

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

November 10, 2015

6:00 pm REGULAR SESSION

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

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

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

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

Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at 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. APPROVAL OF THE AGENDA
- D. FLAG SALUTE
- E. INFORMATION/DISCUSSION ITEMS
1. Superintendent's Report
 - a. Career Technician Job Description, No. 222**
 - b. Security Update
 - c. Facility Inspection Tool Tour
 2. Business Report
 - a. Board Report-Expenditures by Object 07/01/15 to 10/31/15**
 - b. The County and District business office will be closed to the public on:
 - November 26 and 27 (Closing early on November 25)
 - December 21 through January 1
 3. Staff Reports (5 minutes)
 4. SPTA Report (5 minutes)
 5. Board Members' Report (5 minutes)
 6. Public Comment – This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)
 - a. Current location
 - b. Videoconference location
- F. CONSENT CALENDAR
1. Approval of minutes of the Regular Board meeting held October 13, 2015**
 2. Approval of bill warrants for month of October 2015**

G. ACTION ITEMS

1. New Business

- 1516-22 For Discussion only: Resolution: Kindergarten through Community College Public Education Facilities Bond Act of 2016** (Grant)
- 1516-23 For Discussion Only: Educator Effectiveness Spending Plan** (Grant)
- 1516-24 Approval of Amended Confidential employees Collective Bargaining Agreement, Article 12.2 Benefits** (Grant)

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)

- 1516-25 Approval of Board Policy and Administrative Regulation 3270, Sale and Disposal of Books, Equipment and Supplies, revision**
- 1516-26 Approval of Administrative Regulation 4112.23, Special Education Staff, revision**
- 1516-27 Approval of Administrative Regulation 4119.11, 4219.11, 4319.11, Sexual Harassment, revision**
- 1516-28 Approval of Administrative Regulation 6153, School Sponsored Trips, revision**
- 1516-29 Approval of Board Policy 6190, Evaluation of the Instructional Program, revision**

H. ADVANCED PLANNING

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

I. ADJOURNMENT



Dr. Merrill M. Grant, Superintendent
Secretary to the County Board of Education

- *** prior month handout
** enclosed
* handout

CAREER TECHNICIAN

DEFINITION:

Under the direction and supervision of the County Superintendent or designee, the Career Technician coordinates and performs a variety of services appropriate for a high school career planning and college information center. This position supports the site administrator and certificated staff in the implementation of basic career education including college admissions, career planning and other post-secondary options. Additionally, the Career Technician develops and implements an agricultural-related hands-on learning program for all grade levels, conducts garden/nursery activities offering farm-to-table experiences, presents nutrition and health education and cultivates an appreciation for the environment. The Career Technician provides assistance to staff in the development of various life skills projects to enhance student learning.

QUALIFICATIONS:

- Experience working in vocational and career guidance programs
- Experience working in business/education partnerships
- Knowledge of computer functions including word processing, computer software programs and spreadsheet applications
- Demonstrates the ability to establish and maintain cooperative working relationships with others in the academic and business/work environment
- Knowledge and experience in produce and/or nursery and greenhouse management and/or related agricultural industry
- Self-motivator and ability to effectively work unsupervised
- Ability to communicate clearly and concisely, both orally and in writing including public speaking skills
- Ability to work effectively with students of differing ages, abilities, and background
- Highly organized
- Knowledge in preparing budget, ordering supplies/materials
- Utilizes appropriate instructional and behavior management practices
- High school diploma or equivalent to twelfth grade graduation; prefer associate's degree or BA/BS degree in the areas of vocational education or closely related field
- General knowledge of high school graduation requirements and district curriculum standards
- California Driver's License
- California Department of Justice clearance

EXAMPLES OF DUTIES:

- Coordinates and promotes the services of the career center available to students and staff; provides training for staff related to resources available through the career center
- Recommends purchase of career awareness or appropriate educational materials for career center

- Interacts with students, staff and parents in acquiring college and career alternative resources including books, catalogs, community contacts and computer-aided resources
- Meets with students in exploring careers, career trends and employment opportunities including career assessments
- Guides and assists students with applications, resumes, and job interview preparations
- Initiates relationships between students and community merchants and/or professional business owners; implements job shadowing experiences for students
- Reviews vocational aptitude test results with students
- Coordinates university/college/vocational school visitations and other career awareness activities for students including scheduling on-campus speakers, college representatives and recruiters
- Organizes all aspects of the annual mock interview project for students
- Assists with senior projects; organizes judging panels and participants
- Shares ideas on new career awareness programs; participates in implementation of new programs and/or improvements
- Organizes and implements a hands-on garden experience for students of various ages
- Provides age appropriate life skill instruction in plant management, plant harvesting, garden sustainability and nutrition in a collaborative learning setting
- Works in concert with teaching staff to develop out-of-classroom career enrichment and life skills enhancement projects infused with standard curriculum
- Prepares letters and various correspondence
- Maintains and cares for assigned equipment; provides inventory of equipment and supplies
- Assists in the application for special grants and other available funds to enhance the assigned subject program
- Participates in workshops and training programs available to maintain an awareness of current practices in the field
- Provides work direction and guidance for community members who volunteer to participate in career-based and life skills projects
- Works intermittently during summer months
- Performs other duties as assigned that support the overall objective of the position

PHYSICAL ABILITIES:

Essential duties may require physical abilities including standing and walking for extended periods of time, sitting/working at desk, lifting/carrying, reaching/handling, bending/twisting, talking/hearing, near and far visual acuity/depth perception, manual dexterity to operate office equipment and computer. Ability to lift supplies and materials up to fifteen pounds. Will be exposed to outdoor environment.

Adopted: September 10, 2002

Revision: June 18, 2014; November 10, 2015

Z: Job Description:SCOE Career Technician_rev_Oct 2015

Balances through October						Fiscal Year 2015/16
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	190,198.00	190,198.00	175,250.16	48,602.68	33,654.84-
1120	Certificated Substitutes	2,100.00	2,100.00		730.00	1,370.00
1200	Certificated Pupil Support Ser	65,054.00	65,054.00	47,978.48	12,036.62	5,038.90
1300	Certificated Supervisor Admini	77,905.00	77,905.00	51,312.64	25,656.31	936.05
Total for Object 1000		335,257.00	335,257.00	274,541.28	87,025.61	26,309.89-
2100	Instructional Aides' Salaries	79,742.00	79,742.00	57,979.73	17,199.27	4,563.00
2120	Classified Substitutes	700.00	700.00		118.70	581.30
2200	Classified Support Salaries	10,530.00	10,530.00	7,962.13	3,301.02	733.15-
2220	Classified Substitute Salaries	500.00	500.00			500.00
2300	Classified Supervisors' Admini	101,353.00	101,353.00	67,089.60	33,664.80	598.60
2400	Clerical Technical Office Staf	130,378.00	130,378.00	88,738.91	42,065.66	426.57-
2900	Other Classified Salaries	9,915.00	9,915.00		216.00	9,699.00
Total for Object 2000		333,118.00	333,118.00	221,770.37	96,565.45	14,782.18
3101	STRS Certificated Positions			29,458.24	9,290.41	38,748.65-
3102	STRS Classified Positions	36,635.00	36,635.00	385.36	96.34	36,153.30
3201	PERS Certificated Positions				8.29	8.29-
3202	PERS Classified Positions	54,763.00	54,763.00	35,496.48	16,420.70	2,845.82
3301	OASDI Certificated Positions	68.00	68.00		4.34	63.66
3302	OASDI Classified Positions	19,466.00	19,466.00	13,038.20	5,752.70	675.10
3311	Medicare Certificated Position	4,681.00	4,681.00	3,868.56	1,217.27	404.83-
3312	Medicare Classified Positions	4,667.00	4,667.00	3,101.39	1,360.16	205.45
3401	Health & Welfare Benefits Cert	88,592.00	88,592.00	62,148.96	18,190.00	8,253.04
3402	Health & Welfare Benefits Clas	73,935.00	73,935.00	52,025.36	23,967.27	2,057.63-
3501	SUI Certificated	234.00	234.00	137.28	43.54	53.18
3502	SUI Classified	234.00	234.00	110.91	48.12	74.97
3601	Workers' Compensation Certific	10,976.00	10,976.00	10,129.84	3,187.37	2,341.21-
3602	Workers' Compensation Classifi	10,939.00	10,939.00	8,120.66	3,561.49	743.15-
Total for Object 3000		305,190.00	305,190.00	218,021.24	83,148.00	4,020.76
4300	Materials and Supplies	13,306.00	13,306.00	4,389.49	5,295.32	3,621.19
4320	Custodial Grounds Supplies	1,300.00	1,300.00	26.88	578.69	694.43
4330	Office Supplies	1,000.00	1,000.00			1,000.00
4350	Vehicle Upkeep	5,500.00	5,500.00	1,980.53	248.85	3,270.62
4400	Noncapitalized Equipment	8,459.00	8,459.00	759.34		7,699.66
Total for Object 4000		29,565.00	29,565.00	7,156.24	6,122.86	16,285.90
5100	Subagreements for Services	39,626.00	39,626.00	17,095.00		22,531.00

Balances through October						Fiscal Year 2015/16
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
5200	Travel and Conference	24,854.00	24,854.00	6,182.63	2,428.59	16,242.78
5300	Dues and Membership	17,870.00	17,870.00	1,500.00	9,337.00	7,033.00
5400	Insurance	9,300.00	9,300.00		7,961.00	1,339.00
5500	Operation Housekeeping Service	9,200.00	9,200.00	1,933.82	86.34	7,179.84
5600	Rentals, Leases, Repairs, Nonc	2,600.00	2,600.00	265.46	175.40	2,159.14
5800	Professional Consulting	8,400.00	8,400.00	4,600.00	3,700.00	100.00
5801	Legal Services	35,500.00	35,500.00	1,000.00		34,500.00
5803	Legal Publications	500.00	500.00			500.00
5805	Personnel Expense	593.00	593.00	270.00		323.00
5806	Negotiations	1,000.00	1,000.00			1,000.00
5808	Other Services & Fees	1,500.00	1,500.00	1,189.16	310.84	.00
5810	Contracted Services	365,709.00	365,709.00	233,952.79	56,205.88	75,550.33
5899	SPJUSD to Reimburse			2,854.85	813.91	3,668.76-
5900	Communications	1,600.00	1,600.00			1,600.00
	Total for Object 5000	518,252.00	518,252.00	270,843.71	81,018.96	166,389.33
6200	Building and Improvement of Bu	30,032.00	30,032.00			30,032.00
6400	Equipment	13,100.00	13,100.00			13,100.00
	Total for Object 6000	43,132.00	43,132.00	.00	.00	43,132.00
7141	Tuition, excess cost etc betwe	42,224.00	42,224.00			42,224.00
7310	Direct Support/Indirect Costs					.00
	Total for Object 7000	42,224.00	42,224.00	.00	.00	42,224.00
	Total for Fund 01 and Expense accounts	1,606,738.00	1,606,738.00	992,332.84	353,880.88	260,524.28
Fund 16 - FOREST RES						
7211	Transfers of Pass-through Rev	270,349.00	270,349.00			270,349.00
7619	Other Authorized Interfund Tra	47,709.00	47,709.00			47,709.00
	Total for Fund 16, Expense accounts and Object 7000	318,058.00	318,058.00	.00	.00	318,058.00
	Total for Org 001 - Sierra County Office of Education	1,924,796.00	1,924,796.00	992,332.84	353,880.88	578,582.28

MINUTES OF THE REGULAR MEEETING OF THE
SIERRA COUNTY BOARD OF EDUCATION
October 13, 2015
Downieville School, 130 School Street, Downieville CA 95936
5 pm for Closed Session
6 pm Regular Session

A. CALL TO ORDER

President TIM DRISCOLL called the meeting to order at 5:00 pm.

B. ROLL CALL

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

ABSENT: None

VACANT: None

C. APPROVAL OF THE AGENDA

HALL/WRIGHT

5/0

D. PUBLIC COMMENT FOR CLOSED SESSION

MOORE/HALL

5/0

At this time, the meeting opened at 5:02 pm for any public comments regarding the Closed Session items and closed without comment.

E. CLOSED SESSION

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

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

F. RETURN TO OPEN SESSION

ADJOURN FOR BREAK

6:01 pm - RECONVENE

G. FLAG SALUTE

REPORT OUT FROM CLOSED SESSION – Discussion Only; No action taken.

E. INFORMATION/DISCUSSION ITEMS

1. SUPERINTENDENT’S REPORT

- a. Dr. Grant attended the recent California County Superintendents Educational Services Association (CCSESA) Quarterly Meeting with the main emphasis on county offices of education working with their districts on LCAP. The single/single counties met separately and discussed the possibility of one LCAP for District/County. Professional Development Grant, LCFF, State wide test scores were discussed - these came in lower than previous years with the former testing system.
- b. Facility Inspection Report (FIT) have been completed by maintenance personnel at each sites. The next step is to complete tours with each maintenance personnel to review specific needs.

2. BUSINESS REPORT

- a. Ms. Asquith presented the Board Report-Expenditures by Object 07/01/15 to 9/30/15. Ms. Asquith noted, on page 1 of 2, regarding the teachers’ salary, note the -\$34,000. The ROP position went from half time to full time after the budget had been approved. There were no other comments or questions.
- b. Letter of Budget Approval from California Department of Education

3. STAFF REPORT – There was no Staff Report.

4. SPTA REPORT – There was no SPTA Report.

5. BOARD MEMBER’S REPORT - There was no Board Member Report

6. PUBLIC COMMENT

President WRIGHT opened the meeting for public comment at 6:07 pm.

There was no comment from the Downieville location

From the Loyalton location, Ms. Megan Meschery reported on behalf of the Sierra School Foundation, the annual golf tournament brought in close to \$10, 000. She mentioned various grants she has applied for and that a newsletter will be upcoming.

President WRIGHT closed the meeting for public comment at 6:12 pm.

F. CONSENT CALENDAR

The following items were included in the consent calendar:

1. Approval of minutes of the Regular Board meeting held September 8, 2015
2. Approval of bill warrants for month of September 2015
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending September 30, 2015. It is required per Education Code 35186 section (d) that a school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. No complaints regarding textbooks and instructional materials, teacher vacancy or misassignment or conditions of facilities were filed with Sierra County Office of Education during the quarter ending September 30, 2015.
WRIGHT/HALL
5/0

G. ACTION ITEMS

1. New Business
- 1516-12 The Public Hearing 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 opened at 6:13 pm and received comments from Ms. Robin Bolle, Downieville math and science teacher. She noted the new math textbook alignment to the Common Core as well as appreciation for the Chromebooks and Google apps.
- 1516-13 Adoption of Resolution No. 15-004, Sufficiency of Textbooks and Instructional Materials
Roll Call Vote
DRYDEN AYE
WRIGHT AYE
MOORE AYE
HALL AYE
DRISCOLL AYE

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

- MOORE motioned to adopt 1516-14 through and including 1516-21 /HALL seconded.
5/0
- 1516-14 Board Policy and Administrative Regulation 0420, School Plans/Site Councils, revision

Sierra County Board of Education
Regular Meeting Minutes
October 13, 2015

- 1516-15 Board Policy, Administrative Regulation and Exhibit 1312.3, Uniform Complaint Procedures, revision
- 1516-16 *Deletion* of Administrative Regulation 4040, Employee Use of Technology
- 1516-17 Board Policy, revision and Exhibit (new) 4040, Employee Use of Technology
- 1516-18 Board Policy 4131, Staff Development, revision
- 1516-19 Board Policy 4231, Staff Development, revision
- 1516-20 Administrative Regulation 4161.8, 4261.8, 4361.8, Family Care and Medical Leave, revision
- 1516-21 Administrative Regulation 5022, Student and Family Privacy Rights, revision

K. ADVANCED PLANNING

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

I. ADJOURNMENT

Adjourned at 6:18 pm.
HALL/WRIGHT

Patty Hall, Clerk

Dr. Merrill M. Grant, Superintendent
Secretary of the Board of Education

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

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00014247	10/09/2015	APEX SAW WORKS	01-4300	SHOP SUPPLIES		241.32
00014248	10/09/2015	DISCOUNT SCHOOL SUPPLY	01-4300	CLASSROOM SUPPLIES		918.63
00014249	10/09/2015	MERRILL GRANT	01-5200	PER DIEM/MILEAGE		393.01
00014250	10/09/2015	JANIS HARDEMAN	01-5810	NURSE SERVICES		1,020.00
00014251	10/09/2015	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE		138.95
00014252	10/09/2015	RONALD M. MARTIN MARTIN SECURITY SYSTEMS	01-4320	CONTROL BATTERY		50.52
00014253	10/09/2015	MATH-U-SEE, INC.	01-4300	INSTRUCTIONAL SUPPLIES		2,956.02
00014254	10/09/2015	BARBARA MCKURTIS	01-5810	CONTRACTED CONSULTANT AGREEMENT		8,946.00
00014255	10/09/2015	MARLENE MONGOLO	01-5200	PER DIEM	30.00	
				PER DIEM/PARKING/HOTEL	157.43	187.43
00014256	10/09/2015	NATIONAL ASSOCIATION OF SCHOOLNURSES	01-5300	NURSE MEMBERSHIP		215.00
00014257	10/09/2015	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMPENSATION		6,075.00
00014258	10/09/2015	OFFICE DEPOT	01-4300	OFFICE SUPPLIES		13.79
00014259	10/09/2015	PITNEY BOWES, INC.	01-5600	POSTAGE MACHINE	50.93	
			01-5899	POSTAGE MACHINE	152.78	203.71
00014260	10/09/2015	SELPA ADMINISTRATOR'S ASSOC. JIM ANDERSON TREASURER	01-5300	SELPA DUES		600.00
00014261	10/09/2015	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		90.22
00014262	10/09/2015	SIERRA COUNTY OFFICE OF EDUCATION - B-WARRANTS	01-5808	BANK SERVICE FEES		30.00
00014263	10/09/2015	SIERRA VALLEY HOME CENTER	01-4300	SHOP SUPPLIES		18.14
00014264	10/09/2015	SINGLETON AUMAN PC	01-5800	AUDIT FEES		4,000.00
00014265	10/09/2015	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	OCT 15 HEALTH INSURANCE	2,506.00	
			76-9576	OCT 15 HEALTH INSURANCE	12,654.10	15,160.10
00014266	10/09/2015	U.S. BANK	01-5200	SUPT. TRAVEL EXPENSES		350.00
00014267	10/09/2015	VOYAGER	01-4350	FUEL EXPENSE	81.10	
			01-5200	FUEL EXPENSE	32.76	
			01-5899	FUEL EXPENSE	85.22	199.08
00014268	10/09/2015	BARBARA WEAVER	01-5200	PER DIEM		47.00
Total Number of Checks					22	41,853.92

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	21	23,124.82

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

ESCAPE ONLINE

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

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

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
76	Payroll Clearing	2	18,729.10
	Total Number of Checks	22	41,853.92
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		41,853.92

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

ESCAPE ONLINE

**Sierra County Office of Education
Educator Effectiveness Spending Plan
For the 2015-16, 2016-17 and 2017-18 Fiscal Years**

Background

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

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

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

Funding

The estimated amount of one-time funds to be received for this purpose is \$733.

Uses

We plan to use the funds during 2015-16:

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

ARTICLE 12 BENEFITS

- 12.1 The Employer shall provide all eligible Confidential Employees as specified in this article and their eligible dependents with medical coverage, family dental, family vision and life insurance coverage.
- 12.2 For the 2013-2014 fiscal year, the Employer contribution for family medical, dental, vision coverage and life insurance, shall be capped at \$13,840.50 annually per eligible Employee *toward the premiums and Health Insurance Account contributions for employer-sponsored health insurance plans. Health Savings contributions are subject to limitations as prescribed by Internal Revenue Code(s). (Amended November 10, 2015)*
- 12.2.1 Confidential Employees assigned to paid status greater than 27.5 hours per week shall be entitled to Employer paid contributions capped as stated in Article 12.2 above.
- 12.2.2 Confidential Employees regularly assigned to paid status part-time at least 20 hours per week or greater, may participate in the Employer-sponsored group benefit programs, as allowed by the vendor contracts for family medical, dental, vision, and life insurance benefits by paying the full (100%) premium cost.
- 12.2.3 Section 125, also referred to "Cafeteria Plan", of the Internal Revenue Code provides participants an opportunity to receive certain benefits on a pretax basis. The cafeteria plans are made pursuant to salary reduction agreements between the Employer and the Employee. Confidential Employees are eligible to participate in Section 125 cafeteria plans.
- 12.2.4 Confidential Employees are eligible to participate in the annual open enrollment as authorized by current benefit vendor(s). The annual open enrollment is to allow employees who are enrolled in a medical benefits plan the opportunity to enroll in any plan offered by the Employer.
- 12.2.5 The Employer health insurance dollar contribution shall be prorated on an annual basis. An Employee who is employed less than a full fiscal year shall be entitled only to the proportionate annual Employer dollar contributions toward health and welfare benefits.
- 12.3 **Economic Fringe Benefits While On Paid Leave:**
Confidential Employees on paid leave are considered to be in continuous employment and no interruption to the fringe benefit program shall be imposed upon Confidential Employees on paid leave.
- 12.4 **Economic Fringe Benefits While on Unpaid Leave:**
Confidential Employees granted an unpaid leave of absence shall have their Employer-paid fringe benefit programs discontinued at the end of the month in which the leave begins.
- 12.4.1 Confidential Employees may continue fringe benefit coverage while on an unpaid leave by paying the full premium in advance each month including the Employer's contribution for the duration of the leave.
- 12.5 **Economic Fringe Benefits – Termination**
Confidential Employees who terminate shall have their fringe benefit programs discontinued at the end of the month in which their termination occurs except as may be required by applicable State or Federal law.
- 12.6 **Retirees**
Retirees from the Employer, and their qualified dependents, may continue to participate in any of the Employer health benefits plans at his/her own expense providing such participation is acceptable to the health insurance provider. Retirees shall pay all the premiums, dues, and other charges, including any increase in premiums.
- 12.6.1 The retiree shall be eligible to participate in the Employer's group health plan beyond age 65 in accordance with the authorization and guidelines of the health insurance provider.
- 12.6.1.2 The retiree must be enrolled in Medicare Part A and Medicare Part B programs to be eligible for the "retiree" rate premium schedule. Without the Medicare Part A and Part B participation, the retiree may participate at the applicable premium rate schedule.

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Business and Noninstructional Operations AR 3270(a)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

Instructional Materials

Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be sold by the district. Alternatively, such materials may be donated to: (Education Code 60510)

1. Another district, county free library, or other state institution
2. A United States public agency or institution
3. A nonprofit charitable organization
4. Children or adults in California or foreign countries for the purpose of increasing the general literacy of the people

(cf. 0440 - District Technology Plan)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

~~The Board of Education may dispose of personal property belonging to the district by any of the following methods:~~

- ~~1. If the Board members attending a meeting unanimously agree that the property is worth no more than \$2,500, the Board may designate any district employee to sell the property without advertising. (Education Code 17546)~~
- ~~2. The Board may advertise for bids and either sell the property to the highest responsible bidder or reject all bids. (Education Code 17545)~~

Any organization, agency Notice for bids, or institution receiving obsolete instructional materials donated by the district shall certify to the Governing Board that it agrees to make no charge to any persons to whom it gives or lends these materials. (Education Code 60511)

At least 60 days before selling or donating surplus or undistributed obsolete instructional materials, the Superintendent or designee shall notify the public of the district's intention to do so through a public service announcement on a local television station, in a local newspaper, or by other means that will most effectively reach the entities described above.

Representatives of those entities and members of the public also shall be notified of the opportunity to address the Board regarding the distribution of these materials.

(cf. 9323 - Meeting Conduct)

Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)

1. Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest obtainable price
2. Destroyed by any economical means, provided that the materials are not destroyed until at least 30 days after the district has given notice to all persons who have filed a request for such notice

(cf. 3510 - Green School Operations)

(cf. 3511.1 - Integrated Waste Management)

Equipment/Supplies Acquired with Federal Funds

When the district has a need to replace equipment originally purchased with funds from a federal grant or subgrant, it may, subject to the approval of the agency that awarded the grant, trade in the original equipment or sell the property and use the proceeds to offset the cost of the replacement property. (34 CFR 80.32)

When any original or replacement equipment or supplies acquired under a federal grant or subgrant are no longer needed for the original project or program or for other federally supported activities, the district may retain or sell such items or, if the item has a current fair market value of less than \$5,000, may otherwise dispose of the item in a manner approved by the Board. Whenever the district sells equipment or supplies that have a current fair market value of \$5,000 or more, it shall provide an amount to the federal agency equal to the agency's share of the current market value of the equipment or the proceeds from the sale of the equipment or supplies. (34 CFR 80.32-80.33)

In the event that the district is provided equipment that is federally owned, the district shall request disposition instructions from the federal agency when it no longer needs the equipment. (34 CFR 80.32)

Other Personal Property

The district may sell other surplus or obsolete district-owned personal property through any of the following methods:

1. The Superintendent or designee may advertise for bids by posting a notice in at least three public places in the district for at least two weeks, or ~~published~~ by publishing a notice at least once a week for at least two weeks in a newspaper having a general circulation in the district and, if possible, ~~published~~ publishing within the district. The district shall sell the

property to the highest responsible bidder or shall reject all bids. (Education Code 17545, 17548)

Property for which no qualified bid has been received may be sold, without further advertising, by the Superintendent or designee. (Education Code 17546)

(cf. 3311 - Bids)

2. The Board may authorize the sale of the property may be sold by means of a public auction conducted by district employees, employees of other public agencies, or by contract with a private auction firm. ~~Notice related to the auction shall be posted or published as described in item #2 above.~~ (Education Code 17545)

3. The district may sell the property without advertising for bids under any of the following conditions:

a. The Board members in attendance at a meeting have unanimously determined that the property does not exceed \$2,500 in value. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

b. The district sells the property to agencies of the federal, state, or local government, to any other school district, or to any agency eligible under the federal surplus property law ~~(40 USC 484(j)(3)). In such cases, and~~ the sale price ~~shall equal~~ equals the cost of the property plus the estimated cost of purchasing, storing, and handling. (Education Code 17540; 40 USC 549)

c. The district sells or lease leases the property to agencies of the federal, state, or local government or to any other ~~school district.~~ ~~In such cases, school district and~~ the price and terms of the sale or lease ~~shall be~~ are fixed by the Board and approved by the County Superintendent of Schools. (Education Code 17542)

~~6. If the Board members attending 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 of by dumping.~~ (Education Code 17546)

Money received from the sale of surplus personal property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

Instructional Materials

~~Surplus or undistributed obsolete instructional materials that are usable for educational purposes may be donated to any Board, county free library or other state institution; any United States public agency or institution; any nonprofit charitable organization; or children or adults in California or foreign countries for the purpose of increasing literacy. They also~~

~~may be sold to any organization that agrees to use the materials for educational purposes.
(Education Code 60510)~~

~~Any organization, agency or institution receiving obsolete instructional materials from the district shall certify to the Board that it agrees to use the materials for educational purposes and make no charge to any persons to whom the materials are given or lent. (Education Code 60511)~~

~~Surplus or undistributed obsolete instructional materials which are unusable or which cannot be distributed as specified above may be disposed of by either of the following: (Education Code 60530)~~

- ~~1. By being mutilated so as not to be salable and sold for scrap at the highest obtainable price~~
- ~~2. By being destroyed by any economical means at least 30 days after the Board has given notice to all persons who have requested such notice~~

~~(cf. 9323.2 Actions by the Board)~~

School Buses

~~Upon receiving a state apportionment for the replacement of a school bus, the Board may sell the bus that is being replaced to another California school district if the following conditions are met: (Education Code 42303)~~

- ~~1. The other district is replacing a bus that is in service and has not been designated a temporary school bus pursuant to Education Code 42291.5.~~
- ~~2. The bus being replaced by the other district is older than the bus that is being sold by this district.~~
- ~~3. The bus being replaced by the other district is not sold to a third school district.~~
- ~~4. The other district, by Board resolution, holds the state and this district harmless for any liability that may result from the bus that this district is selling.~~
- ~~5. The proceeds from the sale of the bus shall be used by this district for home to school transportation purposes.~~
- ~~6. Before the sale is finalized, the bus being sold is in compliance with all relevant provisions of the Vehicle Code and 13 CCR.~~

~~(cf. 3100 - Budget)~~

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

Regulation
approved: April 10, 2007
revised: November 10, 2015

Sierraville, California
Loyalton, California

Sierra County/Sierra-Plumas Joint USD

Board Policy

Business and Noninstructional Operations

BP 3270(a)

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

~~The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Superintendent or designee Board shall identify these items to the Board of Education, together with their determine the estimated value and a recommendation that they of the property and shall decide whether the property will be donated, sold, or otherwise disposed of by one of the methods as prescribed in by law and administrative regulations. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items.regulation.~~

~~(cf. 0440 - District Technology Plan)~~

~~(cf. 3512 - Equipment)~~

~~(cf. 6161.11 - Supplementary Instructional materials may be Materials)~~

~~(cf. 6163.1 - Library Media Centers)~~

~~The Board shall approve the price and terms of any sale or lease of personal property of the district.~~

~~If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)~~

~~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 of by dumping. (Education Code 17546)~~

~~Instructional materials shall be considered obsolete or unusable when by the district if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:~~

- ~~1.-~~ 1.- Contain information rendered inaccurate or incomplete by new ~~discoveries~~research or technologies
- ~~2. Have been replaced by more recent versions or editions of the same material and are of no foreseeable value in other instructional areas~~
- ~~3.-~~ 2. Contain demeaning, stereotyping, or patronizing references to ~~either sex, members of racial, ethnic, religious, vocational or cultural groups, or any group of~~ persons ~~with physical or mental disabilities~~ protected against discrimination by law or Board policy
- ~~4. Have been inspected and discovered to be~~ 3. Are damaged beyond use or repair

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

The Superintendent or designee shall establish procedures to be used ~~when selling~~ whenever the district sells equipment ~~for which the or supplies originally acquired under a federal government has a right to receive all or part of the proceeds. These grant or subgrant. Such~~ procedures shall be designed to ensure ~~a reasonable amount of competition so as to result in~~ the highest possible ~~revenue return.~~ (34 CFR 80.32)

(cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

17540-17542 *Sale or lease of personal property by one district to another*

17545-17555 *Sale of personal property*

35168 *Inventory, including record of time and mode of disposal*

60510-60530 *Sale, donation, or disposal of instructional materials*

GOVERNMENT CODE

25505 *District property; disposition; proceeds*

CODE OF REGULATIONS, TITLE 5

3944 *Consolidated categorical programs, district title to equipment*

3946 *Disposal of equipment purchased with state and federal consolidated application funds*

UNITED STATES CODE, TITLE 40

549 *Surplus property*

CODE OF FEDERAL REGULATIONS, TITLE 34

80.32-80.33 *Equipment and supplies acquired under a grant or subgrant*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

School Services of California, Inc.: <http://www.sscal.com>

Policy

adopted: April 10, 2007

revised: November 10, 2015

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

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Certificated Personnel

AR 4112.23-(a)

SPECIAL EDUCATION STAFF

Qualifications/Assignment of Special Education Teachers

~~Teachers assigned to serve students with disabilities shall possess the credential that authorizes them to teach the primary disability of the students within the program placement recommended in the student's individualized education program (IEP). (5 CCR 80046.5)~~

Any teacher assigned to serve students with disabilities shall possess an appropriate credential or other authorization issued by the Commission on Teacher Credentialing (CTC) that specifically authorizes him/her to teach students with the primary disability within the program placement recommended in the students' individualized education program (IEP). (5 CCR 80046.1-80048.9.4)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

Special education teachers who teach core academic subjects shall possess the qualifications required by the No Child Left Behind Act. (5 CCR 6100-6126; 20 USC 1401, 6319, 7801; 34 CFR 200.55-200.57; 300.18)

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

The district may employ a person with an appropriate district intern credential to provide classroom instruction to students with disabilities, provided he/she has met the subject matter requirement specified in Education Code 44325 and receives guidance, supervision, and professional development through an established district intern program. (Education Code 44325, 44326, 44830.3)

(cf. 4112.21 - Interns)

The Superintendent or designee may request that the Commission on Teacher Credentialing (CTC) to issue a special education limited assignment teaching permit to authorize which authorizes a qualified special education teacher, with his/her written consent, to serve outside the specialty area of his/her credential. ~~In so doing, the district shall submit a Declaration of Need for Fully Qualified Educators that satisfies the requirements of 5 CCR 80026.~~ If the teacher has not yet obtained permanent status, the Superintendent or designee shall assign one or more experienced educators in the special education subject area(s) of the permit, who have at least three years of full-time teaching experience in each of the subject area(s) of the permit, to provide guidance and assistance to the permit holder. (5 CCR 80026, 80027.1)

~~The~~ As needed, the district may apply to the CTC for an emergency permit for resource specialist services pursuant to 5 CCR 80023.2 and 80024.3.1.

When requesting either a limited assignment teaching permit or an emergency resource specialist permit, the Superintendent or designee shall submit a Declaration of Need for Fully Qualified Educators that satisfies the requirements of 5 CCR 80026 and has been approved by the Board at a regularly scheduled Board meeting. (5 CCR 80026)

If there is a need to immediately fill a classroom vacancy or a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may, as appropriate-district internship-, apply to the CTC for a short-term staff permit pursuant to 5 CCR 80021, a provisional internship permit pursuant to 5 CCR 80021.1, or, as a last resort, a credential to provide classroom instruction waiver.

Individuals providing related services to students with disabilities, provided he/she has met the subject matter requirement-including developmental, corrective, and other supportive and related services, shall meet the applicable qualifications specified in Education Code 44325 and receives guidance, supervision, and 5 CCR 3051-3051.24. (5 CCR 3051; 34 CFR 300.34, 300.156)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

The Superintendent or designee shall provide ongoing professional development through an established district internship program. (Education Code 44325, 44326, 44830.3) as needed to assist special education staff in updating and improving their knowledge and skills.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Whenever a candidate for a clear education specialist credential is employed by the district, the Superintendent or designee shall, within 60 days of employment, collaborate with the candidate and, as applicable, with the college or university to develop an individualized induction plan including supported induction and job-related course of advanced preparation. (5 CCR 80048.8.1)

(cf. 4131.1 - Teacher Support and Guidance)

Resource Specialists

The duties of resource specialists shall include, but are not be limited to: (Education Code 56362; 5 CCR 80070.5)

1. Providing instruction and services for students with disabilities whose needs have been identified in an individualized education program (IEP) and who are assigned to regular classroom teachers for a majority of the school day

A student shall not be enrolled in a resource specialist program for a majority of a school day without approval by the student's IEP team.

2. Conducting educational assessments

3. Providing information and assistance for students with disabilities and their parents/guardians

3. Consultation with and provision of 4. Providing consultation, resource information, and material regarding students with disabilities to their staff members in the regular education program and the students' parents/guardians and other staff members

4. Coordination of 5. Coordinating special education services with the regular school programs program for each student with disabilities enrolled in the resource specialist program

~~5.6.~~ Monitoring of student progress on a regular basis, ~~participation~~ participating in the review and revision of IEPs as appropriate, and ~~referral of~~ referring students who do not demonstrate ~~sufficient~~ appropriate progress to the IEP team

7. Providing services for secondary students that emphasize academic achievement, career and vocational development, and preparation for adult life

Any student who receives resource specialist services shall be assigned to regular classroom teacher(s) for a majority of the school day, unless his/her IEP team approves enrollment in the resource specialist program for a majority of the school day. (Education Code 56362; 5 CCR 80070.5)

Resource specialists shall not simultaneously be assigned to serve as resource specialists and to teach regular classes. (Education Code 56362)

The ~~district's~~ resource specialist program shall be ~~directed by~~ under the direction of a resource specialist who possesses the qualifications specified in Education Code 56362-.

~~Teachers of Students with Autism~~

~~A teacher may be assigned to provide instruction to students with autism if he/she meets the qualifications described above in the section entitled "Qualifications/Assignment of Special Education Teachers."~~

~~In addition, a teacher whose education specialist credential or other previously issued credential authorizes him/her to provide instruction to students with mild and moderate disabilities may be assigned to provide instruction to students with autism, provided that the teacher consents to the assignment and satisfies either of the following criteria prior to the assignment: (Education Code 44265.1)~~

~~1. He/she has provided full time instruction for at least one year prior to September 1, 2007, in a special education program that serves students with autism in accordance with their IEP and received a favorable evaluation or recommendation from the district or school to teach students with autism.~~

~~2. He/she has completed a minimum of three semester units of coursework in the subject of autism offered by a regionally accredited institution of higher education.~~

~~5148.3 (Preschool/Early Childhood Education)~~

~~The Superintendent or designee shall report teacher assignments under the criteria specified in items #1 and #2 above to the county office of education as part of the annual assignment monitoring pursuant to Education Code 44258.9. (Education Code 44265.1)~~

~~Verification of experience or coursework for any teacher of autistic students shall be maintained on file in the district or school office. (Education Code 44265.1, 44265.2)~~

Caseloads

The Superintendent or designee shall ensure that caseloads for special education teachers are within the maximum caseloads established by law, the collective bargaining agreement, and/or the comprehensive plan of the Special Education Local Plan Area (SELPA) in which the district participates.

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4141/4241 - Collective Bargaining Agreement)

No resource specialist shall have a caseload ~~that~~ which exceeds 28 students. As necessary and with the agreement of the resource specialist, the Governing Board may request a waiver from the State Board of Education to increase the caseload to no more than 32 students, provided that an individual resource specialist does not have a

caseload exceeding 28 students for more than two school years and has the assistance of an instructional aide at least five hours daily during the period of the waiver. (Education Code 56362, 56362.1; 5 CCR 3100) (cf. 1431 - Waivers)

The average caseload for language, speech, and hearing specialists shall not exceed 55 cases, unless ~~otherwise specified and reasons stated in~~ the SELPA plan specifies a higher average caseload and states the reasons for the higher average caseload. The maximum caseload for speech and language specialists exclusively serving children with disabilities age 3-5 years shall not exceed 40. (Education Code 56363.3, 56441.7)

Legal Reference:

EDUCATION CODE

8264.8 Staffing ratios
 44250-44279 Credentials, especially:
 44256 Credential types, specialist instruction
 44258.9 Assignment monitoring
 44265-44265.9 Special education credential
 44325-44328 District interns
 44830.3 District interns, supervision and professional development
 56000-56865 Special education, especially:
 56195.8 Adoption of policies
 56361 Program options
 56362-56362.5 Resource specialist program
 56363.3 Maximum caseload; language, speech, and hearing specialists
 56440-56441.7 Programs for individuals between the ages of three and five years; caseloads

CODE OF REGULATIONS, TITLE 5

3051.1-3051.24 Staff qualifications to provide related services to students with disabilities
 3100 Waivers of maximum caseload for resource specialists
 6100-6126 Teacher qualifications, No Child Left Behind Act
 80021 Short-term staff permit
 80021.1 Provisional internship permit
 80023.2 Emergency permits
 80025.4 Substitute teaching, special education
 80026 Declaration of need for fully qualified educators
 80027.1 Special education limited assignment teaching permit
 80046.1 Adapted physical education specialist
 80046.5 Credential holders authorized to serve students with disabilities
 80047-80047.9 Credentials to provide instructional services to students with disabilities
 80048-80048.9.4 Credential requirements and authorizations
 80070.1-80070.6 Resource specialists

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act, especially:
 1401 Definition of highly qualified special education teacher
 6319 Highly qualified teachers

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers
 300.8 Definition of autism
 300.18 Highly qualified special education teachers
 300.34 Related services
 300.156 Special education personnel requirements

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Special Education Teaching and Services Credentials, Added Authorizations in Special Education, and Limited Assignment Permits for California Prepared Teachers: Frequently Asked Questions, May 26, 2014

Education Specialist Teaching and Other Related Services Credential Program Standards, September 2010/2012

WEB SITES

California Association of Resource Specialists and Special Education Teachers: <http://www.carsplus.org>

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

California Speech-Language-Hearing Association: <http://www.csha.org>

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

National Association of Special Education Teachers: <http://www.naset.org>

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

Regulation

approved: April 10, 2007

revised: April 12, 2011

revised: November 10, 2015

Sierraville, California

Loyalton, California

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

All Personnel

AR4119.11, 4219.11, 4319.11

SEXUAL HARASSMENT

Definitions

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940; 5 CCR 4916)

- 1.- Submission to the conduct is made ~~expressly~~explicitly or implicitly a term or condition of the individual's employment.
- 2.- Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of ~~unreasonably interfering with the other~~having a negative impact upon the individual's work performance; or has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or ~~adversely affecting the other. Regardless of whether or not the alleged harasser was motivated by sexual desire, the conduct is sufficiently severe, persistent, pervasive, or objectively offensive as to create a hostile or abusive working environment or to limit the individual's evaluation, advancement, assigned duties, or any other condition of employment or career development~~ability to participate in or benefit from an education program or activity.
- 4.- Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

- 1.- Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
- 2.- Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit ~~e-mail~~emails; displaying sexually suggestive objects
- 3.- Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

~~Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.~~

Training

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. Such training shall include the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 5145.7 - Sexual Harassment)

~~By January 1, 2006, and every two years thereafter~~ Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted ~~supervisory~~ employees shall receive training within six months of their assumption of the ~~supervisory~~ new position. (Government Code 12950.1)

A supervisory employee is any employee with the authority to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or to effectively recommend such action.

The district's sexual harassment training and education program for supervisory employees shall include ~~information~~the provision of: (Government Code 12950.1; 2 CCR 11023)

1. Information and practical guidance regarding ~~the~~ federal and state ~~statutory law~~ laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment.
2. Practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation.
3. A component on the prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance
4. A copy of the district's sexual harassment policy, ~~particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures, and administrative regulation, which each participant shall acknowledge in writing that he/she has received~~
5. All other contents of mandated training specified in 2 CCR 11023

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11023)

Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, ~~district office~~, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted

- 2.- ___ Be provided to ~~each faculty member, all members of the administrative staff, and all members of the support staff~~ every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - *Employee Notifications*)

- 3.- ___ Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

- 1.- ___ The illegality of sexual harassment
- 2.- ___ The definition of sexual harassment under applicable state and federal law
- 3.- ___ A description of sexual harassment, with examples
- 4.- ___ The district's complaint process available to the employee
- 5.- ___ The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
- 6.- ___ Directions on how to contact DFEH and the EEOC
- 7.- ___ The protection against retaliation provided by 2 CCR ~~7287.811021~~ for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

Regulation
approved: April 10, 2007
revised: November 10, 2015

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

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

School-Sponsored Trips

AR 6153

Instruction

Supervision

Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district and school rules and regulations.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. **Parent volunteers may not bring any other children on field trips because of liability issues.** If the trip involves water activities, this ratio shall be revised as necessary.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (Education Code 35330)

Out of State field trip requests (with the exception of Ashland, Oregon and neighboring Reno/Sparks, Nevada), must be in the Superintendent's office for approval six weeks in advance of the field trip for Board of Education approval. Sierra-Plumas Joint Unified School District Board Meetings are held on the second Tuesday of every month.

International field trip requests must be in the Superintendent's office for approval three months in advance of the field trip for Board approval.

Safety Issues

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32041)

Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee, or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip. (Education Code 32043)

2. The district shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip. (Education Code 35331)

(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5143 - Insurance)

3. If the Superintendent or designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

4. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

(cf. 3530 - Risk Management/Insurance)
(cf. 5141.7 - Sun Safety)

5. Before trips of more than one day, the principal or designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

(cf. 5142 - Safety)

Regulation

approved: April 10, 2007
revised: October 8, 2013
revised: November 10, 2015

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

Sierra County/Sierra-Plumas Joint USD

Board Policy

Instruction

BP 6190(a)

EVALUATION OF THE INSTRUCTIONAL PROGRAM

The Governing Board of Education recognizes that it is accountable to students, parents/guardians, and the community for ~~conducting the effectiveness of the district's educational program in meeting district goals for student learning.~~ The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to improve student achievement.

(cf. 0200 - Goals for the School District)

(cf. 0500 - Accountability)

(cf. 6000 - Concepts and Roles)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee ~~shall review the effectiveness of district programs in meeting goals for student learning. He/she~~ shall provide the Board and the community with regular reports on student progress toward Board-established standards of expected achievement at each grade level in each area of study. -In addition, he/she shall evaluate and report data for each district school and for every numerically significant student subgroup ~~of the student population, as defined in Education Code 52052,~~ including, but not limited to, school and subgroup performance on statewide achievement indicators; and progress toward goals specified in the district's local control and accountability plan (LCAP).

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

Based on these evaluations reports, the Board shall take appropriate actions to maintain the effectiveness of programs and, ~~as needed,~~ to improve the quality of education that district students receive.

Annual Monitoring of Consolidated Application Programs

The Board and the Superintendent or designee shall annually determine whether the district's categorical programs funded through the state's consolidated application are effective in meeting the needs of the students they are intended to serve. As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the district level. These criteria may include, but are not necessarily limited to, the progress of all students and of each numerically significant subgroup toward goals contained in the district's LCAP, the school's single plan for student achievement, Title I local educational agency plan, and/or other applicable district or school plans.

Federal Program Monitoring

~~The Superintendent or designee shall cooperate with the California Department of Education (CDE) in the conduct of on-site monitoring to ensure that district categorical programs comply with federal and state laws and~~

~~regulations. The Superintendent or designee shall report to the Board regarding the results of these reviews.~~

When the district is selected by the CDE for a Federal Program Monitoring (FPM) compliance review, the Superintendent or designee shall gather and submit all documentation and data required for the review and shall cooperate with CDE staff to facilitate program monitoring.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
 (cf. 0420 - School Plans/Site Councils)
 (cf. 0520.2 - Title I Program Improvement Schools)
 (cf. 0520.3 - Title I Program Improvement Districts)
 (cf. 1312.3 - Uniform Complaint Procedures)
 (cf. 1312.4 - Williams Uniform Complaint Procedures)
 (cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
 (cf. 4131 - Staff Development)
 (cf. 5020 - Parent Rights and Responsibilities)
 (cf. 5148 - Child Care and Development Programs)
 (cf. 5148.2 - Before/After School Programs)
 (cf. 5148.3 - Preschool/Early Childhood Education)
 (cf. 6020 - Parent Involvement)
 (cf. 6142.7 - Physical Education and Activity)
 (cf. 6171 - Title I Programs)
 (cf. 6173 - Education for Homeless Children)
 (cf. 6175 - Migrant Education Program)
 (cf. 6178 - Career Technical Education)
 (cf. 6178.1 - Work-Based Learning)
 (cf. 6200 - Adult Education)

~~On an ongoing basis, the Superintendent or designee shall conduct a district self-evaluation which may utilize tools developed by the district or the CDE to ensure compliance of district categorical programs with legal requirements.~~

Evaluation of Consolidated Categorical Programs

~~The Superintendent or designee and the Board shall annually determine whether the district's categorical programs funded through the state's consolidated application are supportive of the core curriculum and are effective in meeting the needs of the students they are intended to serve.~~

In the event that the FPM review results in a finding of noncompliance in relation to any program, the Superintendent or designee shall submit a proposed resolution to the CDE within 45 days of the date the district was notified of the finding. The resolution shall be implemented in accordance with the terms and timeframe specified in the resolution agreement with the CDE.

The Superintendent or designee shall report to the Board regarding the results of the review process.

~~As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the district level. These criteria shall include, but not necessarily be limited to, progress toward goals contained in the school's single plan for student achievement and progress of the total student population and each numerically significant subgroup toward growth targets on the statewide Academic Performance Index.~~

Western Association of Schools and Colleges (WASC) Accreditation

The Board believes that accreditation by the Western Association of Schools and Colleges (WASC) can foster excellence and ongoing academic improvement in the district's schools. The results of the accreditation process also may demonstrate to parents/guardians and the community that the schools are meeting their goals and objectives and the WASC criteria for school effectiveness through a viable instructional program.

The Superintendent or designee shall undertake procedures whereby district schools may achieve and maintain full WASC accreditation status. The schools shall conduct a self-study in accordance with WASC requirements, cooperate with the WASC committee during a site visit, and develop and review action plans to increase the effectiveness of the instructional program for students. The Superintendent or designee shall regularly report to the Board on the status of district schools and any WASC recommendations for school improvement.

The results of any inspection of a school by WASC, or any other the accrediting agency, shall be published not later than 60 days after the results are made available to the school.

Publication shall be by notifying each parent/guardian in writing and/or by posting the information on the district's or school's web site, as determined by the Superintendent or designee. (Education Code 35178.4)

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

If any district school loses its accreditation status, the Board shall give official notice at a regularly scheduled Board meeting. The Superintendent or designee shall provide written notification to each parent/guardian of a student in the school that the school has lost its accreditation status, including the potential consequences of the loss of accreditation status. This notice shall also be posted on the district's web site and the school's web site. (Education Code 35178.4)

Legal Reference:

EDUCATION CODE

33400-33407 Educational evaluations

35178.4 Notice of accreditation status

44662 Evaluation and assessment guidelines, certificated employee performance

48985 Compliance with translation of parental notifications

51041 Education program, evaluation and revisions

51226 Model curriculum standards

52052-52052.1 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

62005.5 Failure to comply with purposes of funds

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3930-3937 Program requirements

3942 Continuity of funding

UNITED STATES CODE, TITLE 20

6311 Adequate yearly progress

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FPM Frequently Asked Questions

Federal Program Monitoring Instruments

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

Focus on Learning Joint WASC/CDE Process Guide, 2014

WEB SITES

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

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

Western Association of Schools and Colleges (WASC), Accrediting Commission for Schools: <http://www.acswasc.org>

Policy

adopted: April 10, 2007

revised: November 10, 2015

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