for Goods and Services
AR 3314	Payment for Goods and Services
BP 3315	Relations with Vendors
BP 3320	Claims and Actions Against the District
BP 3350	Travel Expenses
AR 3350	Travel Expenses (Attachment B)
AR 3541.2	Transportation for Students with Disabilities
BP 6163.2	Animals at School
AR 6163.2	Animals at School

ATTACHMENT A

BP 3312 E

Sierra-Plumas Joint Unified School District

Per Board Policy #3312, the Board may, by a majority vote, delegate to the Superintendent or designee the authority to enter into contracts on behalf of the District. To be valid or to constitute an enforceable obligation against the District, all such contracts must be approved and/or ratified by the Board. The only administrators authorized by the Board to sign contracts are the Superintendent and the Business Manager.

Amount Range	Board Item Type	Instructions
Up to \$9,999.99	Purchase Order	Type "Purchase Order serves as contract" in the requisition item description field. You may wish to use the District's contract template to formalize the contract, but it is not necessary for Board approval. A purchase order must be issued before supplies are ordered or work begins.
\$10,000 to \$14,999.99	Consent Agenda	Administrative Assistance will place the contract on the consent agenda for Board approval. A physical contract must be executed; it can be either the District's template or the vendor's contract, but the District's contract is preferred as it has all of the necessary provisions in it. It is not necessary to wait for Board approval to sign the contract and start services because the contract amount is under the bid limit; the Board will be asked to "ratify" the contract. <u>Independent contractors and consultants must pass the IRS 20 question test.</u> A purchase order and contract must be signed before supplies are ordered or work begins.
\$15,000 up to Bid Limit	Action Item	Not for Public Works projects (see "> Bid Limit" below.) The superintendent will take a formal contract as a separate action item to the Board for approval. A physical contract must be executed; it can be either the District's template or the vendor's contract, but the District's contract is preferred as it has all of the necessary provisions in it. It is not necessary to wait for Board approval to sign the contract and start services because the contract is under the bid limit; in this case, the Board should be asked to "ratify" the contract in the action item. <u>Independent contractors and consultants must pass the IRS 20 question test.</u> A purchase order and contract must be signed before supplies are ordered or work begins.
At or above Bid Limit	Action Item	For Public Works projects over \$15,000. Also for supplies/materials/equipment/services (such as maintenance and repairs) that are either sold or leased to the District that are valued over the Bid Limit shown below. A physical contract must be executed; it can be either the District's template or the vendor's contract, but the District's contract is preferred as it has all of the necessary provisions in it. Supplies cannot be purchased, services cannot begin, and the contract cannot be signed until the Board approves the contract. When such contracts are over the bid limit, they must be competitively bid or be subject to a "piggyback" contract that allows use of a competitively bid contract for the exact types of supplies or services in the bid. <u>Independent contractors and consultants must pass the IRS 20 question test.</u> A purchase order and contract must be signed before supplies are ordered or work begins.

2016 Bid Limits	Description
\$15,000	Public Works projects are defined by Labor Code 1720(a)(1)-(7) as "construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds." Not adjusted annually.
\$87,800	Items subject to competitive bidding: purchase or lease of equipment, materials or supplies; services that are not construction; and repairs/maintenance as defined in PCC Section 20115 that are not public works. Adjusted annually for inflation.

Internal Revenue Service 20 point Checklist for Independent Contractor

Mistakenly classifying an employee as an independent contractor can result in significant fines and penalties. There are 20 factors used by the IRS to determine whether you have enough control over a worker to be an employer. Though these rules are intended only as a guide—the IRS says the importance of each factor depends on the individual circumstances—they should be helpful in determining whether you wield enough control to show an employer-employee relationship. If you answer “Yes” to all of the first four questions, you’re probably dealing with an independent contractor; “Yes” to any of questions 5 through 20 means your worker is probably an employee.

<u>Yes</u>	<u>No</u>	
<input type="checkbox"/>	<input type="checkbox"/>	1. Profit or Loss. Can the worker make a profit or suffer a loss as a result of the work, aside from the money earned from the project? (This should involve real economic risk--not just the risk of not getting paid.)
<input type="checkbox"/>	<input type="checkbox"/>	2. Investment. Does the worker have an investment in the equipment and facilities used to do the work? (The greater the investment, the more likely independent contractor status.)
<input type="checkbox"/>	<input type="checkbox"/>	3. Works for more than one firm. Does the person work for more than one company at a time? (This tends to indicate independent contractor status, but isn't conclusive since employees can also work for more than one employer.)
<input type="checkbox"/>	<input type="checkbox"/>	4. Services offered to the general public. Does the worker offer services to the general public?
<input type="checkbox"/>	<input type="checkbox"/>	5. Instructions. Do you have the right to give the worker instructions about when, where, and how to work? (This shows control over the worker.)
<input type="checkbox"/>	<input type="checkbox"/>	6. Training. Do you train the worker to do the job in a particular way? (Independent contractors are already trained.)
<input type="checkbox"/>	<input type="checkbox"/>	7. Integration. Are the worker's services so important to your business that they have become a necessary part of the business? (This may show that the worker is subject to your control.)
<input type="checkbox"/>	<input type="checkbox"/>	8. Services rendered personally. Must the worker provide the services personally, as opposed to delegating tasks to someone else? (This indicates that you are interested in the methods employed, and not just the results.)
<input type="checkbox"/>	<input type="checkbox"/>	9. Hiring assistants. Do you hire, supervise, and pay the worker's assistants? (Independent contractors hire and pay their own staff.)
<input type="checkbox"/>	<input type="checkbox"/>	10. Continuing relationship. Is there an ongoing relationship between the worker and yourself? (A relationship can be considered ongoing if services are performed frequently, but irregularly.)
<input type="checkbox"/>	<input type="checkbox"/>	11. Work hours. Do you set the worker's hours? (Independent contractors are masters of their own time.)
<input type="checkbox"/>	<input type="checkbox"/>	12. Full-time work. Must the worker spend all of his or her time on your job? (Independent contractors choose when and where they will work.)
<input type="checkbox"/>	<input type="checkbox"/>	13. Work done on premises. Must the individual work on your premises, or do you control the route or location where the work must be performed? (Answering no doesn't by itself mean independent contractor status.)
<input type="checkbox"/>	<input type="checkbox"/>	14. Sequence. Do you have the right to determine the order in which services are performed? (This shows control over the worker)
<input type="checkbox"/>	<input type="checkbox"/>	15. Reports. Must the worker give you reports accounting for his or her actions? (This may show lack of independence)
<input type="checkbox"/>	<input type="checkbox"/>	16. Pay Schedules. Do you pay the worker by hour, week, or month? (Independent contractors are generally paid by the job or commission, although by industry practice, some are paid by the hour.)
<input type="checkbox"/>	<input type="checkbox"/>	17. Expenses. Do you pay the worker's business or travel costs? (This tends to show control.)
<input type="checkbox"/>	<input type="checkbox"/>	18. Tools and materials. Do you provide the worker with equipment, tools, or materials? (Independent contractors generally supply the materials for the job and use their own tools and equipment.)
<input type="checkbox"/>	<input type="checkbox"/>	19. Right to fire. Can you fire the worker? (An independent contractor can't be fired without subjecting you to the risk of breach of contract lawsuit.)
<input type="checkbox"/>	<input type="checkbox"/>	20. Worker's right to quit. Can the worker quit at any time, without incurring liability? (An independent contractor has a legal obligation to complete the contract.)

Regulation approved: June 14, 2016

ATTACHMENT B

Sierra County/Sierra-Plumas Joint USD AR 3350 Travel Expenses

Claim Forms, Supporting Documents, and Time of Submission

All claims shall be filed monthly by the 20th of the month on the appropriate District claim reimbursement form.

Any claim not based on per diem allowances shall be itemized, accompanied by necessary vouchers, receipts, and other documentary evidence, except as follows:

1. Street cars, ferry fares, bridge and road tolls.
2. Long distance telephone charges, if date, place and party called are shown.
3. Taxi fares when necessary on official business.
4. Charges incurred installing or removing tire chains.
5. All legal expenditures of \$1.00 or less.

Each claim shall include a brief statement showing reason for the claim, its reimbursability and the reason for the trip

District-Owned Vehicles

All employees traveling on official business shall use vehicles owned by the Board of Education whenever reasonably possible.

Mileage allowance

Authorized travel by private transportation shall be compensated by the rate established by, and effective when published by, the Internal Revenue Service for reimbursement. In the event that more than one employee shall travel in the same vehicle, reimbursement shall be made only to the employee who provides the vehicle.

Personal Expenses

No reimbursement shall be made for personal expenses such as laundry, barbering, entertainment, or alcoholic beverages.

Out of District Travel

When reimbursable, no claim for travel expenses shall be paid for out of District travel except when the travel is performed under the following circumstances:

1. Where the employee is attending a meeting of a committee, commission, or agency to which the Board has duly appointed the employee.
2. Where the expense is incurred in travel by an Administrator as required in the performance of his or her official duties.
3. Where such travel is approved by the Superintendent and by the employee's supervisor before the travel expense is incurred.
4. Where the travel expense is incurred as a result of an emergency situation in which it is impossible to obtain prior approval and such travel is absolutely necessary to the health and welfare of the Sierra-Plumas Joint Unified School District. Before such travel expense shall be paid, full documentation of the reason for the expense shall be presented. The Board at its sole discretion shall determine whether such travel shall be deemed absolutely necessary.

Per Diem Allowance

1. Meals: Where the travel is authorized under "Out of District Travel", the employee shall be reimbursed at the following rate: Maximum of \$39.00 per day with receipts or appropriate log. Reimbursement for breakfast shall be made only when the journey must commence from his/her residence before 7:00 a.m. and for dinner only when he/she would not normally reach home by 7:00 p.m., or when he/she must leave home before 6:00 p.m. Meals paid to an employee are a taxable fringe benefit if the employee does not meet IRS Code Sections 132 and 262 (overnight travel).

Meals are to be reimbursed as follows:

- a. Breakfast 10.00
- b. Lunch 11.00
- c. Dinner 18.00

2. Overnight Lodging: Where overnight lodging is authorized under "Out of District Travel", reimbursement shall be made at the maximum rate of \$111.00 per night (not including taxes) with the requirement of submitting a receipt or appropriate log. Prior board approval is required for all lodging in excess of \$111.00 per night when non-categorical expenses are used.

4. Exceptions: When the employee is attending an authorized school, seminar, or convention, and where such school, seminar, or convention has established per diem rates, meal rates, or lodging, the employee shall be reimbursed at not more than such rates.

Travel Within District

Travel expenses will be reimbursed only for travel within the Sierra-Plumas Joint Unified School District which is required to conduct the business of the District as a whole.

Reimbursement for meals shall be made only when the employee is required to participate in activities that are outside the regular daily course of their jobs, such as special meetings held outside of the employee's normal working locale, or meetings held outside of the employee's normal work hours, and:

1. As to breakfast, only when travel must be commenced prior to 7:00 a.m.
2. As to dinner, only when he/she would not normally reach home by 7:00 p.m., or when he/she must leave home prior to 6:00 p.m.

Exceptional Expenses

When it is deemed necessary in compliance with good business practices and in furtherance of the best interests and when authorized in advance by the Superintendent or the President of the Board, the expense of purchasing an individual meal or meals for any person or persons, when such meal is consumed with an employee, may be reimbursed to the person who purchased such meal. (Education Code 44032, 44038)

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

Regulation

approved: April 10, 2007

revised: June 10, 2008

revised: April 14, 2015

Loyalton, California

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT ORGANIZATION
NO. 212.2

INSTRUCTIONAL AIDE

DEFINITION: Under the general or direct supervision of certificated ~~staff member(s)~~ *personnel*, the Instructional Aide provides para-professional educational services to individuals or small groups of students, assists in meeting the academic and/or special needs of students, and performs related duties as required.

EXAMPLES OF DUTIES:

Duties include, but are not limited to, the following:

- Assist certificated personnel in reinforcing educational instruction to individuals or small groups of students
- Assist certificated personnel in providing specialized academic support services in a variety of academic subjects and learning disciplines
- Assist certificated personnel in the development and preparation of lesson plans
- As directed by the certificated staff, implement lesson plans, prepares instructional materials, and maintains work areas and displays
- Under the direct supervision of certificated personnel, may review/assess student homework and/or tests
- Assist the teacher *and support staff* in supervision of students for periods of time ~~inside and outside~~ *in the classroom, in the cafeteria, on the playground, or other designated areas as assigned*
- Establish rapport and positive relationship with students and staff members
- Assist in maintaining the assigned classroom/school area in an orderly condition
- Assist the teacher in preparing and maintaining a variety of records, files and reports related to student progress
- Operate instructional equipment, personal computer and office equipment
- Perform clerical duties
- Participate in periodic in-service as directed by certificated staff
- Perform other related duties as assigned

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT ORGANIZATION NO. 212.2

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic mathematics, spelling and grammar usage as demonstrated by passage of the District Proficiency Test or the California Basic Educational Skills Test (CBEST)
- Interpersonal relationship skills using tact, patience and courtesy
- Appropriate grade-level student classroom procedures and student conduct/behavior rules
- Age appropriate academic grade-level standards and curriculum
- Age appropriate games and activities
- Record-keeping techniques
- Verbal and written communication skills
- *District and school codes of conduct and ability to enforce those rules*
- *Basic first aid*
- Mandated child abuse reporting policies and procedures
- Safe work environment practices

ABILITY TO:

- Establish and maintain effective working relationships with others
- Effectively communicate verbally and in writing with students, teachers, support staff and parents
- Understand and follow oral and written directions
- Use proper speech articulation, give clear directions, and maintain eye contact
- Work confidentially and with discretion; demonstrate flexibility and work independently
- Learn the procedures, limitations and functions of assigned duties
- Learn to assist with students' specialized needs
- Work under the direction of certificated personnel and support staff both in and out of the classroom
- Maintain accurate records and files
- Perform clerical duties
- Operate instructional equipment, personal computer and office equipment

**SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT ORGANIZATION
NO. 212.2**

WORKING CONDITIONS:

Diversified classroom settings subject to position assignment, grade-level or location. Instructional Aide may accompany students between classes, recess, breakfast/lunch break, or on the bus. May be assigned to outdoor supervision *and exposed to occasional moderate weather conditions.*

PHYSICAL REQUIREMENTS:

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

EDUCATION AND EXPERIENCE:

Possess a high school diploma or education equivalent to graduation from high school and passing score on District Proficiency Test or CBEST. Prefer one year experience working in educational setting and/or school environment including child or youth-related activities. Tuberculin test, ~~physical fitness clearance and fingerprint scan~~ *clearance* required. *Physical fitness clearance may be required.*

First Reading and Adoption: November 10, 2009

Revision: November 8, 2016

z:job description/Instructional Aide 2012.2_rev Oct 2016

RECORDING REQUESTED BY

When Recorded Mail To:

Sierra-Plumas Joint Unified School District
P.O. Box 955
Loyalton, CA 96118

Title Order No.

(space above is for recorder's use only)

QUITCLAIM DEED

The undersigned Grantor(s) Declare(s)

DOCUMENTARY TRANSFER TAX _____

Assessor's Parcel No. 015-080-006-0

X unincorporated area of Sierraville, CA, County of Sierra
computed on full value of property conveyed, or
computed on full value less value of liens or
Encumbrances remaining at time of sale, and

FOR A VALUEABLE CONSIDERATION, receipt of which is hereby acknowledged, Sierra Valley Joint Union High Schools District, also known as, Sierraville School District, (Grantor)

hereby REMISES, RELEASES AND FOREVER QUITCLAIMS to: Sierra-Plumas Joint Unified School District (Grantee)

the following described real property in the Town of Sierraville, County of Sierra, State of California:

See attached Exhibit A, incorporated by reference to this document

Dated: _____

Signature of Grantor: _____

A notary public or other officer completing this Certificate verifies only the identity of the Individual who signed the document to which this certificate is attached, and no the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____ before me, (INSERT NOTARY NAME AND TITLE OF OFFICER), personally appeared Merrill M. Grant, District Superintendent, who proved to me on the basis of satisfactory evidence to be the person(s) who name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

Exhibit A

LEGAL DESCRIPTION

Real property in the City of Sierraville, County of Sierra, State of California, described as follows:

PARCEL ONE:

ALL THAT CERTAIN PARCEL OF LAND AS DESCRIBED IN THE DEED RECORDED SEPTEMBER 2, 1875 IN BOOK Q OF DEEDS, PAGE 360, FROM E. R. ALBEE AND JANE ALBEE, HIS WIFE TO SIERRAVILLE SCHOOL DISTRICT, IN THE OFFICE OF THE SIERRA COUNTY RECORDER, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BOUNDED ON THE NORTH BY LAND OWNED BY E. R. ALBEE, ON THE EAST BY ROAD LEADING FROM SIERRAVILLE TO RANDOLPH, ON THE SOUTH BY LOT OF METHODIST EPISCOPAL CHURCH AND ON THE WEST BY LANDS OF E. R. ALBEE, SAID DESCRIBED LOT TO BE TEN RODS IN WIDTH FRONTING ON THE ROAD RUNNING BETWEEN SIERRAVILLE AND RANDOLPH AND EXTENDING BACK FROM SAID ROAD SIXTEEN RODS.

PARCEL TWO:

ALL THAT CERTAIN PARCEL OF LAND AS DESCRIBED IN THE DEED RECORDED OCTOBER 9, 1876 IN BOOK Q OF DEEDS, PAGE 591, FROM E. R. ALBEE AND JANE ALBEE, HIS WIFE TO SIERRAVILLE SCHOOL DISTRICT, IN THE OFFICE OF THE SIERRA COUNTY RECORDER, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BOUNDED ON THE NORTH BY LAND OWNED BY E. R. ALBEE, ON THE EAST BY PUBLIC ROAD FROM SIERRAVILLE TO RANDOLPH, ON THE WEST BY LANDS OF E. R. ALBEE, ON THE SOUTH BY LOT OF ONE ACRE DEEDED TO SAID SIERRAVILLE SCHOOL DISTRICT ON THE 7TH DAY OF AUGUST 1875 BY THE SAID E.R. ALBEE AND JANE B. ALBEE, HIS WIFE, SAID DESCRIBED LOT TO BE FOUR RODS 11 FEET IN WIDTH FRONTING ON THE ROAD AND EXTENDING BACK FROM ROAD SIXTEEN RODS.

PARCEL THREE:

ALL THOSE CERTAIN LOTS, PIECES OR PARCELS OF LAND, KNOWN AS THE SIERRAVILLE METHODIST CHURCH PROPERTY, SITUATE IN THE TOWN OF SIERRAVILLE, COUNTY OF SIERRA, STATE OF CALIFORNIA, AND BOUNDED AND DESCRIBED AS FOLLOWS, TO-WIT:

BEGINNING AT THE SOUTH EAST CORNER OF THE SIERRAVILLE SCHOOL LOT, THENCE SOUTH 120 FEET ALONG WEST SIDE OF SIERRAVILLE-RANDOLPH ROAD TO A POINT, THENCE WESTERLY 200 FEET TO A POINT, THENCE NORTHERLY 120 FEET TO SOUTH BOUNDARY, THENCE EASTERLY 200 FEEL ALONG SOUTH BOUNDARY OF SAID SCHOOL LOT TO POINT OF BEGINNING.

TOGETHER WITH THE TENEMENTS, HEREDITAMENTS AND APPURTENANCES THEREUNTO BELONGING OR APPERTAINING, AND THE RENTS, ISSUES AND PROFITS THEREOF.

EXCEPTING THEREFROM, CHURCH BELL IS RESERVED BY TRUSTEES OF THE PORTOLA AND SIERRAVILLE CIRCUIT OF THE METHODIST EPISCOPAL CHURCH, AS RESERVED IN VOL. 33, AT PAGE 136, BOOK OF DEEDS, SIERRA COUNTY RECORDS, AS RECORDED MAY 5, 1933.

APN: 015-080-0060

ELKAY

Donated

Drinking Solutions

Search / Elkay EZH2O Bottle Filling Station RetroFit Kit Filtered, Non-Refrigerated Stainless



Image May Not Reflect Selected Options

Elkay EZH2O Bottle Filling Station RetroFit Kit Filtered, Non-Refrigerated Stainless

LMABFWS-RF

\$769

(List price shown in US dollars. Actual selling price may vary.)

Product Specifications

Finish	Stainless Steel
Material	Stainless Steel
Features	Automatic Filter Status Reset with Each Filter Change Green Ticker™
Power	115V/60Hz
Bubbler Style	No Bubbler

Mounting Option	Wall Mount (On-Wall)
Chilling Option	Non-refrigerated
Installation Location	Indoor
No. of Stations	Single Station
Shipping Dimensions	L: 19-7/8" W: 11-1/2" H: 23-3/4"
Bottle Filling Station Dimensions	L: 17-7/8" W: 3-9/16" H: 18-7/8"
Shipping Weight	26 lbs
Product Compliance	ADA & ICC A117.1 Buy American Act CAN/CSA C22.2 No. 120 GreenSpec NSF 42 NSF 53 NSF 61 NSF 372 (lead free) UL 399

Built In USA
ADA Compliant

Includes:

Retrofit Bottle Filler
Filter
Basin with Drain Assy

ELKAY

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Zachary T. Revene
Health Education Coordinator
Plumas County Public Health Agency
270 County Hospital Road, Suite 206
Quincy, CA 95971
Office: (530) 283-6366
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Cell: (435) 704-1450