

Sierra County Board of Education

Regular Meeting – 6:00pm

&

Sierra-Plumas Joint Unified School District Governing Board

Closed Session – 5:00pm

Regular Meeting – Immediately follows the 6:00pm meeting of the
Sierra County Board of Education

Tuesday / April 14, 2020

PLEASE NOTE:

The public will have access to the Regular Meetings through Zoom Teleconferencing. For those individuals who wish to make a Public Comment, please do so through the Zoom meeting chat feature. A moderator for the meeting will read your comment for the record.

Time: Apr 14, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/163303133?pwd=d0V5cEJmVUNpR0RnLzFROXBXWms1dz09>

Meeting ID: 163 303 133

Password: 04142020

One tap mobile

+16699009128,,163303133#,,#,04142020# US (San Jose)

+13462487799,,163303133#,,#,04142020# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

Meeting ID: 163 303 133

Password: 04142020

Find your local number: <https://zoom.us/u/afFdhSZDb>

***Please email schoolinfo@spjUSD.org to submit Public Comment for any Closed Session items by 4:30pm on 4/14/20*

www.sierracountyofficeofeducation.org

109 Beckwith Road, PO Box 955, Loyalton CA 96118 – 530-993-1660 – schoolinfo@spjUSD.org

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

April 14, 2020

5:00pm CLOSED Session

Regular Session immediately follows the 6:00pm meeting of the Sierra County Board of Education

In accordance with the Governor's Executive Order pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Governing Board of the Sierra-Plumas Joint Unified School District will hold meetings via Zoom Teleconferencing.

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

Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at Sierra County Office of Education, Room 3, 109 Beckwith Road, Loyalton, CA, 96118, and posted with the online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5).

A. CALL TO ORDER

Please be advised that this meeting will be recorded.

B. ROLL CALL

C. APPROVAL OF AGENDA

D. PUBLIC COMMENT FOR CLOSED SESSION

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

E. CLOSED SESSION

The Board of Trustees and Superintendent James Berardi will move into Closed Session to discuss the following item(s):

1. Government Code 54957

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Superintendent

F. RETURN TO OPEN SESSION and ADJOURN FOR BREAK

G. REPORT OUT FROM CLOSED SESSION

H. 6:00PM – RECESS TO THE SIERRA COUNTY BOARD OF EDUCATION MEETING

I. RECONVENE THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD MEETING

J. INFORMATION/DISCUSSION ITEMS

1. Correspondence

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

2. Superintendent's Report

- a. Future meetings and communications during COVID-19 Pandemic
- b. District updates
- c. Grant update
- d. Most Recent Inter-District Variance Requests (see table below)

New/Renewal	School Year	Grade Entering	District of Residence	Receiving District	Reason Given by Requestor	Backup Documentation Received?
Renewal	2020-21	4	SPJUSD	Washoe	Proximity to schools	n/a
New	2020-21	K	SPJUSD	Washoe	Proximity to schools	n/a

3. Business Report
 - a. Account Object Summary-Balance from 07/01/2019 to 03/31/2020**
 - b. Seventh Month Enrollments for the 2019-2020 School Year**
4. Staff Reports (5 minutes)
5. Board Member Reports (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. Three (3) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)

K. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held March 10, 2020**
2. Approval of minutes for the Special Board Meeting held March 13, 2020**
3. Approval of Board Report-Checks Dated 03/01/2020 through 03/31/2020**
4. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending 03/31/2020. It is required per Education Code 35186 section (d) *that a school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.*
 - a. No complaints regarding textbooks and instructional materials, teacher vacancy or misassignment or conditions of facilities were filed with Sierra-Plumas Joint Unified School District during the quarter ending 03/31/2020.

L. ACTION ITEMS

1. New Business

PUBLIC HEARING – Collective Bargaining Disclosure Statement

- a. Public Hearing to receive public comment regarding Collective Bargaining Agreement (Item b)
- b. Approval of the Tentative Collective Bargaining Agreement for Classified Employees, 2019-2020 Negotiations for salary and benefits^^
- c. Completion of Bargaining, Classified Employees, 2019-2020 Negotiations^^
- d. Authorization for Superintendent to enter into Student Teaching Agreement with Western Governors University, Contract 2020-12D**
- e. Ad Hoc Committee for 2020-2021 Budget Considerations

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

- f. 0420.4—Charter School Authorization
 1. Board Policy, *revisions^^*
 2. Administrative Regulation, *revisions^^*
- g. 0420.41—Charter School Oversight
 1. Board Policy, *NEW^^*
 2. Exhibit, *NEW^^*
- h. 0420.42—Charter School Renewal
 1. Board Policy, *NEW^^*
- i. 0420.43—Charter School Revocation
 1. Board Policy, *NEW^^*
- j. 3471—Parcel Taxes
 1. Board Policy, *NEW^^*

- k. 3551—Food Service Operations/Cafeteria Fund
 1. Board Policy, *revisions*^{^^}
 2. Administrative Regulation, *revisions*^{^^}

M. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on May 12, 2020 beginning with Closed Session as needed at 5:00pm and the Regular Board Meeting at 6:00pm.
****Location to be determined****
2. Suggested Agenda Items

N. ADJOURN



James Berardi, Superintendent

- ** enclosed
- * handout
- ^^ County agenda backup

Balances through March						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD						
1100	Teachers Salaries	2,168,623.00	2,035,321.00	539,148.18	1,280,682.41	215,490.41
1105	Per Diem - Same Day Travel		100.00		22.00	78.00
1115	Extra Duty Hourly	5,000.00	20,000.00		5,762.05	14,237.95
1120	Certificated Substitutes	53,569.00	58,697.00		26,470.00	32,227.00
1300	Certificated Superv/Admin Sala	238,680.00	237,460.00	62,613.10	172,242.19	2,604.71
1310	Teacher In Charge/Head Teacher	14,000.00	14,000.00	3,000.00	8,221.47	2,778.53
	Total for Object 1000	2,479,872.00	2,365,578.00	604,761.28	1,493,400.12	267,416.60
2100	Instructional Aides Salaries	209,327.00	222,275.00	69,679.39	140,599.94	11,995.67
2115	Inst. Aide Extra Duty	1,600.00	1,700.00		269.83	1,430.17
2120	Instructional Aides Substitute	5,000.00	11,000.00		14,162.54	3,162.54-
2200	Classified Support Salaries	338,832.00	354,457.00	78,339.82	248,342.80	27,774.38
2201	Bus Driver	67,673.00	66,000.00	17,193.26	37,133.21	11,673.53
2215	Classified Extra Duty	7,500.00	7,500.00		8,932.36	1,432.36-
2220	Classified Support Substitute	7,264.00	35,000.00		20,230.81	14,769.19
2300	Classified Sup/Admin Salaries	89,367.00	93,352.00	22,652.52	70,207.56	491.92
2400	Clerical & Office Salaries	177,862.00	145,703.00	42,526.86	97,340.67	5,835.47
2420	Clerical & Office Sub Salaries	5,000.00	5,000.00		3,235.13	1,764.87
2900	Other Classified Salaries	10,969.00	11,071.00	2,767.06	6,870.08	1,433.86
2915	Other Classified Extra Duty		500.00		225.84	274.16
2920	Other Classified Substitutes S		500.00		459.60	40.40
	Total for Object 2000	920,394.00	954,058.00	233,158.91	648,010.37	72,888.72
3101	State Teachers Retirement Syst	544,041.00	578,677.00	98,619.18	241,112.03	238,945.79
3102	State Teachers Retirement Syst	9,099.00	9,425.00		256.50	9,168.50
3201	Public Employees Retirement Sy		1,024.00		23.67	1,000.33
3202	Public Employees Retirement Sy	163,457.00	201,682.00	38,802.69	107,387.78	55,491.53
3311	OASDI-Certificated Positions	1,549.00	1,636.00		383.90	1,252.10
3312	OASDI-Classified Positions	55,324.00	56,769.00	13,938.29	38,587.18	4,243.53
3321	Medicare-Certificated Position	33,207.00	31,424.00	7,909.38	19,776.70	3,737.92
3322	Medicare-Classified Positions	12,957.00	13,324.00	3,259.84	9,116.77	947.39
3401	Health & Welfare -Certificated	424,769.00	485,889.00	143,724.24	338,470.98	3,693.78
3402	Health & Welfare-Classified Po	191,801.00	200,432.00	53,983.26	156,612.19	10,163.45-
3501	State Unemployment Insurance-C	1,240.00	1,182.00	302.46	748.83	130.71
3502	State Unemployment Insurance-	461.00	476.00	116.61	322.73	36.66
3601	Workers' Compensation Insuranc	73,173.00	69,693.00	18,447.63	45,254.63	5,990.74
3602	Workers' Compensation Insuranc	27,454.00	28,240.00	7,207.23	19,680.89	1,351.88
3901	Other Benefits, Certificated P		12,000.00		12,522.42	522.42-

Selection Filtered by User Permissions, (Org = 6, Online/Offline = N, Fiscal Year = 2020, Period = 9, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

ESCAPE ONLINE

Balances through March						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD (continued)						
Total for Object 3000		1,538,532.00	1,691,873.00	386,310.81	990,257.20	315,304.99
4100	Textbooks	151,912.00	163,295.00	77.12	121,047.57	42,170.31
4200	Books Other Than Textbooks	750.00	750.00			750.00
4300	Class Mat'l and Supplies	48,728.00	40,243.00	1,377.43	31,801.55	7,064.02
4301	Class Consumable Mat'l	10,925.00	10,925.00	267.45	6,194.53	4,463.02
4302	Class Paper/Toner	12,000.00	12,000.00	18.50	9,107.30	2,874.20
4305	Other Student M&S	24,477.00	31,180.00	3,454.13	23,154.45	4,571.42
4320	Custodial Grounds Supplies	43,250.00	29,550.00	7,429.98	28,784.20	6,664.18-
4330	Office Supplies	24,990.00	10,500.00	419.54	10,154.18	73.72-
4350	Vehicle Maint. M&S	26,379.00	42,500.00	1,871.47	5,097.43	35,531.10
4351	Vehicle FUEL	29,025.00	29,025.00	11,893.07	16,710.62	421.31
4400	Non-Capital Equipment (Up to \$	81,954.00	100,578.00	1,144.30	84,579.78	14,853.92
Total for Object 4000		454,390.00	470,546.00	27,952.99	336,631.61	105,961.40
5100	Subagreement for Services	199,912.00	199,912.00	43,728.02	131,183.98	25,000.00
5200	Travel & Conferences	60,021.00	56,017.00	2,716.71	46,863.30	6,436.99
5300	Dues & Membership	11,754.00	10,000.00	689.88	8,732.27	577.85
5400	Insurance-Fire, liability, etc	60,000.00	75,080.00		66,445.29	8,634.71
5510	Power	94,201.00	88,482.00	29,711.34	57,994.66	776.00
5520	Garbage	8,100.00	4,450.00	1,174.33	3,212.80	62.87
5530	Water	54,350.00	54,350.00	20,774.19	34,835.31	1,259.50-
5540	Propane	59,125.00	59,125.00	14,175.47	46,835.86	1,886.33-
5590	Miscellaneous Utilities	14,000.00	15,000.00	7,878.00	7,122.00	.00
5600	Rentals, Leases & Repairs	106,558.00	80,850.00	35,530.58	23,435.08	21,884.34
5800	Services & Operating Expense	4,200.00	4,200.00	900.00	600.00	2,700.00
5810	Legal Expenses	20,000.00	20,000.00	4,662.50	1,025.00	14,312.50
5812	Board Election Expense	2,500.00	2,500.00			2,500.00
5840	Audit Expense	13,785.00	13,785.00			13,785.00
5860	Solid Waste Tax	11,211.00	14,000.00		12,628.44	1,371.56
5890	Contracts/Service	631,756.00	568,694.00	137,957.02	371,793.60	58,943.38
5899	SCOE Interagency Reimburse			7,226.12	1,109.13	8,335.25-
5900	Communications	3,000.00	3,000.00		2,992.00	8.00
5910	Telephone-Monthly Service	10,000.00	11,000.00	3,575.92	7,116.18	307.90
5990	Other Communications	500.00	500.00			500.00
Total for Object 5000		1,364,973.00	1,280,945.00	310,700.08	823,924.90	146,320.02
6170	Land Improvement	10,500.00	31,500.00	14,641.00	15,195.16	1,663.84

Balances through March						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - General FD (continued)						
6200	Building & Improvements	10,500.00	10,500.00			10,500.00
6400	Equipment	107,768.00	978,868.00		76,158.34	902,709.66
6500	Equipment Replacement	15,000.00	87,000.00		37,212.33	49,787.67
6501	Vehicle Replacement	65,000.00	65,000.00			65,000.00
	Total for Object 6000	208,768.00	1,172,868.00	14,641.00	128,565.83	1,029,661.17
7110	Out-of-State Tuition	104,450.00	104,450.00	104,450.00	17,586.75-	17,586.75
7310	Direct Support/Indirect Costs					.00
7616	Trans fr Gen Fund to Cafeteria	85,550.00	95,463.00			95,463.00
	Total for Object 7000	190,000.00	199,913.00	104,450.00	17,586.75-	113,049.75
	Total for Fund 01 and Expense accounts	7,156,929.00	8,135,781.00	1,681,975.07	4,403,203.28	2,050,602.65
Fund 13 - Cafeteria						
2200	Classified Support Salaries	79,248.00	79,223.00	26,102.11	48,744.97	4,375.92
2215	Classified Extra Duty	750.00	1,082.00		649.03	432.97
2220	Classified Support Substitute	500.00	2,622.00		2,550.72	71.28
	Total for Object 2000	80,498.00	82,927.00	26,102.11	51,944.72	4,880.17
3202	Public Employees Retirement Sy	12,654.00	16,876.00	4,302.36	9,326.39	3,247.25
3312	OASDI-Classified Positions	4,823.00	4,921.00	1,549.88	3,092.47	278.65
3322	Medicare-Classified Positions	1,128.00	1,150.00	362.43	723.18	64.39
3402	Health & Welfare-Classified Po	17,537.00	22,537.00	7,486.56	14,015.01	1,035.43
3502	State Unemployment Insurance-	40.00	41.00	13.06	25.98	1.96
3602	Workers' Compensation Insuranc	2,392.00	2,441.00	801.40	1,581.11	58.49
	Total for Object 3000	38,574.00	47,966.00	14,515.69	28,764.14	4,686.17
4340	Food Service	9,011.00	9,011.00	1,787.03	4,213.42	3,010.55
4400	Non-Capital Equipment (Up to \$	5,000.00	5,000.00			5,000.00
4700	Food	54,580.00	56,672.00	11,480.17	46,688.65	1,496.82-
	Total for Object 4000	68,591.00	70,683.00	13,267.20	50,902.07	6,513.73
5200	Travel & Conferences	710.00	710.00		181.08	528.92
5600	Rentals, Leases & Repairs	4,000.00	4,000.00		3,280.08	719.92
5800	Services & Operating Expense	1,256.00	1,256.00	383.48	2.30	870.22
5890	Contracts/Servic	800.00	800.00		406.00	394.00
5900	Communications	421.00	421.00			421.00
	Total for Object 5000	7,187.00	7,187.00	383.48	3,869.46	2,934.06
	Total for Fund 13 and Expense accounts	194,850.00	208,763.00	54,268.48	135,480.39	19,014.13

Balances through March						Fiscal Year 2019/20
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 40 - Dist Build						
6200	Building & Improvements		59,705.00		10,675.36	49,029.64
6500	Equipment Replacement		70,087.00			70,087.00
Total for Fund 40, Expense accounts and Object 6000		.00	129,792.00	.00	10,675.36	119,116.64
Fund 73 - Bechen						
5800	Services & Operating Expense	9,000.00	15,000.00			15,000.00
Total for Fund 73, Expense accounts and Object 5000		9,000.00	15,000.00	.00	.00	15,000.00
Fund 78 - Gottardi Fund						
5800	Services & Operating Expense		8,017.00			8,017.00
Total for Fund 78, Expense accounts and Object 5000		.00	8,017.00	.00	.00	8,017.00
Total for Org 006 - Sierra-Plumas Joint Unified School District		7,360,779.00	8,497,353.00	1,736,243.55	4,549,359.03	2,211,750.42

ENROLLMENT BY SCHOOL MONTH - 2019-2020

		Loyalton Elementary	Loyalton Jr High	Loyalton Sr High	Downieville Elementary	Downieville Jr/Sr High	Sierra Pass Cont	Long-Term ISP/SDC	TOTAL
Ending 2018-2019		201	60	109	30	24	2	included in site #	426
1st Day 2019-2020	9/3/2019	201	59	120	31	29	0	included in site #	440

	Month								
September	1	203	59	116	31	29	0	included in site #	438
8/26/19-9/20/19									
October	2	203	58	117	31	28	0	included in site #	437
9/23/19-10/18/19									
November	3	204	61	115	31	29	1	included in site #	441
10/21/19-11/15/19									
December	4	206	60	114	31	29	1	included in site #	441
11/18/19-12/13/19									
January	5	203	60	113	33	31	1	included in site #	441
12/16/19-1/24/20									
February	6	206	61	113	34	30	1	included in site #	445
1/27/20-2/21/20									
March	7	202	60	111	34	29	1	included in site #	437
2/24/20-3/20/20									
April	8							included in site #	0
3/23/20-4/17/20									
May	9							included in site #	0
4/20/20-5/15/20									
June	10							included in site #	0
5/18/20-6/12/20									

2018-2019	SPJUSD	SCOE	Washoe
P1 ADA	394.66	0.88	14.37
P2 ADA	396.41	2.15	12.27
Annual	396.43	3.46	12.53

Long-Term ISP	
LES	8
LHS	18

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

March 10, 2020

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

Videoconferenced to Downieville School, 130 School St, Downieville CA 95936

5:00pm Closed Session

Regular Session immediately followed the 6:00pm meeting of the Sierra County Board of Education

A. CALL TO ORDER

President MIKE MOORE called the meeting to order at *5:01pm*.

B. ROLL CALL

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

ABSENT: None

C. APPROVAL OF AGENDA

HALL/WRIGHT

5/0

D. PUBLIC COMMENT FOR CLOSED SESSION

1. Current location – *none*
2. Videoconference location – *none*

E. CLOSED SESSION

HALL/GANT

5/0

The Board of Trustees, Superintendent James Berardi and Business Manager Nona Griesert moved into Closed Session at *5:02pm* to discuss the following item(s):

1. Government Code 54957
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

F. RETURN TO OPEN SESSION at *5:55pm* and ADJOURN FOR BREAK

G. REPORT OUT FROM CLOSED SESSION

MOORE: Gave direction to Superintendent

H. 6:00PM – RECESS TO THE SIERRA COUNTY BOARD OF EDUCATION MEETING

I. 6:34PM – RECONVENE THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD MEETING

J. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report
 - a. Superintendent Evaluation
MOORE: Secretary will email finalized evaluation to each board member, prep results and get this ready/finalized for April meeting to discuss evaluation with Superintendent during Closed Session. Superintendent Evaluation must be completed by May 1st.
 - b. Most Recent Inter-District Variance Requests

2. Business Report
 - a. Account Object Summary-Balance from 07/01/2019 to 02/29/2020
 - b. Sixth Month Enrollments for the 2019-2020 School Year
3. Staff Reports
 - a. LHS—JONES: *Spring sports going strong. FFA taking students to Chico State Field Day this weekend. Musica Sierra captivated the whole student body last month—looking forward to getting them back in April. Guest speaker came to talk to LHS about driving safety. Guest speaker scheduled coming up to discuss protecting kids in this digital age. Site Council meeting Thursday at 5:30pm.*
 - b. LES—CERESOLA: *Musica Sierra spent time with each class. 10-week music program finishing up next week funded by Sierra Arts Council—looking to have this again in the fall. Sports banquet tomorrow night being held for 3rd-8th grade. April 2nd is annual Art and Science show. April 6th Site Council meeting at 5:00pm. April 8th SSF presenting video to students about apps/technology.*
 - c. DVL—BERARDI: *Main focus right now is prep for WASC review coming up next month.*
4. Board Members' Report
 - a. STANNARD: *Still researching alternatives for food situation at LHS.*
 - b. MOORE: *Musics Sierra put on a great program. *Read a letter of recognition for the Superintendent from Samantha Ingle.*
5. Public Comment
 - a. Current location –
 Jenna Holland—*Wondering why a Special Meeting was held regarding budget cuts? How did we get to this point? Can we find positions to cut that aren't so close to the kids? Is the District also looking at other ways of generating revenue? Looking for more communication and transparency from the Board and Superintendent.*
BERARDI & MOORE responded with explanation of process, what occurred leading up to proposed budget cuts/layoffs and some of what to expect going forward.
 - b. Videoconference location – *none*

K. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held February 11, 2020
2. Approval of minutes for the Special Board Meeting held February 26, 2020
3. Approval of Board Report-Checks Dated 02/01/2020 through 02/29/2020

HALL/WRIGHT

5/0

L. ACTION ITEMS

1. Old Business
 - a. Approval of School Accountability Report Cards for 2018-2019:
 1. Loyalton Elementary School
 2. Loyalton High School
 3. Sierra Pass Continuation School
 4. Downieville Elementary School
 5. Downieville Jr/Sr High School

WRIGHT/HALL

5/0

2. New Business

- a. Adoption of 2019-2020 Second Interim Actuals and Criteria & Standards Report as of January 31, 2020
WRIGHT/HALL
5/0
- b. Approval of 2020-2021 School Calendars
HALL/WRIGHT
5/0
- c. Approval of Safe Schools Plan, annual review and revisions
(this plan can be found in its entirety on our website,
http://www.sierracountyofficeofeducation.org/upload/?show=/SCHOOL_SAFETY_PLAN/)
HALL/GANT
5/0

PUBLIC HEARING – Collective Bargaining Disclosure Statement

- d. Public Hearing *opened at 7:19pm* to receive public comment regarding Collective Bargaining (Item e). *Closed at 7:20pm with no public comment.*
- e. Presentation of the Classified Employees' Initial Proposal for the 2019-2020 Fiscal Year
- f. Authorization for Superintendent to enter into a Good Governance and Program Advisory Services Agreement with School Innovations & Achievement, Contract 2020-10D
GANT/HALL
5/0
- g. Authorization for Superintendent to enter into a Utility Facility Agreement with Liberty Utilities, Contract 2020-11D
WRIGHT/HALL
5/0
- h. Accept Letter of Retirement from Karen Gress, First Grade Teacher, Loyalton Elementary School, 1.0 FTE, Retirement Effective: June 12, 2020
HALL/GANT
5/0
- i. Approval of Assignment of Joyce Cameron, Instructional Aide, Loyalton Elementary School, .75 FTE (4.5 hours/day), effective March 3, 2020 (Temporary Position 3/3/20 – 6/12/20)
HALL/GANT
5/0
- j. Approval of Assignment of Thelma Donovan, Instructional Aide, Downieville, .9 FTE (5.4 hours/day), effective February 11, 2020
HALL/STANNARD
5/0
- k. Approval of Assignment of Christina Gonzales, Instructional Aide, Downieville, .9 FTE (5.4 hours/day), effective February 11, 2020 (Temporary Position)
HALL/WRIGHT
5/0
- l. Approval of Assignment of Stacey Hood, Loyalton High School, Athletic Director 2020-2021
HALL/GANT
5/0

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

HALL motioned to approve all policies as was done in County meeting.

Second by WRIGHT.

5/0

- m. 2121—Superintendent’s Contract
 - 1. Board Policy, *revisions*
- n. 1112—Media Relations
 - 1. Board Policy, *revisions*
- o. 6142.2—World Language Instruction
 - 1. Board Policy, *NEW*
 - 2. Administrative Regulation, *NEW*
- p. 6145.6—International Exchange
 - 1. Board Policy, *revisions*
 - 2. Administrative Regulation, *revisions*
- q. 6146.12—Graduation Requirements/Standards of Proficiency – Adult Education
 - 1. Board Policy, *NEW*
- r. 3260—Fees and Charges
 - 1. Exhibit, *revisions*

M. ADVANCED PLANNING

- 1. Next Regular Board Meetings will be held on April 14, 2020 at Downieville School, 130 School St, Downieville CA 95936, beginning with Closed Session as needed at 5:00pm and the Regular Board Meetings at 6:00pm.

- 2. Suggested Agenda Items

None

N. ADJOURN at 7:29pm

HALL/STANNARD

5/0

Allen Wright, Clerk

James Berardi, Superintendent

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT—SPJUSD
CLOSED SESSION REPORTING FORM

DATE: March 10, 2020

CLOSED SESSION BEGAN AT: 5:02 P.M.

BOARD MEMBERS PRESENT:

Patty Hall Allen Wright Mike Moore Jenny Gant Nicole Stannard

OTHERS PRESENT:

James Berardi, Superintendent
 Nona Griesert, Business Manager

I. SESSION TOPIC(S):

<p align="center">Item #1—Government Code 54957 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE</p> <p>RESULT:</p> <p><input checked="" type="checkbox"/> DIRECTION WAS GIVEN TO SUPERINTENDENT</p> <p><input checked="" type="checkbox"/> THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.</p> <p><input type="checkbox"/> A ROLL CALL VOTE WAS TAKEN: HALL _____ WRIGHT _____ MOORE _____ GANT _____ STANNARD _____</p> <p><input checked="" type="checkbox"/> A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION: HALL <u>Y</u> WRIGHT <u>Y</u> MOORE <u>Y</u> GANT <u>Y</u> STANNARD <u>Y</u></p> <hr/> <p align="center">Item #2—Government Code</p> <p>RESULT:</p> <p><input type="checkbox"/> DIRECTION WAS GIVEN TO SUPERINTENDENT</p> <p><input type="checkbox"/> THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.</p> <p><input type="checkbox"/> A ROLL CALL VOTE WAS TAKEN: HALL _____ WRIGHT _____ MOORE _____ GANT _____ STANNARD _____</p> <p><input type="checkbox"/> A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION: HALL _____ WRIGHT _____ MOORE _____ GANT _____ STANNARD _____</p>
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II. MOTION TO ADJOURN CLOSED SESSION AT 5:55 P.M. AND RETURN TO OPEN SESSION

BY: MM (NAME) SECONDED: NS (NAME)

MOTION PASSED / FAILED

PRESIDED BY: Mike Moore
Mike Moore, PRESIDENT

RECORDED BY: Allen Wright
Allen Wright, CLERK

MINUTES FOR THE *SPECIAL MEETING* OF THE
GOVERNING BOARD OF THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
March 13, 2020
3:30pm
Sierra County Office of Education, Room 4, 109 Beckwith Rd, Loyalton CA 96118

A. CALL TO ORDER

SPJUSD President MIKE MOORE called the meeting to order at 3:30pm.

B. ROLL CALL

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

ABSENT: Allen Wright, Clerk
**MOORE read an email from Trustee WRIGHT explaining his reasoning for not attending*

C. APPROVAL OF AGENDA

HALL/STANNARD
4/0

D. PUBLIC COMMENT

Special Meeting Agenda Items only, please.

1. Current location –

APRIL BURNS, TK & Primary Intervention Teacher – **Read aloud the LES Mission Statement. Read aloud the District Mission Statement. Continued with reading aloud personal statement addressing the Board.*

ANN FISHER, Kindergarten & Intervention Teacher – **Read aloud personal statement addressing the Board.*

STACI ARMSTRONG, 4-6 Intervention Teacher – **Read aloud personal statement addressing the Board.*

JOANNA HAUG, 4th Grade Teacher – **Read aloud personal statement addressing the Board.*

EMMA SHAFFER, 5th Grade Teacher (1 of 2) – **Read aloud personal statement addressing the Board.*

MIRANDA PRAKASH, Special Education Teacher – **Read aloud personal statement addressing the Board.*

LAURIE PETTERSON, 6th Grade Teacher – **Read aloud personal statement addressing the Board.*

JOEL ARMSTRONG, community member/parent/coach – **Gave personal statement addressing the Board.*

JOY MARKUM, community member/grandmother/City Council Member – **Gave personal statement addressing the Board.*

***Public Comment ended at 3:58pm*

E. ACTION ITEMS

1. New Business

a. Discussion of Budget Plan

NONA GRIESERT, Business Manager, JAMES BERARDI, Superintendent, and all Board Members in attendance addressed staff and public in attendance discussing processes, events leading up to today's meeting, answering questions, and discussing ideas for potential areas of savings and generating revenue.

*Ideas/Comments/Suggestions from staff and public included:
Look at outsourcing positions to lower the cost of benefits
Improve distribution of agenda items and meeting information to the public
Personal statement from a parent of their son benefiting from Intervention Program
Seek out more grants
Look at cutting Board Member benefits
If being asked to come to Board Meetings, encourage all Board Members to come into classrooms
Curriculum Coordinator not being hired this year saved money
How much would be saved hiring a brand new teacher at the low end of the salary schedule for just one year replacing a retired teacher at the high end of the salary schedule?*

Jenny Gant and Nicole Stannard volunteered to be on an Ad Hoc committee to meet with staff, parents and community members to discuss ideas for potential savings and revenue streams.

MIKE MOORE: Appointing Jenny Gant and Nicole Stannard to chair the Ad Hoc committee to discuss and make a plan of action for Budget Plan.

NICOLE STANNARD: What can we leave here concluding? What can we legally do with a motion and vote tonight?

HALL motioned to leave the Resolution in place with the condition that the Intervention Program be reinstated with new-found revenue before the next school year. No second was made. The motion died.

TIFFANY WILLIAMS – Propose adding Intervention Program to May agenda to add back in if funding is found for next school year.

JEREMY MILLER – Don't want to see the Board making a commitment to something that they cannot follow-through on based on pressure from community and staff.

*MOORE motioned to leave everything as-is and move forward with the Ad Hoc committee to work on a plan to keep the Intervention Program if possible – search for additional on-going revenue as well as making cuts elsewhere.
Second by HALL.
4/0*

F. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on April 14, 2020 at Downieville School, 130 School St, Downieville CA 95936, beginning with Closed Session as needed at 5:00pm and the Regular Board Meeting at 6:00pm.

G. ADJOURN at 6:07pm
HALL/STANNARD
4/0

Allen Wright, Clerk

James Berardi, Superintendent

Checks Dated 03/01/2020 through 03/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00084002	03/10/2020	ALPINE FIRE SERVICE, INC.	01-5600	FIRE EXTINGUISHER MAINT - ALL SITES		195.89
00084003	03/10/2020	AMAZON CAPITAL SERVICES	01-4300	Air horns for safety plan	290.50	
				EYEWASH STATIONS	69.17	
				SAFETY VESTS	79.32	
00084004	03/10/2020	AMERIGAS	01-4301	Supplies	83.06	522.05
			01-5540	PROPANE	10,631.55	
			01-5899	PROPANE	238.37	10,869.92
00084005	03/10/2020	B & C TRUEVALUE HOME CENTER	01-4320	MAINT SUPPLIES		36.64
00084006	03/10/2020	PAMELA BRANDON	01-5600	TECH COTTAGE RENTAL		53.73
00084007	03/10/2020	CITY OF LOYALTON	01-5530	WATER AND SEWER - LOYALTON SITES	3,892.94	
			01-5899	WATER AND SEWER - LOYALTON SITES	233.16	4,126.10
00084008	03/10/2020	COMMERCIAL APPLIANCE	01-5600	RANGE/BOILER DIAGNOSIS	810.00	
			13-5600	RANGE/BOILER DIAGNOSIS	101.46	911.46
00084009	03/10/2020	DOWNIEVILLE PUBLIC UTILITY DIS	01-5530	water service		224.00
00084010	03/10/2020	GRAY ELECTRIC CO.	01-5890	EMERGENCY LIGHTS		642.93
00084011	03/10/2020	JANET HAMILTON	01-5600	TECH COTTAGE RENTAL		53.72
00084012	03/10/2020	TAMMY HELM	13-4340	Kitchen supplies	75.01	
			13-4700	Kitchen supplies	37.02	112.03
00084013	03/10/2020	HUNT & SONS, INC.	01-5590	heating oil		798.54
00084014	03/10/2020	IXL LEARNING	01-4300	IXL learning program		766.00
00084015	03/10/2020	K 12 MANAGEMENT DBA FUELED	01-5890	ONLINE/ISP COURSES		1,225.00
00084016	03/10/2020	LIBERTY UTILITIES	01-5510	ELECTRIC - LOYALTON SITES	5,824.46	
			01-5899	ELECTRIC - LOYALTON SITES	362.65	6,187.11
00084017	03/10/2020	LIBERTY UTILITIES	01-6170	CHARGING STATION PROJECT		8,179.00
00084018	03/10/2020	MIKE MOORE	01-5200	MILEAGE	28.75	
			76-9576	H/W REIMBURSEMENT	909.27	938.02
00084019	03/10/2020	NEXVORTEX, INC	01-5899	PHONE SERVICES	25.60	
			01-5910	PHONE SERVICES	384.08	409.68
00084020	03/10/2020	NORTHAM DISTRIBUTING, INC.	13-4340	CAFE FOOD/SUPPLIES	80.83	
			13-4700	CAFE FOOD/SUPPLIES	1,304.64	1,385.47
00084021	03/10/2020	OFFICE DEPOT	01-4320	OFFICE SUPPLIES		10.18
00084022	03/10/2020	USPS	01-5900	Postage		550.00
00084023	03/10/2020	PRO PACIFIC FRESH	13-4700	FOOD AND SUPPLIES		293.10
00084024	03/10/2020	SCHOOL SPECIALTY	01-4300	classroom supplies		12.61
00084025	03/10/2020	SIERRA BOOSTER	01-5890	ADVERTISEMENTS/LEGAL/PUBLIC NOTICES		24.75
00084026	03/10/2020	SIERRA COUNTY HEALTH DEPARTMENT	01-5510	ELECTRICAL SERVICES FOR TECH COTTAGE		289.50

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 03/01/2020 through 03/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00084027	03/10/2020	SIERRA ELECTRONICS	01-4400	BUS RADIOS	2,161.22	
				Unpaid Sales Tax	102.16-	2,059.06
00084028	03/10/2020	SIERRA VALLEY HOME CENTER	01-4300	MISC. AG SUPPLIES	129.71	
			01-4320	MAINT. SUPPLIES	300.76	
				MAINT/CUSTODIAL SUPPLIES	136.13	
00084029	03/10/2020	SIERRA-PLUMAS JOINT UNIFIED	01-4350	MISC. BUS SUPPLIES	11.24	577.84
			01-5200	Rooms	103.22	
			01-5890	BANK SERVICE FEES	30.00	133.22
00084030	03/10/2020	SIERRA-PLUMAS JOINT UNIFIED FFA ACCOUNT	01-5200	Reim. for Advisor fees and meal tickets	560.00	
				Rooms	1,048.32	1,608.32
00084031	03/10/2020	SIERRA TRANSPORTATION COMPANY, LLC	01-5100	TRANSPORTATION	14,575.99	
			01-5890	TRANSPORTATION	2,083.34	16,659.33
00084032	03/10/2020	NICOLE STANNARD	01-5200	MILEAGE		67.87
00084033	03/10/2020	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5890	EMPLOYMENT FINGERPRINTING	258.00	
			01-5899	EMPLOYMENT FINGERPRINTING	64.00	322.00
00084034	03/10/2020	TMP SERVICES	01-6500	RESTROOM RAMP		14,311.44
00084035	03/10/2020	TRI COUNTY SCHOOLS INS. GR.	01-3901	MAR 20 HEALTH INSURANCE	1,251.38	
			01-9535	MAR 20 HEALTH INSURANCE	9,236.62	
			76-9576	MAR 20 HEALTH INSURANCE	72,420.44	82,908.44
00084036	03/10/2020	US FOODSERVICE, INC.	13-4340	CAFETERIA - FOOD AND SUPPLIES	57.59	
			13-4700	CAFETERIA - FOOD AND SUPPLIES	448.33	505.92
00084037	03/10/2020	VOYAGER FLEET SYSTEMS INC.	01-4305	FUEL FOR ATHLETIC TRIPS	618.94	
			01-4351	BUS FUEL	2,115.62	
				Fuel for Maintenance	282.83	
			01-5200	FUEL FOR FFA	377.97	
			01-5899	FUEL FOR COUNTY PROGRAMS	64.72	
				Fuel for Maintenance	1.03	3,461.11
00084038	03/10/2020	WCM, INC.	01-4330	MAIL BACK MATERIALS - SHARPS CONTAINER		58.68
00084039	03/10/2020	ALLEN WRIGHT	01-5200	MILEAGE		28.75
00084040	03/24/2020	AIRGAS, USA, LLC	01-5600	TANK RENTAL LHS/DVL		147.73
00084041	03/24/2020	AMAZON CAPITAL SERVICES	01-4300	Air horns for safety plan	54.94	
				Classroom supplies	53.57	
			01-4302	PAPER/OFFICE SUPPLIES	279.24	
			01-4320	Securtiy Cameras	285.27	
			01-4330	NURSE SUPPLIES	73.06	
				PAPER/OFFICE SUPPLIES	36.52	782.60

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ESCAPE ONLINE

Checks Dated 03/01/2020 through 03/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00084042	03/24/2020	AT&T	01-5890	PHONE SERVICES	38.81	
			01-5899	PHONE SERVICES	5.80	
			01-5910	PHONE SERVICES	206.06	250.67
00084043	03/24/2020	BRADY INDUSTRIES	01-4320	CUSTODIAL SUPPLIES		106.37
00084044	03/24/2020	COMMERCIAL APPLIANCE	01-5600	GYM BOILER REPAIR		2,468.00
00084045	03/24/2020	CRAIG JOHNSON PLUMBING	01-5600	Plumber to fix hot water		625.00
00084046	03/24/2020	CURRENT ELECTRIC & ALARM, INC.	01-5600	ALARM MONITORING	573.75	
			01-5899	ALARM MONITORING	26.25	600.00
00084047	03/24/2020	D. MAC ENGINEERING	01-5890	SURVEY/MAPS		270.00
00084048	03/24/2020	CHARLES FILLMAN	01-4350	BUS CHARGER SUPPLIES		178.25
00084049	03/24/2020	JENNIFER GANT	01-5200	MILEAGE		124.20
00084050	03/24/2020	GIRARD, EDWARDS, STEVENS & TUCKER LLP	01-5810	LEGAL FEES		337.50
00084051	03/24/2020	LOYALTON BOOSTER CLUB	01-4305	FUEL REIMBURSEMENT		92.48
00084052	03/24/2020	MADDEN PLUMBING & HEATING, INC.	01-5600	HVAC REPAIR		1,169.76
00084053	03/24/2020	MODEL DAIRY, LLC	13-4700	DAIRY PRODUCTS		832.93
00084054	03/24/2020	NORTHAM DISTRIBUTING, INC.	13-4700	CAFE FOOD/SUPPLIES		598.63
00084055	03/24/2020	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMP		22,942.25
00084056	03/24/2020	OFFICE DEPOT	01-4300	Supplies	26.01	
			01-4302	Toner	46.11	72.12
00084057	03/24/2020	PACIFIC GAS & ELECTRIC COMPANY	01-5510	electrical use		2,522.59
00084058	03/24/2020	POWERSCHOOL GROUP LLC	01-5890	POWERSCHOOL HOSTING		2,514.41
00084059	03/24/2020	PRO PACIFIC FRESH	13-4700	FOOD AND SUPPLIES		85.77
00084060	03/24/2020	PROMEVO, LLC	01-4400	CHROMEBOOKS		2,117.82
00084061	03/24/2020	SHERRILL RAHE	01-4300	GARDEN SUPPLIES		284.86
00084062	03/24/2020	RAY MORGAN COMPANY	01-5600	COPIER AGREEMENT	284.12	
				COPIER MAINT. LHS/LES	630.38	914.50
00084063	03/24/2020	INTERMOUNTAIN DISPOSAL, INC.	01-5520	GARBAGE SERVICE	382.03	
			01-5899	GARBAGE SERVICE	10.39	392.42
00084064	03/24/2020	SIERRA HARDWARE	01-4320	Misc items for maintenance		91.76
00084065	03/24/2020	SIERRA-PLUMAS JOINT UNIFIED	01-5890	BANK SERVICE FEES		141.09
00084066	03/24/2020	U.S. BANK	01-4300	Battery Charger	85.75	
			01-4301	Art Supplies	254.72	
			01-4320	BUS CHARGING SUPPLIES	10.81	
				CUSTODIAL SUPPLIES	68.33	
			01-4330	ADOBE PRO SUBSCRIPTION	11.24	
				CABLES/ADAPTERS	200.14	
			01-4350	BUS CHARGING SUPPLIES	206.77	

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ESCAPE ONLINE

Checks Dated 03/01/2020 through 03/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00084066	03/24/2020	U.S. BANK	01-5890	Chairs for Graduation	774.30	
				EMAIL SERVER CERT	499.98	
			01-5899	ADOBE PRO SUBSCRIPTION	3.75	2,115.79
00084067	03/24/2020	US FOODSERVICE, INC.	01-5899	CAFETERIA - FOOD AND SUPPLIES	73.41	
			13-4340	CAFETERIA - FOOD AND SUPPLIES	214.91	
			13-4700	CAFETERIA - FOOD AND SUPPLIES	1,134.57	1,422.89
00084068	03/24/2020	VERIZON WIRELESS	01-5910	CELL PHONE SERVICE		185.28
00084069	03/24/2020	ALLEN WRIGHT	01-5200	MILEAGE		21.56
00084070	03/24/2020	DEVIN WRIGHT	73-9510	BECHEN SCHOLARSHIP		2,000.00
Total Number of Checks					69	207,928.64

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	60	104,494.05
13	Cafeteria Fund	9	5,264.79
73	Foundation Trust (Bechen)	1	2,000.00
76	Warrant/Pass Through (payroll)	3	96,271.96
Total Number of Checks		69	208,030.80
Less Unpaid Sales Tax Liability			102.16
Net (Check Amount)			207,928.64

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



Western Governors University

4001 South 700 East, Suite 700, SLC, UT 84107

STUDENT TEACHING LETTER OF AGREEMENT - CALIFORNIA

Tier 1: Primary Partner

This Student Teaching Letter of Agreement (Agreement) is made between Western Governors University, a Utah nonprofit corporation (WGU), and Sierra-Plumas Joint Unified School District ("District"), and is effective as of the date of the last signature below ("Effective Date").

Thank you for working with Western Governors University (WGU) for the placement of student teachers. Our goal is to establish a relationship of collaboration that benefits your district/school and WGU Teacher Candidates, and that allows us to work together for continuous improvement. We look forward to working together for the benefit of your future educators.

WGU is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU), and the WGU Teacher Education programs are further accredited by the Council for the Accreditation of Educator Preparation (CAEP). WGU represents that each Teacher Candidate assigned to the District for Student Teaching is validly enrolled in an approved WGU credentialing program and meets the District's background requirements.

A. Mutual Expectations

A Primary Partner is a district/school where WGU places Teacher Candidates for a Field Experience with Cooperating Teachers, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Teacher Candidates, and to share accountability for Teacher Candidate outcomes. The school administrator and Cooperating Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each cohort and may receive an invitation to participate in an annual focus group.

B. Definitions

For the purposes of this Agreement, capitalized terms will have the following meanings:

- Teacher Candidate refers to a student enrolled in a WGU program leading to an education credential.
- Cooperating Teacher (or host teacher) refers to a district employee who is the teacher-of-record in the classroom where the Teacher Candidate is assigned. A Cooperating Teacher may or may not be a Clinical Supervisor.
- Clinical Supervisor refers to a present or former employee of District, retired educator, or any other individual meeting the criteria of "supervisor" established by WGU for this position, and engaged by WGU or District, to supervise a Teacher Candidate's progress during a minimum of six observations. WGU shall be responsible for the selection, assignment, training, and compensation of Clinical Supervisors. WGU welcomes nominations of Clinical Supervisors by the District/school.
- Preclinical Experience refers to the active participation by a Teacher Candidate in a wide range of in-classroom experiences in order to develop the skills and confidence necessary to be an effective teacher and prepare for Student Teaching. Students reflect on and document at least 75 hours of in-classroom observations (15 hours of which must involve direct engagement with students in a classroom) leading up to Student Teaching.
- Student Teaching (or demonstration teaching) refers to the greater of the then-current WGU full-time and continuous requirement in California (currently 13 weeks, or 16 weeks for special education) or the State's and/or District's minimum requirement for Student Teaching. Student Teaching shall satisfy all applicable WGU and State requirements.
- Field Experience refers collectively to the Preclinical Experience and Student Teaching.

C. Cooperating Teacher Standards

District, with the input of WGU, will provide the Teacher Candidate with a Student Teaching assignment in a school and classes of District under the direct supervision and instruction of a Cooperating Teacher that meets the following minimum requirements:

- Has documented completion of training/professional development equivalent to 10 hours that includes: a two-hour orientation to the program curriculum, and eight hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices, as required by the California Commission on Teacher Credentialing (CTC);
- Holds a clear credential in the content area in which the Cooperating Teacher is providing supervision;
- Has a minimum of three years of teaching experience (five years preferred) of content area K-12 teaching experience, with two or more years teaching in the current school, and has demonstrated exemplary teaching practices as determined by the employer and the preparation program;
- Demonstrates a positive impact on student learning in the classroom;
- Demonstrates ability to serve as a positive role model and mentor;
- Demonstrates actions related to leadership qualities and collaborating with others;
- Has successfully and with positive impact mentored teacher candidates, colleagues, and/or adults;
- Uses a computer to correspond with WGU staff and complete online evaluation forms; and
- Models consistently the dispositions and ethical considerations expected of WGU Teacher Candidates:
 - caring and considerate
 - affirming of diversity and cross-culturally competent
 - a reflective practitioner
 - equitable and fair
 - committed to the belief that all students can learn
 - collaborative
 - technologically proficient
 - professional in leadership

D. WGU Responsibilities

WGU will:

- Select qualified Teacher Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in Field Experiences.
- Pay an honorarium per Teacher Candidate, either directly to the Cooperating Teacher or to the District, for the Cooperating Teacher's services. The Cooperating Teacher may also receive professional development hours connected to the successful completion of WGU Cooperating Teacher training.
- Require Teacher Candidates to: (i) complete a background check acceptable to District, and (ii) have a current Tuberculosis (TB) Risk Assessment and/or examination. Upon request, Teacher Candidates will be required to provide documentation to District prior to participating in Field Experience activities.
- Provide opportunities for feedback regarding improvement of WGU Teacher Candidate preparation.

- Provide professional development training to Cooperating Teachers regarding WGU processes and procedures.
- Maintain an online site for support, resources, and training for Cooperating Teachers.
- Facilitate a Cohort Seminar in which Teacher Candidates will participate with a community of peers to receive support during Student Teaching and the final performance assessment.

E. District Responsibilities

District, or school administrator, will:

- Nominate one or more qualified Cooperating Teacher(s) by providing a completed copy of the Student Teacher Acceptance Form to the WGU Field Placement Team.
- Allow the Clinical Supervisor access to the host school and classroom for the specific purpose of observing Teacher Candidates. Clinical supervision may include an in-person site visit, video capture, or synchronous video observation.
- Provide Teacher Candidates with any District policies and procedures to which they are expected to adhere to during the Field Experience and while on District premises.
- Through the involvement of the Cooperating Teacher, participate with the Clinical Supervisor and Teacher Candidates in two evaluations: one mid-way through Student Teaching, and a Final Evaluation at the end of Student Teaching. WGU shall be responsible for the format of the evaluations.
- Provide Teacher Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Field Experience.
- Provide, when possible, opportunities for Teacher Candidates to use technology to enhance student learning and monitor student progress and growth.
- Provide, when possible, opportunities for Teacher Candidates to experience working with diverse student populations including English Language Learners and Students with Exceptional Learning Needs.
- Require Cooperating Teachers to complete and document training/professional development equivalent to 10 hours that includes: a two-hour orientation to the program curriculum, and eight hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices, as required by the California CTC.
- Encourage Cooperating Teachers to participate annually in WGU's Evaluation Form Calibration.
- Encourage administrators and Cooperating Teachers to participate in WGU's Feedback Surveys (offered at the end of the Spring and Fall Cohorts) to report on Teacher Candidate quality and preparation and to provide program feedback to WGU for continuous improvement.

F. Additional Terms

- **Term.** This Agreement shall commence on the Effective Date and shall continue for three (3) years from the Effective Date, or until such time as either party gives the other party thirty (30) days advance written notice of its intent to terminate the Agreement; provided, however, that all Teacher Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching.
- **Points of Contact.** Each party shall designate a point of contact between the parties for communication and coordination of Student Teaching. Contact information is set forth following the signature block.
- **Education Records.**
 - District acknowledges that the education records of assigned Teacher Candidates are protected by the Family Educational Rights and Privacy Act (FERPA), and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, WGU hereby designates District as a "school official" with a legitimate educational interest in such records.

- WGU shall instruct Teacher Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Teacher Candidates or WGU employees access to individually identifiable student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.
- **Video Recordings.** During Student Teaching, Teacher Candidates may be required to submit video recordings of their classroom teaching performance (recordings). Such recordings are designed to assist Teacher Candidates in improving their instruction and allow WGU to evaluate Teacher Candidate performance. Although student images may appear in the recordings, the primary focus is on the instruction and not the students or other adults in the classroom. The recordings will not be made public and will be uploaded to a secure site to be scored by WGU evaluators. WGU will instruct Teacher Candidates: (i) on appropriate protocol to submit recordings for evaluation; (ii) that no part of the recordings should be used for any personal or professional purposes outside of performance evaluation; and (iii) that recordings be destroyed once the evaluation is completed. District understands that Teacher Candidates are not employees or agents of WGU and that any further precautions regarding the privacy of District's students should be agreed directly between the District and Teacher Candidates.
- **Right to Accept or Terminate a Placement.** District may refuse to accept for placement, or may terminate the placement, of any Teacher Candidate based upon its good faith determination that the Teacher Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify WGU in writing and shall state the reasons for such decision.
- **WGU Insurance.** WGU warrants and represents that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. WGU shall maintain, at its sole expense, workers' compensation insurance as required by law.
- **Professional Liability Insurance.** Teacher Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Field Experience with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate.
- **Status of Parties.** Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the parties; and neither party shall have the right or authority or shall hold itself out to have the right or authority to bind the other party, nor shall either party be responsible for the acts or omissions of the other except as provided specifically to the contrary herein.
- **Non-Discrimination.** Both parties agree to fully comply with all applicable non-discrimination laws of District's state and municipality, and of the United States. Both parties will accept, assign, supervise and evaluate qualified Teacher Candidates regardless of race, sex, sexual orientation, creed, national origin, age, disability, Vietnam-era veteran status, or any other basis protected by law.
- **Entire Agreement.** This Agreement represents the entire understanding between the parties and supersedes all prior oral or written agreements, and no modification shall be valid unless in writing and signed by both parties. No Teacher Candidate or other third party shall be a beneficiary of or have any right to enforce the terms of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

WGU

By: Stacey Ludwig Johnson

Title: VP, Academic Operations

Point of Contact:

Email: fieldplacement@wgu.edu

Phone: 866-889-0132 (Option 1)

For legal notices:

General Counsel

Western Governors University
4001 South 700 East, Suite 700
Salt Lake City, UT 84107-2533

DISTRICT

By: _____

Title: Superintendent

Date: _____

Point of Contact:

Email: jberardi@spjUSD.org

Phone: 530-993-1660

For legal notices:

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