

AGENDA FOR THE REGULAR MEETING OF THE  
SIERRA COUNTY BOARD OF EDUCATION  
Wednesday, November 12, 2014  
6:00 pm REGULAR SESSION  
Downieville School, 130 School Street, Downieville, California

**This meeting will be available for videoconferencing at Sierra County Office of Education,  
109 Beckwith Rd., Room 4, Loyalton, CA 96118**

*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 the Sierra County Board of Education, 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. FLAG SALUTE
- D. APPROVAL OF THE AGENDA
- E. INFORMATION/DISCUSSION ITEMS
  - 1. Superintendent's Report
    - a. Facilities
    - b. Election Day Debrief
    - c. Proposition 39 Preparation
  - 2. Business Report
    - a. Board Report-Expenditures by Object 07/01/14 to 10/31/14\*\*
  - 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
- F. CONSENT CALENDAR
  - 1. Approval of minutes of the Regular Board meeting held October 14, 2014\*\*
  - 2. Approval of bill warrants for month of October 2014\*\*

G. ACTION ITEMS

1. Unfinished Business and General Orders

1415-039 Board Policy 4115, Evaluation/Supervision\*\*

1415-040 Administrative Regulation 4115, Evaluation/Supervision\*\*

2. New Business

1415-041 Authorization for Superintendent to enter into a Memorandum of Understanding with University of California for Bandwidth Share\*\*

1415-042 Nomination of members of the Student Attendance Review Board as follows:

Sierra County Sheriff-Elect

Larry Allen, Sierra County District Attorney

Jeff Bosworth, Sierra County Chief Probation Officer

Chuck Henson, Sierra County Probation Officer, Alternate for Jeff Bosworth

Rebecca Dunsing, Sierra County Deputy Probation Officer, Truancy Investigator

Amy Richards, Sierra County Behavioral Health

Laurie Marsh, Sierra County Behavioral Health

Libby Ryan, Parent Representative

(Ed Code § 48321(a)(1)(3) The school district representatives on the county school attendance review board shall be nominated by the governing boards of school districts and shall be appointed by the county superintendent of schools. All other persons and group representatives shall be appointed by the county board of education.)

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

1415-043 Approval of Administrative Regulation 3543, Transportation Safety and Emergencies\*\*

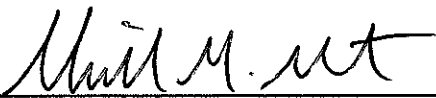
H. ADVANCED PLANNING

1. The next Regular Board Meeting will be held on December 9, 2014, at Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA 96118, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6:00 pm.

2. Suggested Agenda Items

a. \_\_\_\_\_

I. ADJOURNMENT

  
\_\_\_\_\_  
Dr. Merrill M. Grant, Superintendent

\*\*\* prior month handout

\*\* enclosed

\* handout

Balances through October						Fiscal Year 2014/15
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund</b>						
1100	Teachers Salaries	154,765.00	154,765.00	123,459.84	31,505.92	200.76-
1120	Certificated Substitutes	5,152.00	5,152.00		430.00	4,722.00
1200	Certificated Pupil Support Ser	63,202.00	63,202.00	50,232.88	12,578.22	390.90
1300	Certificated Supervisor Admini	105,804.00	105,804.00	70,536.16	35,268.08	.24-
<b>Total for Object 1000</b>		<b>328,923.00</b>	<b>328,923.00</b>	<b>244,228.88</b>	<b>79,782.22</b>	<b>4,911.90</b>
2100	Instructional Aides' Salaries	98,489.00	98,489.00	52,434.00	13,648.02	32,406.98
2200	Classified Support Salaries	5,478.00	5,478.00	7,418.71	2,346.90	4,287.61-
2300	Classified Supervisors' Admini	96,742.00	96,742.00	63,892.80	32,066.40	782.80
2400	Clerical Technical Office Staf	123,875.00	123,875.00	83,946.78	39,996.03	67.81-
2900	Other Classified Salaries	6,912.00	6,912.00		942.75	5,969.25
<b>Total for Object 2000</b>		<b>331,496.00</b>	<b>331,496.00</b>	<b>207,692.29</b>	<b>89,000.10</b>	<b>34,803.61</b>
3101	STRS Certificated Positions	31,145.00	31,145.00	21,687.52	7,058.71	2,398.77
3102	STRS Classified Positions	368.00	368.00	275.20	68.80	24.00
3201	PERS Certificated Positions				21.19	21.19-
3202	PERS Classified Positions	49,655.00	49,655.00	33,465.92	15,118.57	1,070.51
3301	OASDI Certificated Positions				15.50	15.50-
3302	OASDI Classified Positions	19,518.00	19,518.00	12,113.27	5,259.44	2,145.29
3311	Medicare Certificated Position	4,990.00	4,990.00	3,423.12	1,111.15	455.73
3312	Medicare Classified Positions	4,622.00	4,622.00	2,877.80	1,243.00	501.20
3401	Health & Welfare Benefits Cert	84,284.00	84,284.00	61,428.96	18,010.00	4,845.04
3402	Health & Welfare Benefits Clas	82,198.00	82,198.00	53,953.12	24,208.48	4,036.40
3501	SUI Certificated	178.00	178.00	122.16	39.92	15.92
3502	SUI Classified	163.00	163.00	103.75	43.94	15.31
3601	Workers' Compensation Certific	11,419.00	11,419.00	7,914.72	2,569.20	935.08
3602	Workers' Compensation Classifi	10,595.00	10,595.00	6,653.78	2,873.86	1,067.36
3901	Golden Handshake	26,768.00	26,768.00			26,768.00
<b>Total for Object 3000</b>		<b>325,903.00</b>	<b>325,903.00</b>	<b>204,019.32</b>	<b>77,641.76</b>	<b>44,241.92</b>
4200	Library and Reference Material				3,204.33	3,204.33-
4300	Materials and Supplies	17,590.00	17,590.00	1,249.72	5,819.47	10,520.81
4320	Custodial Supplies	1,300.00	1,300.00		424.93	875.07
4330	Office Supplies	2,000.00	2,000.00			2,000.00
4350	Vehicle Upkeep	6,500.00	6,500.00	1,815.72	77.08	4,607.20
4400	Noncapitalized Equipment	7,198.00	7,198.00	6,029.96		1,168.04
<b>Total for Object 4000</b>		<b>34,588.00</b>	<b>34,588.00</b>	<b>9,095.40</b>	<b>9,525.81</b>	<b>15,966.79</b>
5100	Subagreements for Services	35,724.00	35,724.00	53,253.26	2,566.44	20,095.70-

Balances through October						Fiscal Year 2014/15
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund (continued)</b>						
5200	Travel and Conference	16,342.00	16,342.00	5,539.02	4,287.55	6,515.43
5300	Dues and Membership	17,970.00	17,970.00		10,166.00	7,804.00
5400	Insurance	10,450.00	10,450.00		9,218.00	1,232.00
5500	Operation Housekeeping Service	9,200.00	9,200.00	1,866.20	333.80	7,000.00
5600	Rentals, Leases, Repairs, Nonc	2,600.00	2,600.00	290.63	125.23	2,184.14
5800	Professional Consulting	8,400.00	8,400.00	8,400.00		.00
5801	Legal Services	32,500.00	32,500.00	1,000.00		31,500.00
5803	Legal Publications	500.00	500.00	200.00		300.00
5805	Personnel Expense	593.00	593.00	270.00		323.00
5806	Negotiations	2,000.00	2,000.00			2,000.00
5808	Other Services & Fees	1,500.00	1,500.00	1,242.59	156.55	100.86
5810	Contracted Services	293,628.00	293,628.00	230,345.52	53,894.18	9,388.30
5899	SPJUSD to Reimburse			3,407.76	1,312.46	4,720.22-
5900	Communications	2,100.00	2,100.00	301.70		1,798.30
	<b>Total for Object 5000</b>	<b>433,507.00</b>	<b>433,507.00</b>	<b>306,116.68</b>	<b>82,060.21</b>	<b>45,330.11</b>
6200	Building and Improvement of Bu	30,032.00	30,032.00			30,032.00
6400	Equipment	6,300.00	6,300.00		13,089.11	6,789.11-
	<b>Total for Object 6000</b>	<b>36,332.00</b>	<b>36,332.00</b>	<b>.00</b>	<b>13,089.11</b>	<b>23,242.89</b>
7281	All Other Transfers to Distric		150,000.00		150,000.00	.00
7310	Direct Support/Indirect Costs					.00
	<b>Total for Object 7000</b>	<b>.00</b>	<b>150,000.00</b>	<b>.00</b>	<b>150,000.00</b>	<b>.00</b>
	<b>Total for Fund 01 and Expense accounts</b>	<b>1,490,749.00</b>	<b>1,640,749.00</b>	<b>971,152.57</b>	<b>501,099.21</b>	<b>168,497.22</b>
<b>Fund 16 - FOREST RES</b>						
7211	Transfers of Pass-through Rev	340,100.00	340,100.00			340,100.00
7619	Other Authorized Interfund Tra	60,017.00	60,017.00			60,017.00
	<b>Total for Fund 16, Expense accounts and Object 7000</b>	<b>400,117.00</b>	<b>400,117.00</b>	<b>.00</b>	<b>.00</b>	<b>400,117.00</b>
	<b>Total for Org 001 - Sierra County Office of Education</b>	<b>1,890,866.00</b>	<b>2,040,866.00</b>	<b>971,152.57</b>	<b>501,099.21</b>	<b>568,614.22</b>

MINUTES FOR THE REGULAR MEETING OF THE  
SIERRA COUNTY BOARD OF EDUCATION

October 14, 2014

6:00 pm REGULAR SESSION

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

**This meeting was available for videoconferencing at Downieville School, Downieville, CA.**

A. CALL TO ORDER

President Allen Wright called the meeting to order at 6:01 pm.

B. ROLL CALL

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

ABSENT: None

VACANT: None

C. FLAG SALUTE

D. APPROVAL OF THE AGENDA, pulling Item 1415-026  
MOORE/DRISCOLL  
5/0

E. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report
  - a. Non Public School Placement. Our County Office of Education is temporarily providing education out-of-county for one of our students.
  - b. Facility Inspection Tool (FIT) Report – has been completed at all sites and the to-do list has been created.
  - c. California County Superintendents Educational Services Association (CCSESA), Topics:
    1. County office funding mechanisms relating to the Local Control Funding Formula
    2. The Timber Coalition: Two bills are up for approval
      - one year authorization for 2014-15
      - an extended agreement for 10 years
2. Business Report
  - a. Board Report-Expenditures by Object 07/01/14 to 9/30/14
3. Staff Reports (5 minutes)
4. SPTA Report (5 minutes)

Pat Doyle, Loyalton Elementary School Teacher, reported to the board that his students are enjoying the cafeteria food. Last year, his students rallied for "more chicken nuggets". New recipes have been tried with great success.

5. Board Members Report (5 minutes)  
MOORE: MOORE and Dr. Grant traveled to the office of Senators Boxer and Feinstein to meet with their staff. Discussion revolved around the fire suppression fund and concern that we do not receive any percentage of what companies are paying to the Forest Service. The staff was attentive and would report back to the Senators.  
DRISCOLL: Chaperoned a field trip with 7/8 grades to Long Lake, Deer Lake and Silver Lake. It was a great chance for building solidarity within the Junior High School grades.  
HALL: Downieville students enjoyed the field trip to Ashland Shakespeare Festival
6. Public Comment
  - a. Current location – No public comment
  - b. Videoconference location – No public comment

F. CONSENT CALENDAR

1. Approval of minutes of the Regular Board meeting held September 9, 2014
2. Approval of bill warrants for month of September 2014
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending September 30, 2014. It is required per Education Code 35186 section (d) *that a school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.* No complaints regarding textbooks and instructional materials, teacher vacancy or misassignment or conditions of facilities were filed with Sierra County Office of Education during the quarter ending September 30, 2014.  
MOORE/HALL  
5/0

G. ACTION ITEMS

1. New Business
- 1415-022 A Public Hearing was held to allow comments on the sufficiency of textbooks and instructional materials for kindergarten through 12<sup>th</sup> grade in each subject and to assure that they are aligned with the state standards adopted pursuant to Ed. Code §60605 or 60605.8 and also meet the reporting and sufficiency requirements contained in Ed. Code §60119.  
There was no comment.

Sierra County Board of Education  
Regular Meeting Minutes  
October 14, 2014

1415-023 Adoption of Resolution No. 14-005, Sufficiency of Textbooks and Instructional Material

MOORE/DRISCOLL

5/0

ROLL CALL VOTE      DRYDEN:      AYE  
                                 DRISCOLL:    AYE  
                                 HALL:        AYE  
                                 MOORE:      AYE  
                                 WRIGHT:     AYE

1415-024 Adoption of Sierra-Plumas Classified Employees Collective Bargaining Agreement 2014-2019

DRISCOLL/HALL

5/0

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)

MOORE motioned that the Board approve Items 1415-025, 027, 028 and 30 through 038. DRISCOLL seconded.

5/0

1415-025 Approval of Administrative Regulation and Exhibit 1312.4, Williams Uniform Complaint Procedures

1415-026 ~~Approval of Board Policy 1330, Use of Facilities~~ – PULLED

1415-027 Approval of Board Policy and Administrative Regulation 4112.2, Certification

1415-028 Approval of Board Policy and Administrative Regulation 4112.21, Interns

1415-029 Approval of Board Policy and Administrative Regulation 4115, Evaluation/Supervision

DRYDEN motioned to table this item until the November meeting to research the uniform evaluation process and 5 year clause/MOORE seconded. 5/0

1415-030 Approval of Board Policy 4315, Evaluation/Supervision

1415-031 Approval of Board Policy 4117.3, Personnel Reduction

1415-032 Approval of Board Policy and Administrative Regulation 4131.1, Teacher Support and Guidance

1415-033 Approval of Exhibit 4319.21 Professional Standards

1415-034 Approval of Minor Revisions to Select Policies (AR 3542; AR 3554; AR4112.42/4212.42/4312.42; BP 6142.94; AR 6159.4; BB 9223; BB 9230)

*APPROVED TO DELETE:*

1415-035 Approval to Delete Board Policy 4131.1, Beginning Teacher Support/Induction

1415-036 Approval to Delete Board Policy and Administrative Regulation 4138, Mentor Teachers

1415-037 Approval to Delete Board Policy and Administrative Regulation 4139, Peer Assistance and Review

1415-038 Approval to Delete Board Policy 4315.1, Staff Evaluating Teachers

H. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on **Wednesday**, November 12, 2014, at Downieville School, Downieville, CA, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6 pm.

2. Suggested Agenda Items  
a. BP and AR 4115

I. ADJOURNMENT 6:50 pm  
DRISCOLL/HALL  
5/0

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Patty Hall, Clerk

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Dr. Merrill M. Grant, Superintendent



**Checks Dated 10/01/2014 through 10/31/2014**

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
00014041	10/10/2014	HEIDI BETHKE	01-5200		197.70
00014042	10/10/2014	CASP	01-5200		315.00
00014043	10/10/2014	COMMUNITY INITIATIVES	01-5200		75.00
00014044	10/10/2014	MERRILL GRANT	01-5200		243.65
00014045	10/10/2014	LIBERTY UTILITIES CPEC	01-5500		114.85
00014046	10/10/2014	BARBARA MCKURTIS	01-5810		7,514.64
00014047	10/10/2014	MARLENE MONGOLO	01-5200		267.25
00014048	10/10/2014	NEVADA COUNTY SUPERINTENDENT OF SCHOOLS - NCSOS	01-5300		200.00
00014049	10/10/2014	OFFICE DEPOT	01-4300		172.30
00014050	10/10/2014	PITNEY BOWES, INC.	01-5600	48.37	
			01-5899	145.13	193.50
00014051	10/10/2014	PLACER COUNTY OFFICE OF EDUCATION	01-5200		300.00
00014052	10/10/2014	PROMEVO, LLC	01-6400		13,089.11
00014053	10/10/2014	SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT	01-5200	90.00	
			01-5899	30.00	120.00
00014054	10/10/2014	CAMBIUM LEARNING INC.	01-4200		2,345.31
00014055	10/10/2014	SUMMITVIEW ACADEMY	01-5100	345.45	
			01-5810	3,512.67	3,858.12
00014056	10/10/2014	TRI COUNTY SCHOOLS GROUP	01-9535	3,431.00	
			76-9576	13,578.10	17,009.10
00014057	10/10/2014	U.S. BANK	01-4300	52.52	
			01-5200	208.00	
			01-5899	150.91	411.43
00014058	10/10/2014	VOYAGER	01-4350	43.83	
			01-5200	166.46	
			01-5899	188.94	399.23
<b>Total Number of Checks</b>				<b>18</b>	<b>46,826.19</b>

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	18	33,248.09
76	Payroll Clearing	1	13,578.10
Total Number of Checks		<b>18</b>	46,826.19
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>46,826.19</b>

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

ESCAPE ONLINE

Page 1 of 1

# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Certificated Personnel

BP 4115

#### EVALUATION/SUPERVISION

The Board of Education believes that regular, comprehensive evaluations designed to hold instructional staff accountable for their performance are key to improving their teaching skills and raising students' levels of achievement.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

*(cf. 4315- Evaluation/Supervision)*

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance and encourages them to take initiative to request assistance as necessary, including participation in appropriate staff development and/or individualized teacher support and guidance programs.

*(cf. 4117.4 - Dismissal)*

*(cf. 4117.6 - Decision Not to Rehire)*

*(cf. 4131 - Staff Development)*

*(cf. 4131.1 - Teacher Support and Guidance)*

The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (Education Code 44662)

1. Students' progress toward meeting district standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments

*(cf. 6011 - Academic Standards)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - State Academic Achievement Tests)*

2. The instructional techniques and strategies used by the employee
3. The employee's adherence to curricular objectives
4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities

With the agreement of the exclusive representative of the certificated staff when applicable, the Superintendent or designee may incorporate objective standards from the National Board for Professional Teaching Standards and/or the California Standards for the Teaching Profession into district evaluation standards.

*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*

*(cf. 4140/4240/4340 - Bargaining Units)*

The evaluation of certificated employee performance shall not include the use of publishers' norms

established by standardized tests. (Education Code 44662)

Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)

The Superintendent or designee shall ensure that evaluation ratings have uniform meaning and are uniformly applied throughout the district.

*Legal Reference:*

EDUCATION CODE

33039 *State guidelines for teacher evaluation procedures*

35171 *Availability of rules and regulations for evaluation of performance*

44660-44665 *Evaluation and assessment of performance of certificated employees (the Stull Act)*

GOVERNMENT CODE

3543.2 *Scope of representation*

UNITED STATES CODE, TITLE 20

6319 *Highly qualified teachers*

7801 *Definition of highly qualified teacher*

*Management Resources:*

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

*California Standards for the Teaching Profession, 2009*

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

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

Policy

adopted: April 10, 2007

Revised: November 12, 2014

Sierraville, California  
Loyalton, California

# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

**Certificated Personnel**

AR 4115

### **EVALUATION/SUPERVISION**

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative regulation and applicable collective bargaining agreements. To the extent that any of those provisions conflict, the procedures in the collective bargaining agreement shall be implemented.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

The Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

*(cf. 4112.9 - Employee Notifications)*

### **Frequency of Evaluations**

Each probationary certificated employee shall be evaluated at least once each school year. (Education Code 44664)

*(cf. 4116 - Probationary/Permanent Status)*  
*(cf. 4117.6 - Decision Not to Rehire)*

Each certificated employee with permanent status shall be evaluated and assessed at least every other year. If the employee receives an unsatisfactory evaluation, he/she shall be annually evaluated until he/she achieves a positive evaluation or is separated from the district. (Education Code 44664)

*(cf. 4117.4 - Dismissal)*

Alternatively, if the evaluator and employee agree, a permanent employee shall be evaluated at least every five years provided he/she has been employed by the district at least 10 years, was rated in his/her previous evaluation as meeting or exceeding standards, and meets the qualifications of a highly qualified teacher as defined in 20 USC 7801, if his/her position requires such qualifications. Either the evaluator or the employee may withdraw consent for the alternative schedule at any time. (Education Code 44664)

*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*

### **Evaluation Results**

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the

employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teaching standards approved by the Board of Education pursuant to Education Code 44662, the Superintendent or designee shall so notify the employee in writing and shall describe the unsatisfactory performance. The Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

The Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

*(cf. 4131 - Staff Development)*

*(cf. 4131.1 - Teacher Support and Guidance)*

### **Qualifications of Evaluators**

The Superintendent or designee shall assign the principal or other appropriate supervisory personnel to evaluate certificated staff. He/she shall ensure that the evaluator:

1. Possesses a valid administrative credential
2. Is competent in the instructional methodologies used by the teachers being evaluated
3. Is skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction
4. Is familiar with district curriculum priorities and practices, district standards for student progress, and district policies and procedures related to personnel supervision, performance evaluation, and staff development

Regulation

approved: April 10, 2007

revised: November 12, 2014

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Sierraville, California  
Loyalton, California

# Sierra County/Sierra-Plumas Joint USD

## Business and Noninstructional Operations

AR 3543(a)

### TRANSPORTATION SAFETY AND EMERGENCIES

**Cautionary Notice:** AB 1610 (Ch. 724, Statutes of 2010) amended Government Code 17581.5 to relieve districts from the obligation to implement specified statutes whenever they are identified in the Budget Act as being ones for which state mandate reimbursement is not provided for that fiscal year. As a result, certain provisions of the following administrative regulation that reflect those requirements may be suspended. It is recommended that districts consult legal counsel prior to suspending any provisions.

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment listed in 13 CCR 1215, including any defect or deficiency discovered by or reported to him/her which would affect safe operation or result in mechanical breakdown of the bus, or indicating that no defect or deficiency was discovered or reported. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

*(cf. 3540 - Transportation)*

*(cf. 3541.1 - Transportation for School-Related Trips)*

*(cf. 3542 - School Bus Drivers)*

In the event of a school bus accident, the driver shall immediately notify the California Highway Patrol, the Superintendent or designee, and, if the bus is operated under contract, the driver's employer. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

*(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)*

### Passenger Restraint Systems

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus manufactured on or after July 1, 2005 which is designed for carrying more than 16 passengers and the driver
2. Is a Type 2 school bus or student activity bus manufactured on or after July 1, 2004 which meets one of the following criteria:

- a. Is designed for carrying 16 or fewer passengers and the driver
- b. Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is designed for carrying not more than 20 passengers and the driver

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5144 - Discipline)*

### **Fire Extinguishers**

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

### **Electronic Communications Devices**

A bus driver shall not drive a school bus or student activity bus while using a wireless telephone, except under the following conditions: (Vehicle Code 23123, 23125)

1. When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving
2. For emergency purposes, including, but not limited to, a call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity
3. For work-related purposes

*(cf. 3513.1 - Cellular Phone Reimbursement)*

A bus driver shall not drive while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email, unless the device is specifically designed and configured to allow voice-operated and hands-free operation and is used in that manner. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless

communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)

### **Safe Bus Operations**

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

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

### **Unauthorized Entry**

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

*(cf. 3515.2 - Disruptions)*

### **Transportation Safety Plan for Boarding and Exiting Buses**

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall include all of the following: (Education Code 39831.3)

1. Procedures for determining if students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Procedures for boarding and exiting a school bus at a school or other trip destination

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

### **Parental Notifications**

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)



1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions for safety while walking to and from school bus stops

*(cf. 5145.6 - Parental Notifications)*

### **Student Instruction**

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.
2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
  - a. Proper loading and unloading procedures, including escorting by the driver
  - b. How to safely cross the street, highway, or private road
  - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
  - d. Proper passenger conduct
  - e. Bus evacuation procedures
  - f. Location of emergency equipment

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

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol.

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

*Legal Reference:*

EDUCATION CODE

39830-39842 *Transportation, school buses*

51202 *Instruction in personal and public health and safety*

PENAL CODE

241.3 *Assault against school bus driver*

243.3 *Battery against school bus driver*

VEHICLE CODE

415 *Definition of motor vehicle*

545-546 *Definition of school bus and student activity bus*

22112 *Loading and unloading passengers*

23123 *Use of wireless telephone prohibited while driving motor vehicle*

23123.5 *Text communications prohibited while driving motor vehicle*

23125 *Use of wireless telephone prohibited while driving school bus*

27316-27316.5 *Passenger restraint systems*

34500 California Highway Patrol responsibility to regulate safe operation of school buses  
 34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses  
 34501.6 School buses; reduced visibility  
 34508 California Highway Patrol responsibility to adopt rules re: equipment and operations of school buses  
CODE OF REGULATIONS, TITLE 5  
 14100-14105 School buses and student activity buses  
CODE OF REGULATIONS, TITLE 13  
 1200-1293 Motor carrier safety  
 2480 Airborne toxic control measure; limitation on bus idling  
CODE OF REGULATIONS, TITLE 19  
 574-575.3 Inspection and maintenance of fire extinguishers  
CODE OF FEDERAL REGULATIONS, TITLE 49  
 571.1-571.500 Motor vehicle standards, including school buses

*Management Resources:*

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>  
 California Association of School Transportation Officials: <http://www.castoways.org>  
 California Department of Education, Office of School Transportation: <http://www.cde.ca.gov/ls/tn>  
 California Highway Patrol: <http://www.chp.ca.gov>  
 National Coalition for School Bus Safety: <http://www.ncsbs.org>  
 National Transportation Safety Board: <http://www.nts.gov>  
 U.S. Department of Transportation, National Highway Traffic Safety Administration:  
<http://www.nhtsa.dot.gov>

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