

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

February 14, 2017

5:00 pm CLOSED SESSION

6:00 pm REGULAR SESSION

Downieville School, 130 School St., Downieville, CA 95936

This meeting will be available for videoconferencing at Sierra County Office of Education, 109 Beckwith Rd., 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. APPROVAL OF THE AGENDA
- D. PUBLIC COMMENT FOR CLOSED SESSION

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

- E. CLOSED SESSION

The Board of Trustees, Superintendent Dr. Merrill M. Grant and Rose Asquith, Business Manager will move 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
Administrative Employees

- F. RETURN TO OPEN SESSION

ADJOURN FOR BREAK

- G. RECONVENE
- H. FLAG SALUTE
- I. REPORT OUT FROM CLOSED SESSION
- J. INFORMATION/DISCUSSION ITEMS

Sierra County Board of Education
Regular Meeting Agenda
February 14, 2017

1. Superintendent's Report
 - a. Audio presentation from Clay Singleton of SingletonAuman, PC, Auditors
 - b. Business Manager Search Process
 - c. Secure Rural Schools
2. Business Report
 - a. Account Object Summary-Balance from 07/01/16 to 1/31/17**
3. Staff Reports (5 minutes)
4. Board Members' Report (5 minutes)
5. 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

K. CONSENT CALENDAR

1. Approval of minutes of the Special Board meeting held January 17, 2017**
2. Approval of Board Report – Checks Dated 1/1/2017 through 1/31/2017**

L. ACTION ITEMS

1. New Business

1617-78 Authorization for Superintendent to enter into an agreement with SmartWatt, Inc.**
(Grant)

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)

- 1617-79 Approval of Board Policy and Administrative Regulation 5141.21, Administering Medication and Monitoring Health Conditions**
- 1617-80 Approval of Board Policy 6146.1, High School Graduation Requirements**
- 1617-81 Approval of Board Policy and Administrative Regulation 6154, Homework/Makeup Work**
- 1617-82 Approval of Board Policy and Administrative Regulation 6164.6, Identification and Education Under Section 504**
- 1617-83 Approval of Board Bylaws 9240, Board Training**
- 1617-84 Approval of Board Bylaw 9323, Meeting Conduct**

Sierra County Board of Education
Regular Meeting Agenda
February 14, 2017

M. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on March 14, 2017, at Sierra County Office of Education, 109 Beckwith Rd., 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. Safe Schools Plan (Co/Dist.)
 - b. _____

N. ADJOURN



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

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

Balances through January						Fiscal Year 2016/17
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	239,007.00	242,522.00	111,241.85	127,708.16	3,571.99
1120	Certificated Substitutes				3,220.00	3,220.00-
1200	Certificated Pupil Support Ser	63,839.00	63,870.00	30,290.55	30,321.55	3,257.90
1300	Certificated Supervisor Admini	170,833.00	181,424.00	71,645.55	102,457.32	7,321.13
1310	Teacher in Charge				1,000.00	1,000.00-
	Total for Object 1000	473,679.00	487,816.00	213,177.95	264,707.03	9,931.02
2100	Instructional Aides' Salaries	91,496.00	88,790.00	41,995.85	46,771.11	23.04
2105	Per Diem - Same Day Travel		51.00		51.00	.00
2120	Classified Substitutes				172.71	172.71-
2200	Classified Support Salaries	22,358.00	22,358.00	5,087.85	6,382.78	10,887.37
2300	Classified Supervisors' Admini	101,356.00	101,237.00	41,931.00	58,898.40	407.60
2400	Clerical Technical Office Staf	131,117.00	131,117.00	55,714.71	76,012.73	610.44-
2900	Other Classified Salaries	13,638.00	12,099.00		2,363.38	9,735.62
	Total for Object 2000	359,965.00	355,652.00	144,729.41	190,652.11	20,270.48
3101	STRS Certificated Positions	59,287.00	85,572.00	26,534.70	32,702.42	26,334.88
3102	STRS Classified Positions	1,650.00	1,650.00	282.40	376.75	990.85
3201	PERS Certificated Positions				40.27	40.27-
3202	PERS Classified Positions	59,611.00	48,933.00	25,840.20	34,252.60	11,159.80-
3301	OASDI Certificated Positions				42.78	42.78-
3302	OASDI Classified Positions	21,633.00	19,118.00	8,544.47	11,342.66	769.13-
3311	Medicare Certificated Position	6,234.00	6,487.00	2,812.25	3,512.77	161.98
3312	Medicare Classified Positions	5,157.00	4,568.00	2,030.83	2,700.08	162.91-
3401	Health & Welfare Benefits Cert	94,367.00	95,177.00	45,623.95	50,583.33	1,030.28-
3402	Health & Welfare Benefits Clas	59,571.00	67,822.00	31,779.25	39,685.77	3,643.02-
3501	SUI Certificated	329.00	243.00	106.60	132.51	3.89
3502	SUI Classified	249.00	165.00	72.31	94.01	1.32-
3601	Workers' Compensation Certific	881.00	16,621.00	7,197.45	8,990.17	433.38
3602	Workers' Compensation Classifi	1,590.00	11,160.00	5,197.40	6,909.87	947.27-
3902	Golden Handshake-Class	6,920.00	34,601.00		13,840.50	20,760.50
	Total for Object 3000	317,479.00	392,117.00	156,021.81	205,206.49	30,888.70
4100	Approved Textbooks Core Curric	410.00	410.00			410.00
4200	Library and Reference Material	444.00	444.00			444.00
4300	Materials and Supplies	23,277.00	34,553.00	193.48	15,189.03	19,170.49
4320	Custodial Grounds Supplies	2,972.00	2,972.00			2,972.00
4330	Office Supplies	1,000.00	1,000.00	213.38	459.17	327.45

Balances through January						Fiscal Year 2016/17
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
4350	Vehicle Upkeep	5,500.00	5,500.00	1,970.30	309.46	3,220.24
4400	Noncapitalized Equipment	9,561.00	11,261.00	3,739.86	12,211.76	4,690.62-
	Total for Object 4000	43,164.00	56,140.00	6,117.02	28,169.42	21,853.56
5100	Subagreements for Services	42,000.00	74,000.00	35,742.96	8,141.24	30,115.80
5200	Travel and Conference	23,280.00	24,220.00	38,422.37	10,225.88	24,428.25-
5300	Dues and Membership	18,370.00	18,983.00	306.25	10,274.25	8,402.50
5400	Insurance	9,300.00	9,300.00		8,191.00	1,109.00
5500	Operation Housekeeping Service	9,200.00	9,200.00	1,620.31	2,470.98	5,108.71
5600	Rentals, Leases, Repairs, Nonc	2,600.00	7,600.00	619.46	398.95	6,581.59
5801	Legal Services	25,500.00	25,500.00	1,000.00		24,500.00
5803	Legal Publications	500.00	500.00			500.00
5805	Personnel Expense	613.00	613.00	100.00		513.00
5806	Negotiations	1,000.00	1,000.00			1,000.00
5808	Other Services & Fees	1,500.00	1,500.00	911.36	588.64	.00
5810	Contracted Services	444,507.00	484,053.00	194,303.76	174,637.04	115,112.20
5899	SPJUSD to Reimburse			2,345.69	1,153.95	3,499.64-
5900	Communications	1,600.00	1,600.00		695.60	904.40
	Total for Object 5000	579,970.00	658,069.00	275,372.16	216,777.53	165,919.31
6200	Building and Improvement of Bu	30,032.00	60,032.00			60,032.00
6400	Equipment	30,300.00	30,300.00			30,300.00
	Total for Object 6000	60,332.00	90,332.00	.00	.00	90,332.00
7141	Tuition, excess cost etc betwe	27,582.00	32,346.00			32,346.00
7299	All Other Transfers Out				20,000.00	20,000.00-
7310	Direct Support/Indirect Costs					.00
	Total for Object 7000	27,582.00	32,346.00	.00	20,000.00	12,346.00
	Total for Fund 01 and Expense accounts	1,862,171.00	2,072,472.00	795,418.35	925,512.58	351,541.07
Fund 16 - FOREST RES						
7211	Transfers of Pass-through Rev	80,000.00	80,000.00			80,000.00
7619	Other Authorized Interfund Tra	13,360.00	13,360.00			13,360.00
	Total for Fund 16, Expense accounts and Object 7000	93,360.00	93,360.00	.00	.00	93,360.00
	Total for Org 001 - Sierra County Office of Education	1,955,531.00	2,165,832.00	795,418.35	925,512.58	444,901.07

MINUTES OF THE REGULAR MEEETING OF THE
SIERRA COUNTY BOARD OF EDUCATION
January 17, 2017
Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 96118

6 pm for Regular Session

A. CALL TO ORDER

President PATTY HALL called the meeting to order at 6:00 pm.

B. ROLL CALL

PRESENT: Ms. Sharon Dryden, President
Ms. Patty Hall, Member
Mr. Mike Moore, Member

ABSENT: Mr. Tim Driscoll, Clerk
Mr. Allen Wright, Vice President

C. APPROVAL OF THE AGENDA
HALL/MOORE
3/0

D. FLAG SALUTE

E. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report
 - a. Sierra Schools Foundation Presentation (15 min) by Megan Meschery, Chairperson
Request that Mr. Adams present to the Board a field trip experience funded by the SSF.
 - b. Capital Service Region, New Leadership (El Dorado County)
 - c. California Collaborative Education Excellence (CCEE), Early Adopter Professional Learning Network
2. Business Report
 - a. Account Object Summary-Balance through 12/31/16
3. Staff Reports - None
4. Board Members' Report - None
5. Public Comment –
 - a. Current location - None
 - b. Videoconference location - None

F. CONSENT CALENDAR

1. Approval of minutes of the Regular Board meeting held December 13, 2016
2. Approval of Board Report – Checks Dated 12/01/2016 through 12/31/2016

3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending December 31, 2016. It is required per Education Code 35186 section (d) *that a school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.* No complaints regarding textbooks and instructional materials, teacher vacancy or misassignment or conditions of facilities were filed with Sierra County Office of Education during the quarter ending December 31, 2016.
MOORE/HALL
3/0

G. ACTION ITEMS

1. Unfinished Business and General Orders

- 1617-65 Approval of Board Bylaw 9320, Meetings and Notice
MOORE/HALL
3/0

2. New Business

- 1617-66 Acceptance of Fiscal Year 2015-2016 Financial Audit
MOORE/HALL
3/0
- 1617-67 Approval of Revised Job Description No. 214, Business Manager
MOORE/HALL
3/0
- 1617-68 Approval of 2015-16 Sierra County Office of Education School Attendance Report Card
MOORE/HALL
3/0
- 1617-69 Authorization for Superintendent to enter into an agreement with SmartWatt, Inc President DRYDEN tabled this item to the February 14, 2017, meeting. No backup was available for review.
- BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)
MOORE motioned to approve Items 1617-70 through and including 1617-77.
HALL seconded.
3/0
- 1617-70 Approval of Administrative Regulation 1340 Access to District Records, revision
- 1617-71 Approval of Administrative Regulation 3543 Transportation Safety and Emergencies, revision

Sierra County Board of Education
Special Meeting Minutes
(Regular Meeting Cancelled)
January 17, 2017

- 1617-72 Approval of Administrative Regulation 3550 Food Service/Child Nutrition Program, revision
- 1617-73 Approval of Board Policy and Administrative Regulation 4030 Nondiscrimination in Employment, revision
- 1617-74 Approval of Board Policy and Administrative Regulation 4119.11, 4219.11, 4319.11, Sexual Harassment, revision
- 1617-75 Approval of Board Policy 5030 Student Wellness, revision
- 1617-76 Approval of Administrative Regulation 5111.1 District Residency, revision
- 1617-77 Approval of Board Policy 5116.2 Involuntary Student Transfers, new

ADVANCED PLANNING

1. Next Regular Board Meeting will be held on February 14, 2017, at Downieville School, 130 School St., 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. Smart Watt Agreement (Item 1617-69)
 - b. Business Manager Hiring Update

H. ADJOURN at 6:40 pm
MOORE/HALL
3/0

Tim Driscoll, Clerk

Dr. Merrill M. Grant, Superintendent

Checks Dated 01/01/2017 through 01/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00014546	01/09/2017	CDE CASHIER'S OFFICE	01-9590	UNSPENT FUNDS		13,875.00
00014547	01/09/2017	CARS+ - THE ORGANIZATION FOR SPECIAL EDUCATORS	01-5200	REGISTRATION		425.00
00014548	01/09/2017	COURTYARD BY MARRIOTT SACRAMENTO CAL EXPO	01-5200	HOTEL ACCOMODATIONS		399.14
00014549	01/09/2017	TOMMY DEL CARLO	01-5810	TRANSPORTATION REIMBURSE		61.56
00014550	01/09/2017	ADRIENNE GARZA	01-4350	REIMBURSE PETTY CASH		62.87
00014551	01/09/2017	JANIS HARDEMAN	01-5810	NURSE SERVICES		1,400.00
00014552	01/09/2017	JANE V. LEE, M.A., LMFT	01-5810	COUNSELING SERVICES		960.00
00014553	01/09/2017	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE		464.29
00014554	01/09/2017	MARY LOWE, MFT	01-5810	COUNSELING SERVICES		960.00
00014555	01/09/2017	LESLIE MARSDEN, MOT, OTR/L	01-5810	OCCUPATIONAL THERAPY SERVICES		2,220.00
00014556	01/09/2017	BARBARA MCKURTIS	01-5100	CONTRACTED CONSULTANT AGREEMENT	1,028.79	
			01-5810	CONTRACTED CONSULTANT AGREEMENT	3,444.21	4,473.00
00014557	01/09/2017	MARLENE MONGOLO	01-5200	PER DIEM		39.00
00014558	01/09/2017	MIKE MOORE	01-5200	PER DIEM		27.00
00014559	01/09/2017	NASCO - MODESTO	01-4300	CLASSROOM SUPPLIES		341.21
00014560	01/09/2017	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMPENSATION		5,937.50
00014561	01/09/2017	PITNEY BOWES, INC.	01-5600	POSTAGE MACHINE	48.26	
			01-5899	POSTAGE MACHINE	144.79	193.05
00014562	01/09/2017	PLACER COUNTY SELPA	01-5200	REGISTRATION		50.00
00014563	01/09/2017	QUILL CORPORATION	01-4300	CLASSROOM SUPPLIES		645.60
00014564	01/09/2017	SAN JOAQUIN SELPA ATTN: PATTI FARHAT	01-5200	REGISTRATION		225.00
00014565	01/09/2017	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		15.00
00014566	01/09/2017	SINGLETON AUMAN PC	01-5810	AUDIT FEES		2,450.00
00014567	01/09/2017	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	JAN 17 HEALTH INSURANCE	1,873.00	
			76-9576	JAN 17 HEALTH INSURANCE	15,898.00	17,771.00
00014568	01/09/2017	U.S. BANK	01-4300	CLASSROOM SUPPLIES	37.24	
				OFFICE SUPPLIES	83.84	
			01-4330	SUBSCRIPTION	179.88	
			01-4400	VISION SCREENER	6,653.18	
			01-5200	SUPT. TRAVEL EXPENSES	438.51	
				Unpaid Sales Tax	464.18-	6,928.47
00014569	01/09/2017	VOYAGER	01-4350	FUEL EXPENSE	14.01	
			01-5200	FUEL EXPENSE	110.38	124.39
00014570	01/09/2017	BARBARA WEAVER	01-5200	PER DIEM/SHUTTLE		77.00
00014571	01/09/2017	ALLEN WRIGHT	01-5200	PER DIEM		6.75

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 01/01/2017 through 01/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00014572	01/23/2017	CAL SIERRA TITLE COMPANY	01-7299	OHANA HOUSE		20,000.00
Total Number of Checks					27	80,131.83

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	26	58,760.51
76	Payroll Clearing	2	21,835.50
Total Number of Checks		27	80,596.01
Less Unpaid Sales Tax Liability			464.18
Net (Check Amount)			80,131.83

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
Loyalton, CA
Energy Efficient Lighting Proposal

SmartWatt Energy, Inc. Contacts:

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Business Developer, Northern California Office
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Rocklin, CA 95677
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Vincent Marfe
Senior Project Manager
3835 Atherton Rd #6
Rocklin, CA 95677
(518) 406-0752
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Sierra County Office of Education:

Merrill Grant
Superintendent
(530) 771-7926
mgrant@spjUSD.org

Introduction:

SmartWatt Energy is a leading nationwide provider of turnkey energy-efficiency solutions. We are dedicated to lowering businesses' operational costs through demand-side energy reduction strategies. SmartWatt Energy provides whole building energy assessments and implements lighting upgrades, control system enhancements, variable frequency drive (VFD) upgrades, HVAC enhancements and other energy conservation measures to help commercial, industrial, institutional, and government customers and utilities meet their sustainability goals.



National Accounts:

SmartWatt Energy also specializes in completing turnkey energy-efficiency projects for customers with multiple locations. With a single point of contact, we can streamline management and optimize the efficiencies for your nationwide energy-efficiency projects. Through analyzing local utility costs and rebates we are able to help target and prioritize your facilities by the anticipated project paybacks. We also have the ability to offer a multi-location discount for all national account customers. Currently, SmartWatt employs 230 employees in 17 offices nationwide.



Services Provided

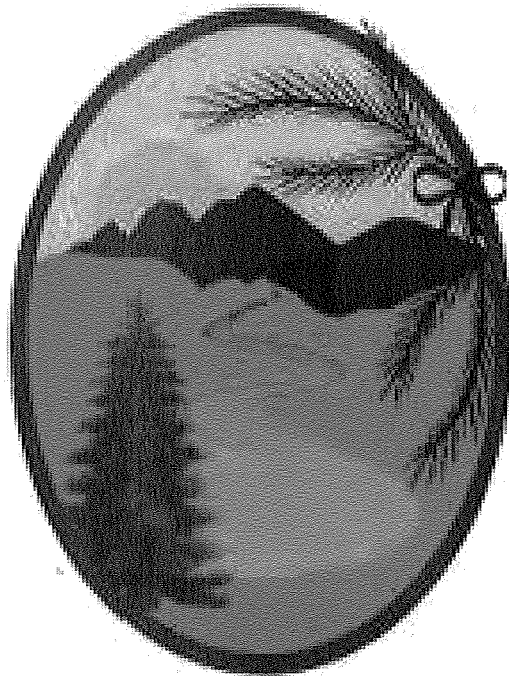
Energy Efficient Lighting Projects include all of the following services provided by Smart Watt Energy Inc:

- ✎ All documentation and work required to verify and collect Electric Utility Rebates. If rebates are available, SmartWatt will prepare all required documentation so that the owner can realize the maximum available rebates to be submitted after project completion.
- ✎ The installation of new energy efficient lighting fixtures wired and installed exactly as proposed. SmartWatt employs electrical and mechanical engineers, project managers, and electrical installation technicians. All project phases will be designed and managed by SmartWatt employees.
- ✎ The removal and environmentally friendly disposal of current fixtures in the facility.
- ✎ SmartWatt Project Management will be available at all times during the installation of your project.
- ✎ Pre-Installation Meeting. This meeting will be used to work out all of the installation details. Including staging areas, installation concerns and workflow process throughout the course of the project.
- ✎ Weekly or as needed meetings with SmartWatt Project Management during the installation of the project. These meetings will go over progress being made on the job, scheduling for upcoming days, and projections for completion of the project.
- ✎ Providing warranty documentation, EPA Certification, Disposal/Hazardous Waste Certificates, and the location, product specs, ordering codes, and warranty contact information for all installed products as applicable.

The Facilities:

Sierra County Office of Education

The Sierra County Office of Education serves all of Sierra County and the eastern quarter of Plumas County. Sierra County lies northeast of Sacramento and borders the State of Nevada on the east. High expectations are emphasized by the Sierra County Office of Education and the means to achieve those expectations are provided with staff and teaching curriculum leading students to become knowledgeable and productive students who exercise self discipline positive thinking.



Project Guidelines and Goals:

SmartWatt Energy, Inc. has worked with the Sierra County Office of Education to design this project to accomplish the following objectives:

- ✎ Upgrade existing lighting fixtures by rebuilding and retrofitting fixtures with low maintenance and high reliability solutions.
- ✎ Install motion sensors in rooms to conserve energy and ensure efficiency.
- ✎ Relamp and/or replace exterior fixtures to ensure safety and upgrade existing light levels.

Key Points and Assumptions:

Information Provided by Sierra County Office of Education and assumptions include:

- ✎ This proposal covers lighting upgrades at Sierra County Office of Education as listed in the attached calculation sheets.
- ✎ Operating hours are estimated at 4,380 hours per year for all exterior lighting (4,380 hours per year- 12 hours a day, 7 days a week) and 2,200 hours for all interior fixtures, per the DEER documentation recommended and used by the California Energy Commission.
- ✎ New interior lighting controls are proposed to meet new California Title 24 2016 code.
- ✎ Average energy cost of \$0.157/kWh with Liberty Utilities at Sierra Plumas School District.
- ✎ Installation budget based on an accessible reach to the roof of the building and the ability for crews to work an 8 hour shift each day without delays.
- ✎ Assuming that the existing wiring for interior and exterior light fixtures meets current electrical code.

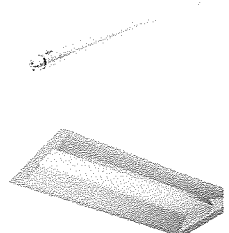
Proposed Fixture/Material Selection

Proposed fixtures and ancillary material have been carefully selected based on the design considerations that are outlined above.

Interior Lighting and Controls

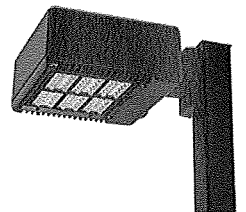
o Sierra County Office of Education

- Interior fixtures at Sierra County Office of Education consist of screw in lamps, Strip Fixtures, Troffer Fixtures, Wrap Fixtures and 1x4 Fixtures.
- Interior 1x4, Wrap, troffer and Strip Surface Mounted fixtures will be retrofitted with LED T8 Tubes that will be controlled by wireless ceiling sensors and non-dimmable switches.
- Interior recessed troffer fixtures will be retrofitted with new 36 watt LED fixtures. The fixtures will be controlled by wireless ceiling sensors and wireless non-dimmable wall switches.
- Interior Compact Florescent bulbs will be relamped with new LED bulbs.



Exterior Lighting and Controls

- The fixtures that will be relamped are the fixtures containing CFL light bulbs. They will be replaced with new LED twist and pin bulbs.
- The exterior LED Pole light located in Sierra Plumas Joint Unified School District will be replaced with a new LED Shoebox style pole light fixture.
- The current locations and counts are shown in the attached calculation sheet.



General Notes

- ✦ Project Payback is calculated using a tiered system which allows Sierra County Office of Education to determine the criteria to use. Simple payback is calculated using the total project cost divided by the monthly estimated energy savings. The tiered payback approach includes the following savings:
 - Maintenance Savings – Calculated using the estimated life of the existing system in conjunction with the estimated cost for new equipment.

Project Exclusions

- ✦ Cutting, patching, and painting
- ✦ Fireproofing patch back, fire protection and service
- ✦ LEED Certification or evaluation
- ✦ Inspections, Permits and fees
- ✦ Priming & framing
- ✦ Trash dumpster
- ✦ Type I indemnity clauses
- ✦ Installing access doors
- ✦ Roof patch and repairs
- ✦ Structural engineering

1/13/2017



Executive Summary

Overall System Investment:

Lighting Investment (Material, Disposal and Labor Costs):	\$	55,368.57
Total Out of Pocket Investment:	\$	55,368.57

Value Analysis:

Annual Energy Savings (Lighting):	\$	2,840.80
Annual Energy Savings (Interactive):	\$	241.12
Annual Energy Savings:	\$	3,081.92
Monthly Energy Savings:	\$	256.83



Action #	Location Description	Pre-install (Baseline)						Post-Install (Proposed)						Energy Savings	
		# of Baseline Fixtures	Pre-Install Fixture Code	Pre-Watts per Fixture	Pre-KW Demand	Pre-Kwh. Demand	Proposed # of Fixtures	Proposed Fixture Code	Proposed Ceiling/Wall Mounted Sensor (#1)	Proposed Ceiling/Wall Mounted Sensor (#2)	Proposed Warts per Fixture	Proposed KW Demand	Annual Proposed Kwh	Kwh Demand Saved	Kwh Saved
1	Office #1	12	TF/2F32/E	59	0.71	1,558	12	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.36	555	0.44	1,104
2	Office #2	12	TF/2F32/E	59	0.71	1,558	12	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.36	555	0.44	1,104
3	Office #3	10	TF/2F32/E	59	0.59	1,298	10	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.30	462	0.36	920
4	Office #4	10	TF/2F32/E	59	0.59	1,298	10	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.30	462	0.36	920
5	Restroom #1 Womens	1	TF/2F32/E	59	0.06	130	1	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.03	46	0.04	92
6	Restroom #2 Mens	1	TF/2F32/E	59	0.06	130	1	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.03	46	0.04	92
7	Restroom #3 Mens	2	TF/2F32/E	59	0.12	260	2	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.06	92	0.07	184
8	Restroom #4 Womens	2	TF/2F32/E	59	0.12	260	2	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.06	92	0.07	184
9	Office #5	10	TF/2F32/E	59	0.59	1,298	10	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.30	462	0.36	920
10	Office #7	16	TF/2F32/E	59	0.94	2,077	16	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.48	739	0.58	1,472
11	Portable #8 Womens Restroom	2	TF/2F32/E	59	0.12	260	2	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.06	92	0.07	184
12	Portable #8 Mens Restroom	2	TF/2F32/E	59	0.12	260	2	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.06	92	0.07	184
13	Portable #9	16	TF/2F32/E	59	0.94	2,077	16	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.48	739	0.58	1,472
14	Portable #10	16	TF/2F32/E	59	0.94	2,077	16	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.48	739	0.58	1,472
15	Portable #11	16	TF/2F32/E	59	0.94	2,077	16	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.48	739	0.58	1,472
16	Maintenance Portable	4	W4/2F32/ESM	95	0.38	836	4	Rebuild existing (2) lamp fixture by bypassing the existing ballast and replacing it with new LED 15 watt tubes with direct wire installation.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.12	185	0.33	716
17	Special Education	14	TF/2F32/E	59	0.83	1,818	14	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.42	647	0.51	1,288
18	Special Education Office	2	TF/2F32/E	59	0.12	260	2	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.06	92	0.07	184
19	Special Education Hallway	4	TF/2F32/E	59	0.24	519	4	Rebuild existing (2) lamp fixture by bypassing the existing ballast and replacing it with new LED 15 watt tubes with direct wire installation.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.12	185	0.15	368
20	Special Education Hallway	1	O4/2F32/E	59	0.06	130	1	Rebuild existing (2) lamp fixture by bypassing the existing ballast and replacing it with new LED 15 watt tubes with direct wire installation.	Wireless Lutron Wall Mount Sensor	Wireless Lutron Wall Switch	30	0.03	46	0.04	92
21	Restroom	1	TF/2F32/E	59	0.06	130	1	Rebuild existing (2) lamp fixture by bypassing the existing ballast and replacing it with new LED 15 watt tubes with direct wire installation.	Wireless Lutron Wall Mount Sensor	Wireless Lutron Wall Switch	30	0.03	46	0.04	92
22	Janitor's Closet	1	CF/23TW/IST	23	0.02	51	1	Relamp existing bulb with a new LED 8 watt twist bulb.	Wireless Lutron Wall Sensor Switch	Wireless Lutron Wall Sensor Switch	9	0.01	14	0.02	40
23	Restroom	1	O4/2F32/E	59	0.06	130	1	Rebuild existing (2) lamp fixture by bypassing the existing ballast and replacing it with new LED 15 watt tubes with direct wire installation.	Wireless Lutron Wall Sensor Switch	Wireless Lutron Wall Sensor Switch	30	0.03	46	0.04	92

Pre-Install (Baseline)		Post-Install (Proposed)										Energy Savings			
Action #	Location Description	# of Baseline Fixtures	Pre-Install Fixture Code	Pre Watts Per Fixture	Pre KW Demand	Pre Kwh	Proposed # of Fixtures	Proposed Fixture Code	Proposed Ceiling/Wall Mounted Sensor (#1)	Proposed Ceiling/Wall Mounted Sensor (#2)	Proposed Watts per Fixture	Proposed KW Demand	Annual Proposed Kwh	KW Demand Saved	Kwh Saved
24	Office	4	TF/2F32/E	59	0.24	519	4	Retrofit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.12	185	0.15	368
25	Office	4	TF/2F32/E	59	0.24	519	4	Retrofit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.12	185	0.15	368
26	Pre School Classroom	9	TF/2F32/E	59	0.53	1,168	9	Retrofit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor	Wireless Lutron Wall Switch	30	0.27	416	0.33	828
27	Pre School Classroom	4	O4/2F32/E	59	0.24	519	4	Rebuild existing (2) lamp fixture by bypassing the existing ballast and replacing it with new LED 15-watt tubes with direct wire installation.	-	-	30	0.12	185	0.15	368
28	C - Exterior Mini CFL wallpacks w/Photo	27	CF/13TWIST	13	0.35	1,537	27	Relamp existing bulb with a new LED 8 watt twist bulb.	-	-	9	0.24	1,064	0.11	473
29	H - Canopy Lights HPS 50	4	HPS/50	66	0.26	1,156	4	Retrofit the existing exterior Metal Halide fixture with a new LED high powered screw in lamp and bypass the existing ballast.	-	-	28	0.11	491	0.15	666
30	Barnyard Style Mercury Vapor Fixture	2	MH/70	95	0.19	832	2	Retrofit the existing exterior Metal Halide fixture with a new LED high powered screw in lamp and bypass the existing ballast.	-	-	28	0.06	245	0.13	587
31	Par 30 w/ motion	2	I/50/PAR30	50	0.10	438	2	Relamp existing bulb with a new LED 8 watt twist bulb.	-	-	9	0.02	79	0.08	359
32	Pole Area Light, MV 150	1	MH/150	180	0.19	832	1	Replace existing Metal Halide shoebox pole light fixture with a new LED 78 watt shoebox fixture with an integrated dimmable motion sensor.	-	-	53	0.05	232	0.14	600
		213			11.65	28,013	213					5.77	10,258	7	19,265

Savings Projections

Existing Lighting Conditions			
Number of Baseline Fixtures	Baseline KW	Baseline Demand Charge	Baseline Annual kWh Cost
213	11.65	\$0.00	\$4,482.05
		28,013	Total Annual Baseline Cost \$4,482.05

Proposed Lighting Conditions			
Number of Proposed Fixtures	Proposed KW	Proposed Demand Charge	Proposed Annual kWh Cost
213	5.77	\$0.00	\$1,641.25
		10,258	Total Annual Proposed Cost \$1,641.25

Energy Savings Summary	
KW Demand Savings	7.19
Annual kWh Savings	19,262

Cost Savings	
Monthly Cost Savings	\$256.83
Annual Cost Savings	\$3,081.92

Energy Savings Summary (Lighting)		
KW Demand Savings	5.88	17,755
Annual kWh Savings	17,755	19,262

Energy Savings Summary (Lighting and Interactive)		
KW Demand Savings	7.19	19,262
Annual kWh Savings	19,262	19,262

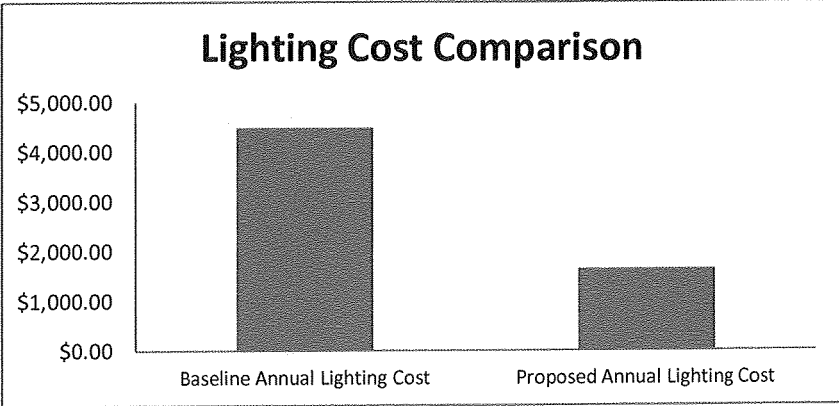
Cost Savings (Lighting)		
Monthly Cost Savings	\$236.73	\$2,840.80
Annual Cost Savings	\$2,840.80	\$3,081.92

Cost Savings (Lighting and Interactive)		
Monthly Cost Savings	\$256.83	\$3,081.92
Annual Cost Savings	\$3,081.92	\$3,081.92

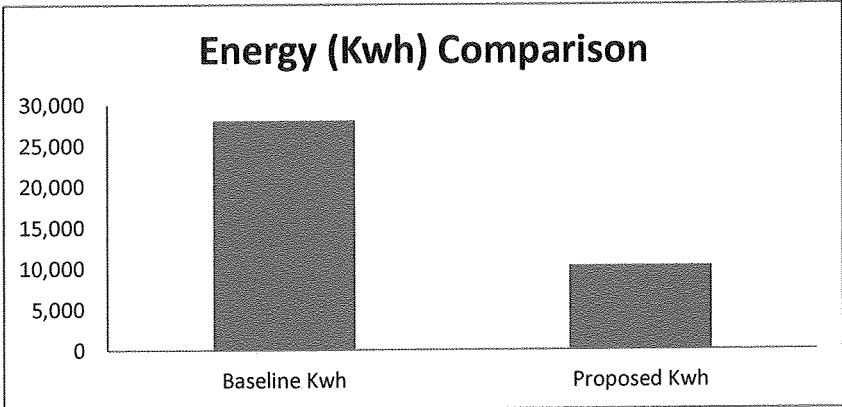
63.38% Reduction in total lighting cost

Lighting Systems Comparison

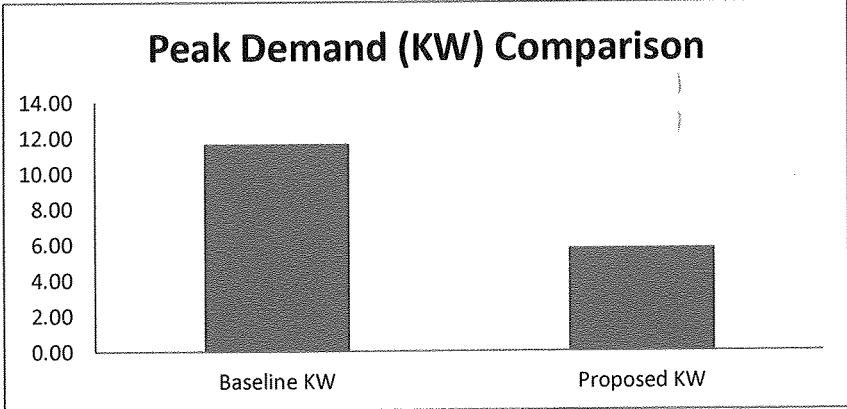
The bar chart below shows the annual electrical cost comparison between the two lighting systems.



The bar chart below shows the annual energy consumption comparison between the two lighting systems.



The bar chart below shows the Peak KW Demand comparison between the two lighting systems.



20-Year Accumulated Savings

This proposed lighting project offers significant long-term operational savings. Over the course of 20 years the accumulated savings from this lighting project will exceed **\$69,024.03**

	Annual Cost of Current Lighting System	Annual Cost of Proposed Lighting System	Accumulated Energy Savings
Year 1	\$4,482.05	\$1,641.25	\$2,840.80
Year 2	\$4,571.69	\$1,674.07	\$5,738.42
Year 3	\$4,663.13	\$1,707.56	\$8,693.99
Year 4	\$4,756.39	\$1,741.71	\$11,708.67
Year 5	\$4,851.52	\$1,776.54	\$14,783.65
Year 6	\$4,948.55	\$1,812.07	\$17,920.13
Year 7	\$5,047.52	\$1,848.31	\$21,119.33
Year 8	\$5,148.47	\$1,885.28	\$24,382.52
Year 9	\$5,251.44	\$1,922.98	\$27,710.97
Year 10	\$5,356.47	\$1,961.44	\$31,105.99
Year 11	\$5,463.60	\$2,000.67	\$34,568.92
Year 12	\$5,572.87	\$2,040.69	\$38,101.10
Year 13	\$5,684.33	\$2,081.50	\$41,703.92
Year 14	\$5,798.01	\$2,123.13	\$45,378.80
Year 15	\$5,913.97	\$2,165.59	\$49,127.18
Year 16	\$6,032.25	\$2,208.91	\$52,950.53
Year 17	\$6,152.90	\$2,253.08	\$56,850.34
Year 18	\$6,275.95	\$2,298.14	\$60,828.15
Year 19	\$6,401.47	\$2,344.11	\$64,885.51
Year 20	\$6,529.50	\$2,390.99	\$69,024.03
Totals	\$108,902.06	\$39,878.04	\$69,024.03

**For calculation purposes we have assumed a conservative 2% annual electric rate increase.*

How can lighting damage the environment?

Although it appears innocuous, lighting causes air pollution. Each day, your local power plant will commonly burn coal, oil, and gas to generate electricity for your lighting system as well as for your other electrical needs. While burning these fossil fuels produces a readily available and instantaneous supply of electricity, it also generates air pollutants: carbon dioxide (CO₂), sulfur dioxide (SO₂), and nitrogen oxides (NO_x).

Air pollution causes global warming, acid rain, and smog.

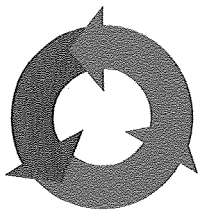
Each of these pollutants causes environmental damage. Carbon dioxide (CO₂) causes global warming, sulfur dioxide (SO₂) causes acid rain, and nitrogen oxides (NO_x) cause both acid rain and smog.

Your lighting project will help to decrease air pollution and environmental damage by the following amounts each year:



28,893	pounds of Carbon Dioxide
48,155	grams of Sulfur Dioxide
111,720	grams of Nitrogen Oxides

By removing these quantities of pollutants from the air, your lighting project will have the same affect on the environment as:



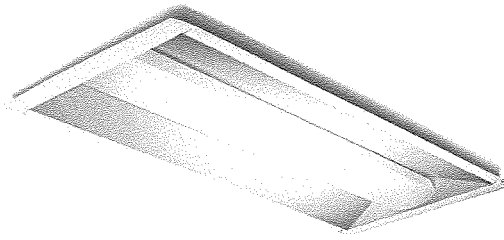
Planting	4	acres of trees
Removing	3	cars from the road each year or
Saving	1,751	gallons of gasoline each year

PHILIPS

Recessed

EvoKit LED Retrofit Kits Gen 3

2'x4'



Project: _____
 Location: _____
 Cat.No: _____
 Type: _____
 Lamps: _____ Qty: _____
 Notes: _____

Philips EvoKit LED Retrofit Kit is an energy efficient LED alternative to traditional linear fluorescent troffers. Not only does it offer energy savings¹, it also helps reduce maintenance costs due to its long lifetime. Simple construction helps decrease the installation time meaning you can have an LED solution in your ceiling in just minutes.

Ordering guide (continued on next page)

Product Number	Description	Watts	Volts	Lumen Maintenance (Hrs.) ²	Approx. Lumens ³	CRI	Color Temperature (K)
EvoKit 2'x4' Stock SKUs							
506881	EvoKit 2x4 P 36L 31W 840 2 0-10 7 G3	31	120-277	70,000	3600	80	4000
506865	EvoKit 2x4 P 36L 32W 835 2 0-10 7 G3	32	120-277	70,000	3600	80	3500
507079	EvoKit 2x4 P 42L 39W 840 5 Mk10 7 G3	39	277	70,000	4219	80	4000
507038	EvoKit 2x4 P 42L 36W 840 2 0-10 7 G3	36	120-277	70,000	4200	80	4000
506964	EvoKit 2x4 P 42L 38W 835 2 0-10 7 G3	38	120-277	70,000	4200	80	3500
EvoKit 2'x4' Made to Order SKU's¹							
507335	EvoKit 2x4 P 36L 31W 840 6 0-10 7 G3	31	347	70,000	3600	80	4000
507236	EvoKit 2x4 P 36L 31W 840 2 STEP 7 G3	31	120-277	70,000	3492	80	4000
506873	EvoKit 2x4 P 36L 31W 850 2 0-10 7 G3	31	120-277	70,000	3600	80	5000
507327	EvoKit 2x4 P 36L 32W 835 6 0-10 7 G3	32	347	70,000	3600	80	3500
506915	EvoKit 2x4 P 36L 32W 840 1 Mk10 7 G3	32	120	70,000	3492	80	4000
506931	EvoKit 2x4 P 36L 32W 840 5 Mk10 7 G3	32	277	70,000	3492	80	4000
507228	EvoKit 2x4 P 36L 33W 835 2 STEP 7 G3	33	120-277	70,000	3615	80	3500
506907	EvoKit 2x4 P 36L 34W 835 1 Mk10 7 G3	34	120	70,000	3615	80	3500
506923	EvoKit 2x4 P 36L 34W 835 5 Mk10 7 G3	34	277	70,000	3615	80	3500
506956	EvoKit 2x4 P 42L 36W 850 2 0-10 7 G3	36	120-277	70,000	4200	80	5000
506451	EvoKit 2x4 P 42L 37W 840 2 SR 7 G3	37	120-277	70,000	4200	80	4000
507251	EvoKit 2x4 P 42L 37W 840 2 STEP 7 G3	37	120-277	70,000	4219	80	4000
507368	EvoKit 2x4 P 42L 37W 840 6 0-10 7 G3	37	347	70,000	4200	80	4000
506717	EvoKit 2x4 P 42L 37W 850 2 SR 7 G3	37	120-277	70,000	4200	80	5000

See footnotes on page 6.



EvoKit LED Retrofit Kit 2'x4'

Ordering guide (continued from previous page)

Product Number	Description	Watts	Volts	Lumen Maintenance (Hrs.) ²	Approx. Lumens ³	CRI	Color Temperature (K)
EvoKit 2'x4' Made to Order SKU's							
507350	EvoKit 2x4 P 42L 38W 835 6 0-10 7 G3	38	347	70,000	4200	80	3500
506477	EvoKit 2x4 P 42L 39W 835 2 SR 7 G3	39	120-277	70,000	4200	80	3500
507244	EvoKit 2x4 P 42L 39W 835 2 STEP 7 G3	39	120-277	70,000	4266	80	3500
507053	EvoKit 2x4 P 42L 39W 840 1 Mk10 7 G3	39	120	70,000	4219	80	4000
507046	EvoKit 2x4 P 42L 41W 835 1 Mk10 7 G3	41	120	70,000	4266	80	3500
507061	EvoKit 2x4 P 42L 41W 835 5 Mk10 7 G3	41	277	70,000	4266	80	3500
507384	EvoKit 2x4 P 47L 41W 840 6 0-10 7 G3	41	347	70,000	4700	80	4000
507426	EvoKit 2x4 P 47L 42W 840 2 SR 7 G3	42	120-277	70,000	4700	80	4000
507277	EvoKit 2x4 P 47L 42W 840 2 STEP 7 G3	42	120-277	70,000	4716	80	4000
506758	EvoKit 2x4 P 47L 42W 850 2 SR 7 G3	42	120-277	70,000	4700	80	5000
507129	EvoKit 2x4 P 47L 42W 840 2 0-10 7 G3	42	120-277	70,000	4700	80	4000
507020	EvoKit 2x4 P 47L 42W 850 2 0-10 7 G3	42	120-277	70,000	4700	80	5000
507418	EvoKit 2x4 P 47L 43W 835 2 SR 7 G3	43	120-277	70,000	4528	80	3500
507103	EvoKit 2x4 P 47L 43W 835 2 0-10 7 G3	43	120-277	70,000	4700	80	3500
507376	EvoKit 2x4 P 47L 43W 835 6 0-10 7 G3	43	347	70,000	4700	80	3500
507152	EvoKit 2x4 P 47L 44W 840 1 Mk10 7 G3	44	120	70,000	4716	80	4000
507178	EvoKit 2x4 P 47L 44W 840 5 Mk10 7 G3	44	277	70,000	4716	80	4000
507269	EvoKit 2x4 P 47L 45W 835 2 STEP 7 G3	45	120-277	70,000	4797	80	3500
507137	EvoKit 2x4 P 47L 47W 835 1 Mk10 7 G3	47	120	70,000	4797	80	3500
507160	EvoKit 2x4 P 47L 47W 835 5 Mk10 7 G3	47	277	70,000	4797	80	3500

Product Number	Description	Watts	Volts	Lumen Maintenance (Hrs.) ²	Approx. Lumens ³	CRI	Color Temperature (K)
EvoKit 2'x4' High Performance							
512251	Evokit 2x4 P 47L 34W 840 2 0-10 7 G3 HP	34.0	120-277	70,000	4700	80	4000
512277	Evokit 2x4 P 42L 29W 840 2 0-10 7 G3 HP	29.9	120-277	70,000	4200	80	4000
512228	Evokit 2x4 P 47L 34W 835 2 0-10 7 G3 HP	34.8	120-277	70,000	4700	80	3500
512269	Evokit 2x4 P 42L 30W 835 2 0-10 7 G3 HP	30.6	120-277	70,000	4200	80	3500
512699	Evokit 2x4 P 47L 35W 835 2 SR 7 G3 HP	35.6	120-277	70,000	4700	80	3500
512830	Evokit 2x4 P 47L 34W 840 2 SR 7 G3 HP	34.8	120-277	70,000	4700	80	4000
514711	Evokit 2x4 P 36L 25W 835 2 0-10 7 G3 HP	25.8	120-277	70,000	3600	80	3500

See footnotes on page 6.

EvoKit LED Retrofit Kit 2'x4'

Application

- A highly efficient, visually comfortable, architecturally styled LED retrofit kit designed to replace recessed linear fluorescent troffers.
- Unique modular design offers refreshing new look in the ceiling when compared to traditional fluorescent luminaires.
- Single light bar combined with slanted troffer helps reflect light to reduce glare and provide uniform light distribution making it ideal for applications such as offices, schools, healthcare and retail.
- Excellent color rendering with a CRI above 80.
- Extremely high efficacies up to 118 lumens per watt.
- LEDs are an excellent source for use with controls since dimming or frequent switching does not degrade the performance or life of the source.
- Designed for use with Standard Grid (NEMA "G") or Narrow Grid (NEMA "NFG") ceiling T-Grids.
- High efficiency source and luminaire design help significantly reduce energy consumption and more easily comply with known energy codes.
- Helps meet regulation requirements such as ASHRAE 90.1 and Title 24 when matched with suitable controls.

Construction/Finish

- Simple design allows for quick installation (under 4 minutes) in existing luminaire without the need to break the ceiling plenum.
- Constructed using galvanized steel which helps fight rust and makes for more durable product.
- Minimum depth of only 3" necessary to allow proper clearance and installation of the EvoKit.
- Retrofit kit is powder coated after fabrication with high quality, durable finish to ensure no unfinished edges and avoid future potential of corrosion.
- Components fit together easily without the need for tools during installation.

Electrical

- Multiple driver options available
 - 0-10V dimming satisfies universal voltage requirements.
 - Mark10 leading edge dimming offers ability to dim without pulling neutral wires making it compatible with more existing systems.
 - Step dimming to 40%.
- 5 year limited warranty includes all components of the retrofit kit, including driver, LED board and nonelectrical components."

- Listed with UL and Design Lights Consortium to ensure quality performance and safety standards are met. High efficiency LEDs have a minimum 70,000 hour rated life (L₇₀).

Enclosure

- Diffuser requires no frames or fasteners and can be easily removed from below without tools if needed.

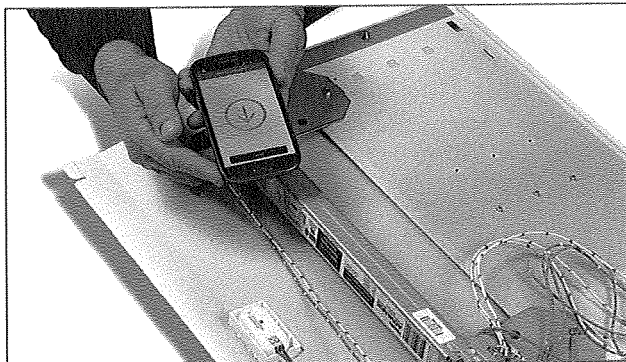
Accessories

- Earthquake cables available for extra securement within the ceiling for areas prone to extreme conditions.
- Suitable for use with Philips 503441 emergency backup.
- Suitable for use with a wide range of control systems.
- Appropriate for new construction when used with standard listed lensed or parabolic troffers.

Prod. No.	Description
502435	EvoKit Accessory Earthquake Cable 317mm
502583	EvoKit 2x4 Replacement Lens
503441	EvoKit Field Installed Emergency Battery Backup

EvoKit with new SimpleSet Technology for wireless lumen level programming

EvoKit with new SimpleSet Technology allows the maximum lumen level to be set prior to installation using a smartphone-based app without requiring power to the luminaire. Available in the 0-10V and SR versions only. The app can be downloaded at Google Play. Please contact your Philips representative for the current list of approved Android smartphones. Distributors can set lumen levels prior to shipping, and contractors can set lumen levels prior to installation. Lumen level is quickly and easily set in two steps:



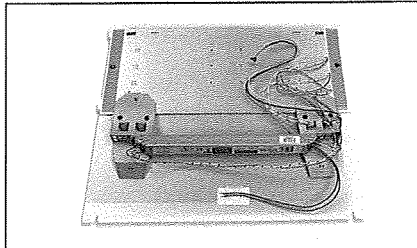
Step 1: Place the smartphone next to the NFC antenna on the driver.

Step 2: Follow the on-screen instructions.

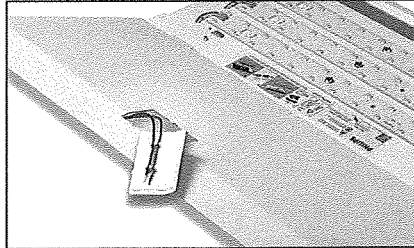
EvoKit LED Retrofit Kit 2'x4'

EvoKitSR with Xitanium SR for connected lighting solutions

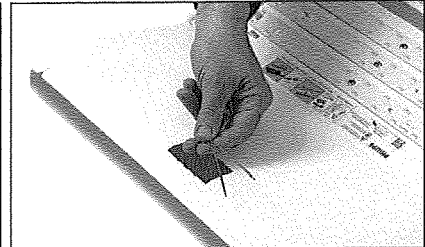
EvoKitSR is a new platform that allows users to choose different control platforms to suit their needs and budget; from simple occupancy and daylight sensing to cloud-connected data-reporting sensing. This empowers users to fine-tune their energy use for reduced energy costs. Contact your Philips representative for a current list of approved sensors. Sensors are connected in the field with just a few simple steps:



Step 1: EvoKitSR is shipped with a plate covering the sensor hole. There are two wires secured to the back of the plate.



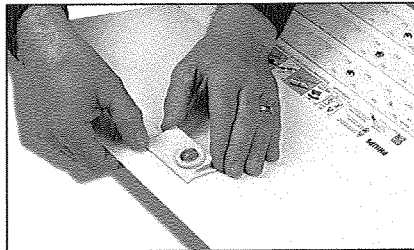
Step 2: The plate can be removed before or after you install EvoKit SR. Just gently slide the plate to one end and remove.



Step 3: Remove the two wires that were secured to the back of the plate.



Step 4: Take these two wires and insert them into the sensor. They are not polarity sensitive.



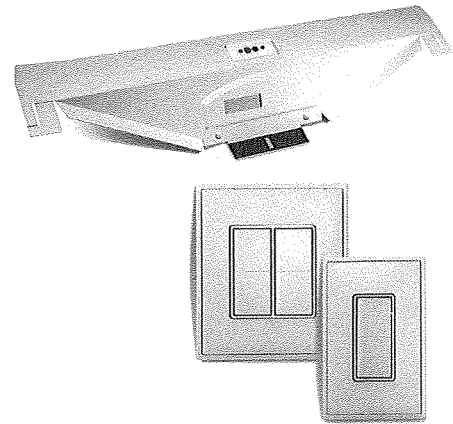
Step 5: Insert the sensor back into the hole. The sensor may or may not require a socket.

SpaceWise Technology 4.1 (SWZ) – To be purchased separately

- Optional SpaceWise automated wireless technology via the unique Philips Evokit SpaceWise Accessory provides integrated occupancy and daylight harvesting for additional control and energy savings. Requiring no system re-wiring, SpaceWise technology is ideal for retrofit applications.
- Occupancy and daylight sensors are integral to each luminaire. Luminaires in large rooms and open plan areas are grouped together up to a maximum of 50 using a handheld remote so room lighting turns on at first sign of occupancy.
- Upon first entry, grouped luminaires brighten up gently to a background level. Once occupants arrive at their workstations,

luminaires in the immediate area brighten up to full illumination and will dim down when no presence is detected. Grouped luminaires will dim to off when no presence is detected in the group.

- Daylight sensing is automatic and re-calibration occurs daily when luminaires turn on.
- The SpaceWise Accessory, when combined in the field with any standard 0-10 dimmable Evokit, will transform the kit into a SpaceWise-enable retrofit kit. There are two variations of the accessory, one for the Evokit 2x4 and on for the Evokit 2x2.



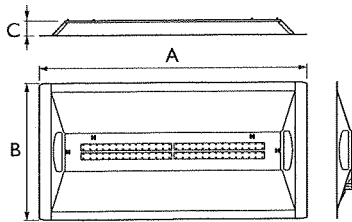
EvoKit			
Model	Initial Lumens	Input Power	Lumens per Watt
EvoKit 2x4 P 42L 36W 840 2 0-10 7 G3 (507038)	4200	36	116
Prod. No.	12NC	Description	
503615	929000726013	EvoKit 2x4 SpaceWise Accessory	
504449	913700359103	Spacewise Programming Tool	
455436	913700364403	Switch/Dimmer	
455428	913700364203	4 position scene selector	

EvoKit with Spacewise (SWZ)			
Model	Initial Lumens	Input Power Max Output (W)	Input Power Background Output (W)
High Power Setting (120/277V)	4200	36	12
Medium Power Setting (120/277V)	3696	32	11
Low Power Setting (120/277V)	3234	28	10
Minimum Power Setting (120/277V)	2772	24	8

EvoKit LED Retrofit Kit 2'x4'

Dimensions

A Face Plate Length	B Face Plate Width	C Height
47.83"	23.9"	2.95"



Energy Saving Solution – 2'x4'

Present Wattage	85 W
x Annual Operating Hours	4,380 hrs
	= 372,300 watt-hours
÷1,000	= 372.3 kWh per year
x kWh rate of \$0.11	= \$40.95 per year
x 125 fixtures	= \$5,119.13 annual energy cost per space

Present Wattage	36 W
x Annual Operating Hours	4,380 hrs
	= 157,680 watt-hours
÷1,000	= 157.68 kWh per year
x kWh rate of \$0.11	= \$17.34 per year
x 125 fixtures	= \$2,167.50 annual energy cost per space

Total Estimated Annual Savings[‡] = \$2,951.63

[‡] Based on 125 fixtures per space operating 4,380 hours a year. 125 fixtures is roughly equivalent to a 10,000 square foot space. kWh rates will vary.

2'x4' EvoKit, P 36L 32W 835 2 0-10 7 G3, 3473 delivered lumens

Catalog No.	x436L
Test No.	1.2
S/MH	1.2
Lamp Type	LED
Ballast	
Lumens/Watt	109
Input Watts	32

Comparative yearly lighting energy cost per 1000 lumens - \$2.20 based on 3000 hours and \$0.08/kWh

The photometric results were obtained in the Design Lights Consortium Test Lab which is NVLAP accredited by the National Institute of Standards and Technology

Photometric values based on tests performed in compliance with LM-79

Candlepower					
Angle	End	45	Cross	Back-45	
0	1239	1239	1239	1239	
5	1220	1232	1252	1229	
15	1167	1179	1199	1173	
25	1062	1075	1096	1067	
35	913	932	957	921	
45	733	764	800	751	
55	550	596	652	585	
65	369	446	511	436	
75	203	296	344	286	
85	65	112	118	102	

Coefficients of Utilization EFFECTIVE FLOOR CAVITY REFLECTANCE 20 PER (pfc=0.20)

pcc	80						70						50					
	70		50		30		70		50		30		50		30			
pw																		
RCR																		
0	118	118	118	115	115	115	111	111	111									
1	108	103	97	105	101	95	95	93	93									
2	97	89	81	94	86	81	83	78	78									
3	89	78	69	86	77	68	73	67	67									
4	81	68	59	79	68	58	65	57	57									
5	75	61	53	72	60	52	58	51	51									
6	68	56	46	67	55	46	53	45	45									
7	64	51	41	63	50	40	47	40	40									
8	59	46	38	57	45	36	44	36	36									
9	56	41	34	55	41	34	40	33	33									
10	53	39	30	51	39	30	38	30	30									

Light Distribution				Average Luminance			
Degrees	Lumens	% Luminaire		Angle	End	45°	Cross
0-30	942	27.1		45	1781	1856	1944
0-40	1522	43.8		55	1647	1785	1954
0-60	2638	76.0		65	1500	1814	2077
0-90	3473	100		75	1344	1963	2287
				85	1271	2198	2329

2'x4' EvoKit, P 42L 39W 835 2 SR 7 G, 4087 delivered lumens

Catalog No.	x442L
Test No.	1.2
S/MH	1.2
Lamp Type	LED
Ballast	
Lumens/Watt	104
Input Watts	39

Comparative yearly lighting energy cost per 1000 lumens - \$2.31 based on 3000 hours and \$0.08/kWh

The photometric results were obtained in the Design Lights Consortium Test Lab which is NVLAP accredited by the National Institute of Standards and Technology

Photometric values based on tests performed in compliance with LM-79

Candlepower					
Angle	End	45	Cross	Back-45	
0	1466	1466	1466	1466	
5	1442	1458	1482	1455	
15	1381	1394	1417	1388	
25	1256	1271	1294	1260	
35	1082	1100	1125	1087	
45	869	900	939	885	
55	648	700	762	686	
65	433	522	597	510	
75	238	345	404	335	
85	76	130	141	122	

Coefficients of Utilization EFFECTIVE FLOOR CAVITY REFLECTANCE 20 PER (pfc=0.20)

pcc	80						70						50					
	70		50		30		70		50		30		50		30			
pw																		
RCR																		
0	118	118	118	115	115	115	111	111	111									
1	108	103	97	105	101	95	95	93	93									
2	97	89	81	94	86	81	83	78	78									
3	89	78	69	86	77	68	73	67	67									
4	81	68	59	79	68	59	65	57	57									
5	75	61	53	72	60	52	58	51	51									
6	68	56	46	67	55	46	53	45	45									
7	64	51	41	63	50	40	47	40	40									
8	59	46	38	57	46	36	44	36	36									
9	56	42	34	55	41	34	40	33	33									
10	53	39	30	51	39	30	38	30	30									

Light Distribution				Average Luminance			
Degrees	Lumens	% Luminaire		Angle	End	45°	Cross
0-30	1114	27.3		45	2111	2187	2281
0-40	1798	44.0		55	1940	2096	2283
0-60	3109	76.1		65	1760	2121	2427
0-90	4087	100		75	1582	2291	2682
				85	1500	2559	2771

EvoKit LED Retrofit Kit 2'x4'

2'x4' EvoKit, P 47L 43W 835 2 0-10 7 G3, 4689 delivered lumens

Catalog No. x447L
 Test No. 1.2
 S/MH
 Lamp Type LED
 Ballast
 Lumens/Watt 101
 Input Watts 47

Candlepower				
Angle	End	45	Cross	Back-45
0	1682	1682	1682	1682
5	1654	1672	1699	1669
15	1582	1598	1626	1592
25	1436	1456	1483	1447
35	1232	1260	1291	1247
45	988	1030	1077	1015
55	737	801	877	788
65	490	598	686	586
75	268	394	463	385
85	83	148	159	139

Comparative yearly lighting energy cost per 1000 lumens - \$2.38 based on 3000 hours and \$0.08/kWh

The photometric results were obtained in the Design Lights Consortium Test Lab which is NVLAP accredited by the National Institute of Standards and Technology

Photometric values based on tests performed in compliance with LM-79

Coefficients of Utilization EFFECTIVE FLOOR CAVITY REFLECTANCE 20 PER (pfc=0.20)

pcc	80				70				50				
	pw	70	50	30	70	50	30	70	50	30	70	50	30
RCR													
0	118	118	118		115	115	115		111	111			
1	108	103	97		105	101	95		95	93			
2	97	89	81		94	86	81		83	78			
3	89	78	69		86	77	68		73	67			
4	81	68	59		79	68	59		65	57			
5	75	61	53		72	60	52		58	51			
6	68	56	46		67	55	46		53	45			
7	64	51	41		63	50	40		47	40			
8	59	46	38		57	46	36		44	36			
9	56	42	34		55	41	34		40	33			
10	53	39	30		51	39	30		38	30			

Light Distribution

Degrees	Lumens	% Luminaire
0-30	1278	27.3
0-40	2063	44.0
0-60	3569	76.1
0-90	4689	100

Average Luminance

Angle	End	45°	Cross
45	2400	2504	2617
55	2207	2400	2627
65	1992	2430	2788
75	1778	2616	3075
85	1630	2926	3136

FOOTNOTES:

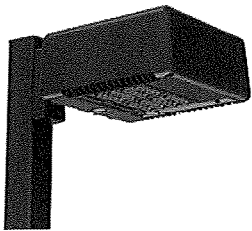
- 1) Please refer to the energy saving chart on page 3 for details.
 - 2) L₇₀ 72,000 hours @ 35°C based on TM21 and LM80.
 - 3) Based on photometric testing consistent with IES LM-79.
- * "Made-To-Order" product is not kept in inventory. Minimum quantities will apply.
 - ** These products do not meet DLC criteria.
 - *** Please visit www.philips.com/warranties for full details.
- † DLC requires the product to meet specific performance requirements regarding: lumen output, spacing criteria, lumens per watt, color temperature, CRI, lifetime and warranty.

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KAD LED LED Area Luminaire

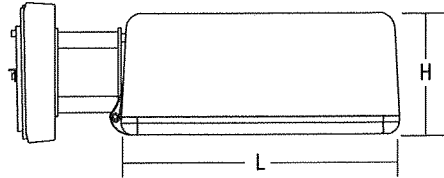


Catalog Number
Notes
Type

Hit the Tab key or mouse over the page to see all interactive elements.

Specifications

EPA:	1.2 ft ² (0.11 m ²)
Length:	17-1/2" (44.5 cm)
Width:	17-1/2" (44.5 cm)
Height:	7-1/8" (18.1 cm)
Weight (max):	36 lbs. (16.4 kg)



Introduction

The Contour® Series luminaires offer traditional square dayforms with softened edges for a versatile look that complements many applications. The KAD LED combines the latest in LED technology with the familiar aesthetic of the Contour® Series for stylish, high-performance illumination that lasts. It is ideal for replacing 100- 400W metal halide in area lighting applications with typical energy savings of 70% and expected service life of over 100,000 hours.

Ordering Information

EXAMPLE: KAD LED 40C 1000 40K R5 MVOLT PUMBAK04 DDBXD

KAD LED							
Series	LEDs	Drive current		CCT	Distribution	Voltage	Mounting ¹
KAD LED	20C ¹ 20 LEDs	530	530 mA ^{1,2}	30K 3000 K	R2 Type II	MVOLT 277 ²	Shipped included SPUMBAK___ Square pole universal mounting adaptor ⁷ RPUMBAK___ Round pole universal mounting adaptor ⁷ SPD___ Square pole RPD___ Round pole WBD___ Wall bracket WWD___ Wood pole or wall Shipped separately 04 4" arm DAD12P Degree arm (pole) 06 6" arm DAD12WB Degree arm (wall) 09 9" arm ⁶ 12 12" arm ⁶ KMA Mast arm external fitter
	30C ¹ 30 LEDs	700	700 mA	40K 4000 K	R3 Type III	120 ³ 347 ^{1,4,5}	
	40C 40 LEDs	1000	1000 mA	50K 5000 K	R4 Type IV	208 ³ 480 ^{1,4}	
	60C 60 LEDs				R5 Type V	240 ³	

Options						Finish (required)			
Shipped installed						Shipped separately¹³			
PER5	NEMA twist-lock five-wire receptacle only (no controls) ⁸	PIR1FC3V	Bi-level, motion/ambient sensor, 8-15' mounting height, ambient sensor enabled at 1fc ⁹	PNMTDD3	Part night, dim till dawn ¹²	WG	Wire guard		
PER7	Seven-wire receptacle only (no controls) ⁸	PIR1HFC3V	Bi-level, motion/ambient sensor, 15-30' mounting height, ambient sensor enabled at 1fc ⁹	PNMT5D3	Part night, dim 5 hrs ¹²				
SF	Single fuse (120, 277, 347V) ³			PNMT6D3	Part night, dim 6 hrs ¹²				
DF	Double fuse (208, 240, 480V) ³			PNMT7D3	Part night, dim 7 hrs ¹²				
PIR	Bi-level, motion/ambient sensor, 8-15' mounting height, ambient sensor enabled at 5fc ⁹	BL30	Bi-level switched dimming, 30% ^{10,11}	HS	Houseside shield ¹³				
PIRH	Bi-level, motion/ambient sensor, 15-30' mounting height, ambient sensor enabled at 5fc ⁹	BL50	Bi-level switched dimming, 50% ^{10,11}						
						DBBXD	Dark bronze	DBBTXD	Textured dark bronze
						DBLXD	Black	DBL BXD	Textured black
						DNAXD	Natural aluminum	DNATXD	Textured natural aluminum
						DWHXD	White	DWHGXD	Textured white

Stock configurations are offered for shorter lead times:

Standard Part Number	Stock Part Number
KAD LED 30C 1000 40K R3 MVOLT PUMBAK09 DDBXD	KADL 30C 40K R3
KAD LED 30C 1000 40K R5 MVOLT PUMBAK09 DDBXD	KADL 30C 40K R5
KAD LED 40C 1000 40K R3 MVOLT PUMBAK09 DDBXD	KADL 40C 40K R3
KAD LED 40C 1000 40K R5 MVOLT PUMBAK09 DDBXD	KADL 40C 40K R5
KAD LED 30C 1000 40K R3 MVOLT PUMBAK09 PIRH DDBXD	KADL 30C 40K R3 PIRH
KAD LED 30C 1000 40K R5 MVOLT PUMBAK09 PIRH DDBXD	KADL 30C 40K R5 PIRH
KAD LED 40C 1000 40K R3 MVOLT PUMBAK09 PIRH DDBXD	KADL 40C 40K R3 PIRH
KAD LED 40C 1000 40K R5 MVOLT PUMBAK09 PIRH DDBXD	KADL 40C 40K R5 PIRH

Accessories

Ordered and shipped separately.

DLL127F 1.5 JU	Photocell - SSL twist-lock (120-277V) ¹⁴
DLL347F 1.5 CUL JU	Photocell - SSL twist-lock (347V) ¹⁴
DLL480F 1.5 CUL JU	Photocell - SSL twist-lock (480V) ¹⁴
DSHORT SBK U	Shorting cap ¹⁴
KADLEDHS 20C U	Houseside shield for 20 LED unit
KADLEDHS 30C U	Houseside shield for 30 LED unit
KADLEDHS 40C U	Houseside shield for 40 LED unit
KADLEDHS 60C U	Houseside shield for 60 LED unit
KMA DDBXD U	Mast arm adaptor (specify finish)
KADWG U	Wire guard accessory
PUMBAK DDBXD U*	Square and round pole universal mounting bracket adaptor (specify finish)

For more control options, visit [DTL](#) and [ROAM](#) online.
*Round pole top must be 3.25" O.D. minimum.

NOTES

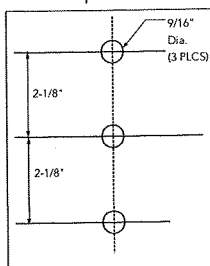
- 20C or 30C LED are not available with 530 Drive Current and 347V or 480V
- Not available with 347 voltage
- MVOLT driver operates on any line voltage from 120-277V (50/60 Hz). Single fuse (SF) requires 120, 277 or 347 voltage option. Double fuse (DF) requires 208, 240 or 480 voltage option.
- Maximum ambient temperature with 347V or 480V is 30°C.
- Not available with 530mA.
- 9" or 12" arm is required when two or more luminaires are oriented on a 90° drilling pattern.
- Available as a separate combination accessory: PUMBAK (finish) U.
- Mounting must be restricted to ±45° from horizontal aim per ANSI C136.10-2010.
- PIR and PIR1FC3V specify the SensorSwitch SBGR-10 ODP control; PIRH and PIR1HFC3V specify the SensorSwitch SBGR-6 ODP control; see Outdoor Control Technical Guide for details. Dimming driver standard.
- Requires an additional switched circuit with same phase as main luminaire power. Supply circuit and control circuit are required to be in the same phase.
- Dimming driver standard. MVOLT only. Not available with 347V, 480V, PER5, PER7 or PNMT options.
- Dimming driver standard. MVOLT only. Not available with 347V, 480V, PER5, PER7, BL30 or BL50.
- Also available as a separate accessory; see Accessories information.
- Requires luminaire to be specified with PER option. Ordered and shipped as a separate line item from Acuity Brands Controls.



Drilling

Template #5

Top of Pole



Tenon Mounting Slipfitter **

Tenon O.D.	Single Unit	2 at 180°	2 at 90° †	3 at 120°	3 at 90° †	4 at 90° †
2-3/8"	T20-190	T20-280	T20-290	T20-320 †	T20-390	T20-490
2-7/8"	T25-190	T25-280	T25-290	T25-320	T25-390	T25-490
4"	T35-190	T35-280	T35-290	T35-320	T35-390	T35-490

** For round pole mounting (RPDXX) only. † Requires 9" or 12" arm.

Performance Data

Lumen Output

Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Contact factory for performance data on any configurations not shown here.

LEDs	Drive Current (mA)	System Watts	Dist. Type	30K (3000 K, 70 CRI)					40K (4000 K, 70 CRI)					50K (5000 K, 70 CRI)				
				Lumens	R	U	G	LPW	Lumens	R	U	G	LPW	Lumens	R	U	G	LPW
20C	530 mA	35W	R2	4,140	1	0	1	118	4,446	1	0	1	127	4,473	1	0	1	128
			R3	4,123	1	0	1	118	4,427	1	0	1	126	4,455	1	0	1	127
			R4	4,128	1	0	1	118	4,433	1	0	1	127	4,460	1	0	1	127
			R5	4,381	2	0	1	125	4,704	3	0	1	134	4,734	3	0	1	135
	700 mA	45W	R2	5,271	1	0	1	117	5,660	1	0	1	126	5,696	1	0	2	127
			R3	5,250	1	0	2	117	5,637	1	0	2	125	5,672	1	0	2	126
			R4	5,256	1	0	2	117	5,644	1	0	2	125	5,679	1	0	2	126
			R5	5,578	3	0	1	124	5,990	3	0	1	133	6,027	3	0	1	134
	1000 mA	73W	R2	7,344	1	0	2	101	7,886	2	0	2	108	7,935	2	0	2	109
			R3	7,314	1	0	2	100	7,854	1	0	2	108	7,903	1	0	2	108
			R4	7,322	1	0	2	100	7,863	1	0	2	108	7,912	1	0	2	108
			R5	7,771	3	0	1	106	8,345	3	0	1	114	8,397	3	0	1	115
30C	530 mA	53W	R2	6,166	1	0	2	116	6,621	1	0	2	125	6,663	1	0	2	126
			R3	6,141	1	0	2	116	6,594	1	0	2	124	6,635	1	0	2	125
			R4	6,148	1	0	2	116	6,602	1	0	2	125	6,643	1	0	2	125
			R5	6,525	3	0	1	123	7,006	3	0	1	132	7,050	3	0	1	133
	700 mA	69W	R2	7,817	2	0	2	113	8,395	2	0	2	122	8,447	2	0	2	122
			R3	7,785	1	0	2	113	8,360	2	0	2	121	8,412	2	0	2	122
			R4	7,794	1	0	2	113	8,370	1	0	2	121	8,422	1	0	2	122
			R5	8,272	3	0	2	120	8,883	3	0	2	129	8,938	3	0	2	130
	1000 mA	108W	R2	10,755	2	0	2	100	11,549	2	0	2	107	11,621	2	0	2	108
			R3	10,711	2	0	2	99	11,502	2	0	2	106	11,574	2	0	2	107
			R4	10,724	2	0	2	99	11,515	2	0	2	107	11,587	2	0	2	107
			R5	11,381	3	0	2	105	12,221	4	0	2	113	12,297	4	0	2	114
40C	530 mA	71W	R2	8,156	2	0	2	115	8,758	2	0	2	123	8,812	2	0	2	124
			R3	8,122	2	0	2	114	8,722	2	0	2	123	8,776	2	0	2	124
			R4	8,132	1	0	2	115	8,732	1	0	2	123	8,786	1	0	2	124
			R5	8,630	3	0	2	122	9,267	3	0	2	131	9,325	3	0	2	131
	700 mA	94W	R2	10,286	2	0	2	109	11,045	2	0	2	118	11,114	2	0	2	118
			R3	10,244	2	0	2	109	11,000	2	0	2	117	11,069	2	0	2	118
			R4	10,256	2	0	2	109	11,013	2	0	2	117	11,081	2	0	2	118
			R5	10,884	3	0	2	116	11,688	4	0	2	124	11,761	4	0	2	125
	1000 mA	141W	R2	13,923	2	0	2	99	14,951	2	0	2	106	15,045	2	0	2	107
			R3	13,866	2	0	3	98	14,890	2	0	3	106	14,983	2	0	3	106
			R4	13,882	2	0	3	98	14,907	2	0	3	106	15,000	2	0	3	106
			R5	14,733	4	0	2	104	15,821	4	0	2	112	15,920	4	0	2	113
60C	530 mA	103W	R2	11,996	2	0	2	116	12,882	2	0	2	125	12,963	2	0	2	126
			R3	11,947	2	0	2	116	12,829	2	0	2	125	12,909	2	0	2	125
			R4	11,961	2	0	2	116	12,844	2	0	2	125	12,925	2	0	2	125
			R5	12,694	4	0	2	123	13,632	4	0	2	132	13,717	4	0	2	133
	700 mA	137W	R2	14,927	2	0	2	109	16,029	3	0	3	117	16,130	3	0	3	118
			R3	14,866	2	0	3	109	15,964	2	0	3	117	16,063	2	0	3	117
			R4	14,884	2	0	3	109	15,982	2	0	3	117	16,082	2	0	3	117
			R5	15,796	4	0	2	115	16,962	4	0	2	124	17,068	4	0	2	125
	1000 mA	216W	R2	19,328	3	0	3	89	20,754	3	0	3	96	20,884	3	0	3	97
			R3	19,248	3	0	3	89	20,669	3	0	4	96	20,799	3	0	4	96
			R4	19,271	3	0	3	89	20,693	3	0	4	96	20,823	3	0	4	96
			R5	20,452	4	0	2	95	21,962	4	0	2	102	22,099	4	0	2	102



Performance Data

Lumen Ambient Temperature (LAT) Multipliers

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

Ambient		Lumen Multiplier
0°C	32°F	1.02
10°C	50°F	1.01
20°C	68°F	1.00
25°C	77°F	1.00
30°C	86°F	1.00
40°C	104°F	0.99

Projected LED Lumen Maintenance

Data references the extrapolated performance projections for the KAD LED platform in a 25°C ambient, based on 10,000 hours of LED testing (tested per IESNA LM-80-08 and projected per IESNA TM-21-11).

To calculate LLF, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.

Operating Hours	0	25,000	50,000	100,000
Lumen Maintenance Factor	KAD LED 60C 1000			
	1.0	0.91	0.86	0.76
	KAD LED 40C 1000			
	1.0	0.93	0.88	0.79
	KAD LED 60C 700			
	1.0	0.98	0.97	0.94

Electrical Load

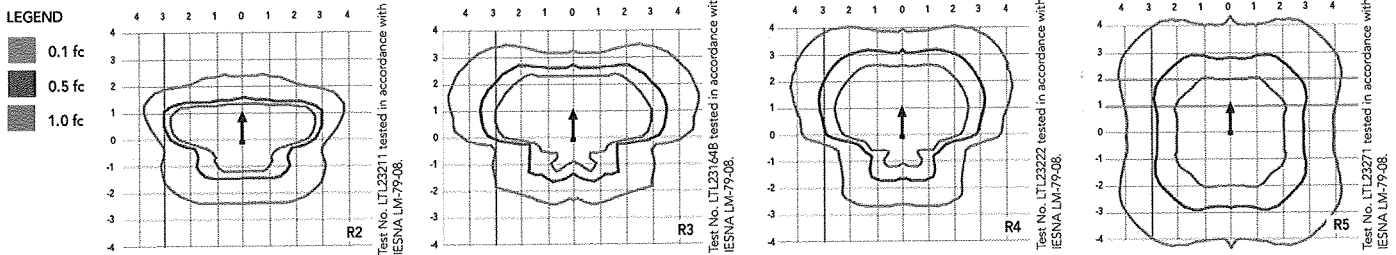
Number of LEDs	Drive Current (mA)	System Watts	Current (A)					
			120	208	240	277	347	480
20	530	35	0.30	0.18	0.16	0.15	-	-
	700	45	0.39	0.23	0.20	0.18	0.15	0.12
	1000	73	0.61	0.35	0.31	0.27	0.22	0.17
30	530	53	0.44	0.26	0.23	0.20	-	-
	700	69	0.58	0.34	0.29	0.26	0.21	0.16
	1000	108	0.90	0.52	0.46	0.40	0.32	0.24
40	530	71	0.60	0.35	0.32	0.29	0.21	0.16
	700	94	0.79	0.46	0.41	0.36	0.27	0.20
	1000	141	1.18	0.68	0.59	0.52	0.42	0.30
60	530	103	0.87	0.50	0.44	0.39	0.29	0.22
	700	137	1.15	0.66	0.58	0.51	0.40	0.29
	1000	216	1.81	1.04	0.92	0.81	0.63	0.47

NOTE: All ratings in this table are for a nominal system operated at 25°C ambient temperature. Current and power specifications in this table do not include branch circuit derating specified in the National Electrical Code. Please observe all applicable electrical codes and ratings.

Photometric Diagrams

To see complete photometric reports or download .ies files for this product, visit Lithonia Lighting's KAD LED homepage.

Isofootcandle plots for the KAD LED 60C 1000 40K. Distances are in units of mounting height (20').



FEATURES & SPECIFICATIONS

INTENDED USE

The energy savings and long life of the KAD LED area luminaire make it a reliable choice for illuminating streets, walkways, parking lots, and surrounding areas.

CONSTRUCTION

Single-piece die-cast, aluminum housing with contoured edges has a 0.12" nominal wall thickness. Die-cast door frame has an impact-resistant, tempered glass lens that is fully gasketed with one piece tubular silicone.

FINISH

Exterior parts are protected by a zinc-infused Super Durable TGIC thermoset powder coat finish that provides superior resistance to corrosion and weathering. A tightly controlled multi-stage process ensures a minimum 3 mils thickness for a finish that can withstand extreme climate changes without cracking or peeling.

OPTICS

Precision-molded refractive acrylic lenses are available in four distributions. Light engines are available in standard 4000K, 3000K or 5000K (70 CRI) configurations.

ELECTRICAL

Light engine consists of high-efficacy LEDs mounted to a metal-core circuit board and aluminum heat sink, ensuring optimal thermal management and long life. Class 1 electronic driver has a power factor >90%, THD <20%, and has an expected life of 100,000 hours with <1% failure rate. Easily-serviceable surge protection device meets a minimum Category C Low (per ANSI/IEEE C62.41.2).

INSTALLATION

Included universal mounting block and extruded aluminum arm facilitate quick and easy installation using nearly any existing drilling pattern. Stainless steel bolts fasten the luminaire to the mounting block securing it to poles or walls. The KAD LED can withstand up to a 1.5 G vibration load rating per ANSI C136.31. The KAD LED also utilizes the standard K-Series (Template #5) for pole drilling.

LISTINGS

CSA certified to U.S. and Canadian standards. Luminaire is IP65 rated. Rated for -40°C minimum ambient.

DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

WARRANTY

5-year limited warranty. Complete warranty terms located at www.acuitybrands.com/CustomerResources/Terms_and_conditions.aspx.

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.



CL Series - 28 Watts

Project: _____ **Date:** _____

Catalog #: _____

Notes: _____

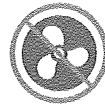
Key Features & Benefits:

- 120-277 VAC
- IP64 Rated
- Omnidirectional
- Suitable for Enclosed Fixtures



Technical Specifications:

- Power: 28 Watts
- Lumen Output: Up to 3,555
- Efficacy (lm/W): Up to 127 Lumens per Watt
- Correlated Color Temperature (CCT): 3000K, 4000K, 5000K
- CRI: >80
- Input Voltage: 120-277 VAC
- Life Span: 40,000 Hours
- Beam Angle: 275°
- Dimensions(ØxH): 3.66" x 7.82"
- Weight(lbs): 1.6 lbs
- Base Type: E39/E26



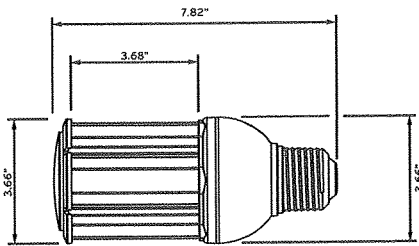
No Fans



No Noise



No Bugs

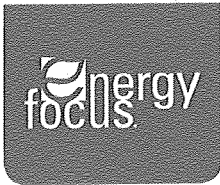


ITEM #	WATTS	LUMEN OUTPUT	EFFICACY (lm/W)	KELVIN	CRI	REBATE
ESL-CL-28W-230	28W	3210	115	3000K	>80	LDL / DLC*
ESL-CL-28W-240	28W	3378	121	4000K	>80	LDL / DLC*
ESL-CL-28W-250	28W	3555	127	5000K	>80	LDL / DLC*

* LDL available on "S" Base types / DLC available on "M" Base types

Example Part Number: ESL-CL-28W-230M

ESL	-	CL	-	28W	-	2	-		-	
ESL		TYPE		WATTS		GENERATION		COLOR		BASE
		CL (CL)		28W (28 Watts)		2 (Series 2)		30 (3000 Kelvin) 40 (4000 Kelvin) 50 (5000 Kelvin)		S (E26) M (E39)



ENLIGHTEN AND INSPIRE

200D Series LED Tube

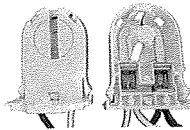
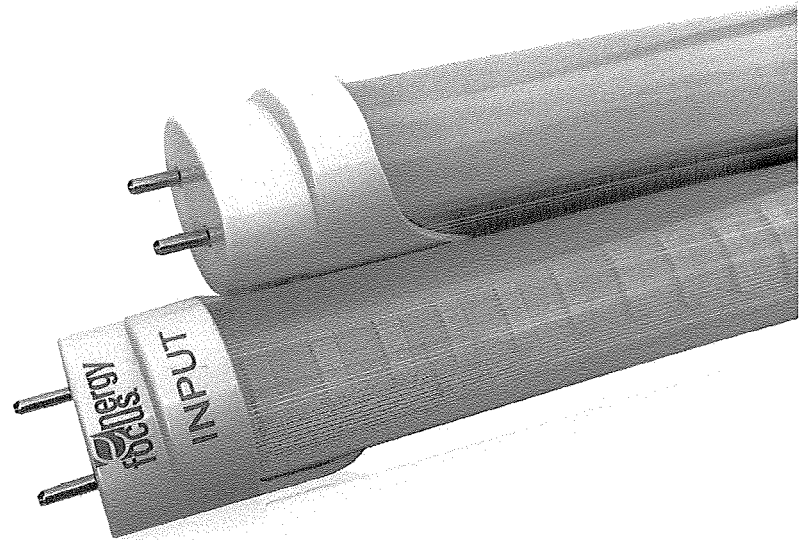
Linear Fluorescent Retrofit Lamp

For: T8 and T12 lamp replacement



Product Specifications

Length	2' and 4' versions available
Body	oval extruded aluminum / polycarbonate lens
Lens	clear (striated) or frosted available
Connection	medium bi-pin (G13) end cap
Input voltage	100-277vac, 50/60hz
Driver	single end power; integrated LED driver
Available colors	warm white 3500k neutral white 4000k cool white 5000k
CRI	>80
Dimming	non-dimmable
Lifetime	rated life of 50,000 hours (L70)
Environmental Requirements	Operating temp: -20 to +50°C
	Storage temp: -30 to +60°C
	Working humidity: 30% to 85%
	Storage humidity: 10% to 90%
Regulatory	UL, cUL, DLC, RoHS



Must use non-shunted lamp holders

200D Series LED Tubes are single ended electrically connected, labeled (Input). The tube's other end is safe for handling, and is mechanically connected, non electrical. Non-shunted lamp holder required. Replacement of existing tombstones recommended when retrofitting.

Meets ANSI standard.

200D SERIES TLED ORDERING GUIDE

PRODUCT LINE	LAMP TYPE	COLOR TEMP*	LENGTH	WATTAGE	SERIES	LENS
LEDFL LED Tube	T8 LAMP	835 Warm White 3500K	2 24"	08 W	228	C Clear
		840 Neutral White 4000K	4 48"	15 W	2B2	F Frosted
		850 Cool White 5000K				



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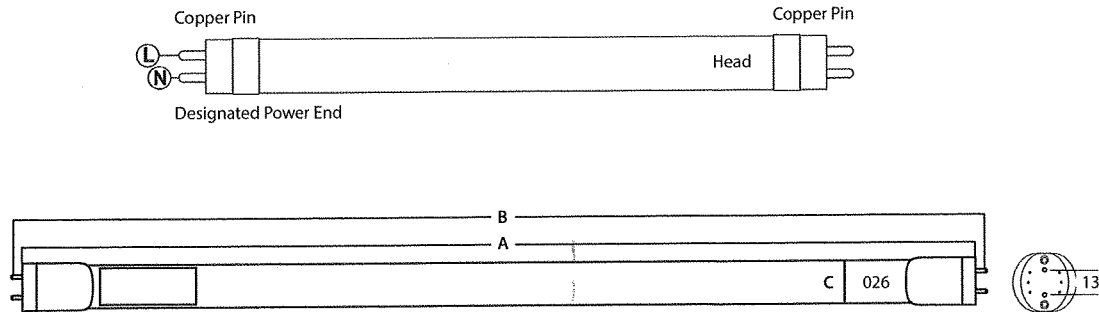
200D Series LED Tube

Product Specification

PART NUMBER	SIZE NOMINAL	POWER	LUMINOUS FLUX	EFFICACY	VOLTAGE	POWER FACTOR
LEDFLT8-8XX-208-228C	(24") 2'	8 W	1000 lm	125 lm/W	100-277 VAC	>0.9
LEDFLT8-8XX-208-228F	(24") 2'	8 W	900 lm	113 lm/W	100-277 VAC	>0.9
LEDFLT8-8XX-415-228C	(48") 4'	15 W	1800 lm	120 lm/W	100-277 VAC	>0.9
LEDFLT8-8XX-415-228F	(48") 4'	15 W	1650 lm	110 lm/W	100-277 VAC	>0.9

PART NUMBER	SIZE NOMINAL	WEIGHT	A (MAX) MM	B (MAX) MM	C (MAX) MM	UL PART NUMBER
LEDFLT8-8XX-208-228C	(24") 2'	0.42 lbs	590	640	26	3AJ810086
LEDFLT8-8XX-208-228F	(24") 2'	0.42 lbs	590	64	26	3AJ810086
LEDFLT8-8XX-415-228C	(48") 4'	0.75 lbs	1200	1214	26	3AJ810156
LEDFLT8-8XX-415-228F	(48") 4'	0.75 lbs	1200	1214	26	3AJ810156

LED LIGHT TUBE WIRING DIAGRAM



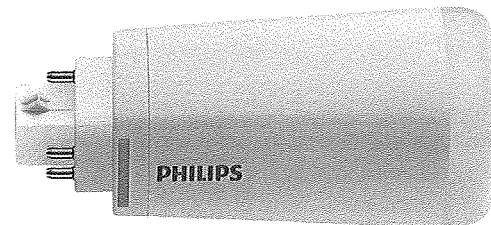
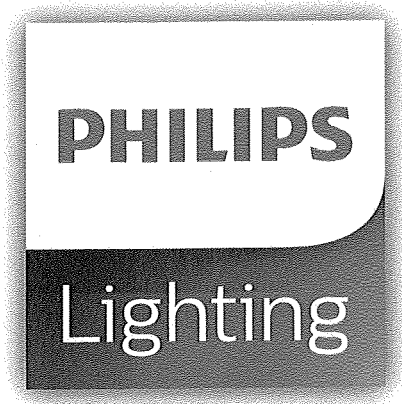
ACCESSORIES

- Single lampholder, no wires (Model no. LEDFLSLH-G13NS-SBOG)
- Pair of two (2) lampholders, one with 3' wires (Model no. LEDFLSLH-G13NS-SNETGW)
- Single lampholder, with 3' wires (Model no. LEDFLSLH-G13NS-SBOGW)



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LED InstantFit Lamps

10.5PL-C/T LED/26V-4000 IF 4P 10/1

Philips LED T8 InstantFit Lamps are an ideal energy saving choice for existing linear fluorescent fixtures.

Product data

General Information	
Main Application	Industrial
Nominal Lifetime (Nom)	40000 h
Switching Cycle	50000X
B50L70	40000 h
Light Technical	
Color Code	840 [CCT of 4000K (841)]
Beam Angle (Nom)	120 °
Luminous Flux (Nom)	1300 lm
Luminous Flux (Rated) (Nom)	1300 lm
Rated Beam Angle	120 °
Correlated Color Temperature (Nom)	4000 K
Color Consistency	<6
Color Rendering Index (Nom)	82
LLMF At End Of Nominal Lifetime (Nom)	70 %
Operating and Electrical	
Input Frequency	50 to 60 Hz
Power (Rated) (Nom)	10.5 W
Starting Time (Nom)	0.5 s
Warm Up Time To 60% Light (Nom)	instant full light
Power Factor (Nom)	0.9

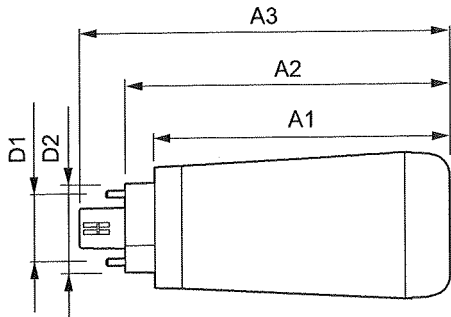
Voltage (Nom)	120-277 V
Temperature	
T-Ambient (Max)	35 °C
T-Ambient (Min)	-20 °C
T-Storage (Max)	65 °C
T-Storage (Min)	-40 °C
T-Case Maximum (Nom)	77 °C
Controls and Dimming	
Dimmable	No
Mechanical and Housing	
Product Length	100 mm
Approval and Application	
Energy Saving Product	Yes
Suitable For Accent Lighting	No
Energy Efficiency Label (EEL)	A+
Approval Marks	CE marking UL certificate RoHS compliance KEMA Keur certificate
Energy Consumption kWh/1000 h	14.5 kWh

LED InstantFit Lamps

Product Data	
Order product name	10.5PL-C/T LED/26V-4000 IF 4P 10/1
EAN/UPC - Product	046677458430
Order code	929001181404
Numerator - Quantity Per Pack	1

Numerator - Packs per outer box	10
Material Nr. (12NC)	929001181404
Net Weight (Piece)	0.090 kg

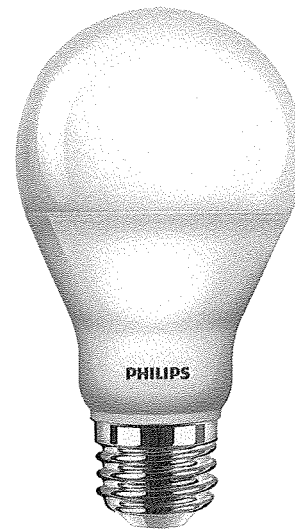
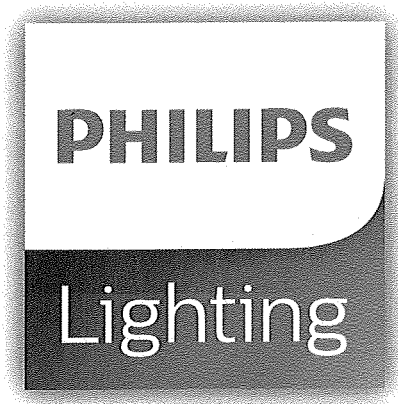
Dimensional drawing



Product	D1	D2	A1	A2	A3
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LEDtube 100mm 10.5W/840





A-Shape LED

9A19/AMB/850/DIM 120V 6/1

Philips A-shape Dimmable LED lamps are the smart LED alternative to standard incandescents. The unique lamp design provides omi-directional light with excellent dimming performance.

Product data

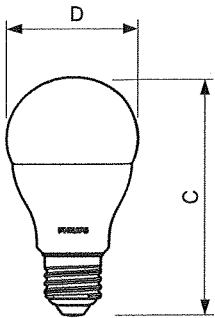
General Information	
Cap-Base	E26 [Single Contact Medium Screw]
Bulb Shape	A19 (A19)
Nominal Lifetime (Nom)	25000 h
Switching Cycle	50000X
Technical Type	9-60W
Light Technical	
Color Code	850 [CCT of 5000K (2)]
Initial lumen (Nom)	800 lm
Luminous Flux (Rated) (Nom)	800 lm
Color Designation	Daylight
Correlated Color Temperature (Nom)	5000 K
Luminous Efficacy (rated) (Nom)	88,88 lm/W
Color Consistency	ANSI
Color Rendering Index (Nom)	80
LLMF At End Of Nominal Lifetime (Nom)	70 %
Operating and Electrical	
Input Frequency	60 Hz
Power (Rated) (Nom)	9 W
Lamp Current (Nom)	100 mA
Wattage Equivalent	60 W

Starting Time (Nom)	0.5 s
Warm Up Time To 60% Light (Nom)	0.5 s
Power Factor (Nom)	0.7
Voltage (Nom)	120 V
Temperature	
T-Case Maximum (Nom)	95 °C
Controls and Dimming	
Dimmable	Yes
Mechanical and Housing	
Bulb Finish	Frosted (FR)
Approval and Application	
Suitable For Accent Lighting	Yes
Product Data	
Order product name	9A19/AMB/850 DIM 120V
Order code	455881
Numerator - Quantity Per Pack	1
Numerator - Packs per outer box	6
Material Nr. (12NC)	929001197004

A-Shape LED

Net Weight (Piece)	0.084 kg
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Dimensional drawing



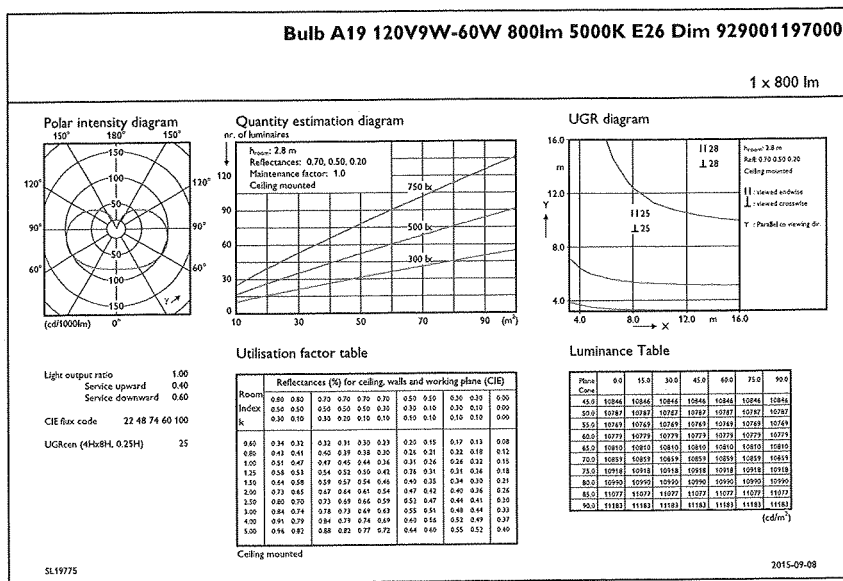
Product	D	C
9A19/AMB/850 DIM 120V	61.4 mm	109.8 mm

Bulb A19 9W-60W 800lm 300D 5000K E26 D

A-Shape LED

Photometric data

General Uniform Lighting



TASK ORDER

Date: January 10rd, 2017

Task Order No. 1

This Task Order No. 1 (this "Task Order") entered into between:

Sierra County Office of Education ("Owner"), (SCOE)
PO Box 955 – 109 Beckwith Road
Loyalton, California 96118

And

SmartWatt Energy, Inc. ("SmartWatt")
3 Rosell Drive
Ballston Lake, NY 12019

Is made pursuant to that certain Master Services Agreement between the Parties made effective June 15th, 2016 (the "MSA"),

The terms of the MSA are incorporated herein by this reference, and shall be fully binding and controlling as to the Parties, as if fully set forth herein. Capitalized terms used but undefined herein shall have the meanings ascribed to them in the MSA.

1. **The Project**: The Construction Phase for Prop 39 Rounds 1 will include relamping and / or retrofitting interior light fixtures, installing motion control sensors, replacing exterior fixtures and replacing existing exit signs located at SCOE in Loyalton.

The Scope of Work Includes

1. ELECTRICAL

- a. Follow the attached Scope of Work Table to meet the needs of the occupants and the energy calculations provided to SCOE for the energy efficient lighting upgrade.
- b. Lock out and tag out the spaces while work is being executed according to the mutually agreed upon installation schedule.
- c. Visqueen all indoor areas to reduce debris from occupant workspace. Clean each space of any installation debris to condition said room was in upon arrival.
- d. Using OSHA approved equipment, access each fixture and remove the existing lamp and ballast.
 - i. Contain the lamp without breaking it to be sent out for recycling
- e. Once original equipment is removed, Clean existing lens and fixture reflectors to reduce dust depreciation.

- f. Repower (un-tag, un-lock) the spaces and verify that everything is functional.
- 2. CHECK OUT/INSTALLATION START UP & VERIFICATION**
- a. Power on the space and verify that all lamps power on and that all switches function normally. Troubleshoot to ensure proper functionality of each fixture and lighting control.
- 3. DEMOLITION AND RECYCLING**
- a. All demolition and removal shall be done in compliance with local and state codes.
 - b. Old lamps must be securely boxed, palletized and stored in one central location.
 - c. In the event of PCB ballasts being discovered, they must be stored and secured in a 50 gallon drum lined with 6mm plastic lining.
 - d. All other scrap ballasts and potential scrap metal disposal to be done through dumpster provided.
 - e. Cardboard, cellophane and other packaging material to be disposed of in designated dumpster.
- 4. SCHEDULE**
- a. Provide price for 1st and 2nd shift installation hours
- 5. INCLUSIONS**
- a. Labor and incidental materials like wire nuts, Wago connectors, tech screws etc. Core material like lamps and ballasts to be provided by SmartWatt.
 - b. Warranty service work as pertaining to installation defect and customer training.
- 6. EXCLUSIONS**
- a. Hazardous material abatement
 - b. Excludes correction of unknown existing system deficiencies
 - c. Cutting, patching, and painting
 - d. Fireproofing patch back, fire protection and service
 - e. LEED Certification or evaluation
 - f. Inspections, Permits and fees
 - g. Priming & framing
 - h. Trash dumpster
 - i. Type I indemnity clauses
 - j. Installing access doors
 - k. Roof patch and repairs
 - l. Structural engineering
- 7. ASSUMPTIONS**
- a. SmartWatt will be provided with a secure staging area at each school, where in material can be stored, sorted and prepared for installation

- b. Secure disposal locations will either be provided by SCOE or SmartWatt and their installation team will have access to facility disposal.
- c. Prevailing wage project see <http://www.dir.ca.gov/OPRL/PWD/index.htm> for prevailing wage determinations.
- d. Normal business working hours 8am to 5pm with possible after hour work sessions depending on construction schedule.

See Appendix A at the end of this document for a detailed inventory of lighting retrofits

2. Compensation and Payment:

Payment for the Work is to be a fixed price (the "Fixed Price") in the amount of Fifty Five Thousand Three Hundred and Sixty Eight Dollars (\$55,368).

Payment terms are Net 30. Within twenty (20) days from the date of execution of this Task Order, SmartWatt shall submit to Owner a schedule of values apportioned to the various divisions or phases of the Work. Each line item contained in the schedule of values shall be assigned a monetary price such that the total of all items shall equal the full amount of the Fixed Price.

The rate retainage on each progress payment shall be five (5%) percent. This retainage shall also be reduced upon Substantial Completion to the value of the Work remaining in order to achieve Final Completion. All remaining retainage will be paid with the payment due upon Final Completion.

The Payment Application for final payment on the fixed Price shall be accompanied by:
i) Final lien waivers from all subcontractors and suppliers; ii) all close-out documents such as as-built drawings, manufacturers' warranties, and operating manuals; and iii) any other documentation as Owner may reasonably request.

3. Work Schedule/Time.

- i. Estimated 20 week design, permit installation and commissioning.
- ii. Assume 1st shift installation hours.

4. Security Matters

- i. SmartWatt shall comply with the provisions of Education Code section 45125.1 concerning the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of its employees, unless the Owner has determined pursuant to Education Code section 45125.2 that, under the totality of the circumstances, based on the Work to be performed pursuant to this Task Order, SmartWatt, and any of its subcontractors and employees,

will have only limited contact with the Owner’s pupils. SmartWatt shall not allow any employee to have contact with the Owner’s pupils until such time as SmartWatt has verified in writing to the Owner that the employee has not been convicted of a felony, as defined in Education Code section 45122.1. SmartWatt shall ensure that its employees, agents, and employees or agents of its subcontractors comply with this Section and the applicable provisions of the Education Code. SmartWatt shall verify its compliance with this Section for each employee on a form provided by the Owner.

- ii. To the extent SmartWatt or any of its subcontractors are providing construction services on school facilities of the Owner, SmartWatt shall comply with the provisions of Education Code section 45125.2 to ensure the safety of pupils, and will not be subject to Education Code section 45125.1 as provided therein. The Owner shall specify the appropriate security measures, as set forth in Education Code section 45125.2, to be implemented.
- iii. Separate from the requirements of the Education Code, SmartWatt shall comply with all health, safety, and security measures established by the Owner.

Sierra County Office of Education

SmartWatt Energy, Inc.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date _____

Date _____

Scope of Work

Action Number	Fixture Location	Quantity	Description of Fixture Work	Description of Control Work
1	Office #1	12	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
2	Office #2	12	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
3	Office #3	10	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
4	Office #4	10	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
5	Restroom #1 Women's	1	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
6	Restroom #2 Men's	1	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Wall Sensor Switch
7	Restroom #3 Men's	2	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Wall Sensor Switch
8	Restroom #4 Women's	2	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
9	Office #6	10	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
10	Office #7	16	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
11	Portable #8 Women's Restroom	2	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
12	Portable #8 Men's Restroom	2	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
13	Portable #9	16	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
14	Portable #10	16	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
15	Portable #11	16	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
16	Maintenance Portable	4	Rebuild existing (2) lamp fixture by bypassing the existing ballast and replacing it with new LED 15 watt tubes with direct wire installation.	Wireless Lutron Ceiling Sensor
17	Special Education	14	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
18	Special Education Office	2	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
19	Special Education Hallway	4	Rebuild existing (2) lamp fixture by bypassing the existing ballast and replacing it with new LED 15 watt tubes with direct wire installation.	Wireless Lutron Wall Sensor Switch
20	Special Education Hallway	1	Rebuild existing (2) lamp fixture by bypassing the existing ballast and replacing it with new LED 15 watt tubes with direct wire installation.	Wireless Lutron Wall Mount Sensor
21	Restroom	1	Rebuild existing (2) lamp fixture by bypassing the existing ballast and replacing it with new LED 15 watt tubes with direct wire installation.	Wireless Lutron Wall Sensor Switch
22	Janitor's Closet	1	Relamp existing bulb with a new LED 8 watt twist bulb.	Wireless Lutron Wall Sensor Switch

23	Restroom	1	Rebuild existing (2) lamp fixture by bypassing the existing ballast and replacing it with new LED 15 watt tubes with direct wire installation.	Wireless Lutron Wall Sensor Switch
24	Office	4	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
25	Office	4	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
26	Pre School Classroom	9	Retrokit existing recessed grid mounted troffer fixtures with new LED 36 watt 4K retrofit kit.	Wireless Lutron Ceiling Sensor
27	Pre School Classroom	4	Rebuild existing (2) lamp fixture by bypassing the existing ballast and replacing it with new LED 15 watt tubes with direct wire installation.	-
28	C - Exterior Mini CFL wallpacks w/Photo	27	Relamp existing bulb with a new LED 8 watt twist bulb.	-
29	H - Canopy Lights HPS 50	4	Retrokit the existing exterior Metal Halide fixture with a new LED high powered screw in lamp and bypass the existing ballast.	-
30	Barnyard Style Mercury Vapor Fixture	2	Retrokit the existing exterior Metal Halide fixture with a new LED high powered screw in lamp and bypass the existing ballast.	-
31	Par 30 w/ motion	2	Relamp existing bulb with a new LED 8 watt twist bulb.	-
32	Pole Area Light, MV 150	1	Replace existing Metal Halide shoebox pole light fixture with a new LED 78 watt shoebox fixture with an integrated dimmable motion sensor.	-

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Students

AR 5141.21

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Note: The following administrative regulation reflects requirements for the administration of medication to students on a continuing medication regimen or in emergency medical situations at school or a school-related activity. The district should consult legal counsel as necessary to ensure that all legal requirements are met.

Education Code 49414.7, which authorized trained, unlicensed school personnel to administer anti-seizure medication to students with epilepsy, repealed on its own terms effective January 1, 2017. However, districts may choose to continue to train unlicensed school personnel to administer anti-seizure medication under the general authority in Education Code 49423 and 5 CCR 600-611, as interpreted by the California Supreme Court in American Nurses Association v. Torlakson. Such administration must be contingent upon a physician's written authorization for unlicensed personnel to administer the medication to the particular student. The district may revise the following regulation to reflect any district requirements related to the administration of such medication.

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

~~Emergency medical assistance for a student suffering an epileptic seizure means the administration of an emergency antiseizure medication such as diazepam rectal gel and other emergency medications approved by the federal Food and Drug Administration for patients suffering from epileptic seizures. (Education Code 49414.7; 5 CCR 621)~~

Note: Education Code 49414, as amended by AB 1386 (Ch. 374, Statutes of 2016), defines "epinephrine auto-injector" as follows.

Epinephrine auto-injector means a disposable ~~drug delivery system with a spring-activated needle that is~~ device designed for ~~emergency administration~~ the automatic injection of a premeasured dose of epinephrine into the human body to ~~provide rapid, convenient first aid for persons suffering a~~

~~potentially fatal~~ prevent or treat a life-threatening allergic reaction ~~to anaphylaxis.~~ (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Notifications to Parents/Guardians

Note: Pursuant to Education Code 48980, districts must notify parents/guardians, at the beginning of each school year, of their rights and responsibilities (see section "Parent/Guardian Responsibilities" below) under Education Code 49423 pertaining to the administration of medication by school employees and self-administration of epinephrine by students. Though notification is not required for self-administration of any medication other than epinephrine, it is recommended that the annual notification include other medications to facilitate implementation by school personnel.

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

Note: Education Code 49423 and 5 CCR 600 authorize districts to administer prescribed medication only upon receipt of written statements from the student's authorized health care provider and parent/guardian. Appropriate statements must be received before students are allowed to carry and self-administer diabetes medication pursuant to Education Code 49414.5, auto-injectable epinephrine pursuant to Education Code 49423, or asthma medication pursuant to Education Code 49423.1. Districts may choose to allow students to carry and self-administer other types of medication beyond those authorized by the Education Code. If so, the district should modify the following section accordingly. See the accompanying Board policy.

1. Providing parent/guardian and authorized health care provider written statements each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, ~~49414.7~~, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician and updating the information when needed. (Education Code 49480)

~~3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency antiseizure medication administered to him/her within the past four hours on a school day. (Education Code 49414.7)~~

3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

Note: 5 CCR 603 authorizes the district to establish specific requirements regarding the parent/guardian's written statement. The following list should be modified to reflect the district's requirements.

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration

4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands that he/she may terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

Health Care Provider Statement

Note: Education Code 49423 and 49423.1 and 5 CCR 602 list items that the authorized health care provider's written statement must contain, as specified in items #1-5 below. Districts that request additional information in the statement should modify the following list accordingly.

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer ~~auto-injectable epinephrine or prescribed~~ prescribed medication during school hours, the authorized health care provider's written statement shall include:

~~diabetes or asthma medication during school hours, the authorized health care provider's written statement shall include:~~

1. Clear identification of the student (Education Code ~~49414.7,~~ 49423, 49423.1; 5 CCR 602, ~~626~~)

2. The name of the medication (Education Code ~~49414.7~~, 49423, 49423.1; 5 CCR 602, ~~626~~)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code ~~49414.7~~, 49423, 49423.1; 5 CCR 602, ~~626~~)
4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)

55. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)

Note: Items #6-8 below may be revised to reflect district practice.

- ~~6.~~ For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
- ~~67.~~ Possible side effects of the medication
8. Name, address, telephone number, and signature of the student's authorized health care provider

District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer emergency antiseizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7; 5 CCR 626) receives appropriate training from the school nurse or other qualified medical personnel.

~~1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary~~

~~2. Any potential adverse responses by the student and recommended mitigation actions, including when to call emergency services~~

~~3. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class and the length of time he/she should be under direct observation~~

~~4. A statement that, following a seizure, a school administrator or other staff member shall contact the school nurse and the student's parent/guardian to continue the observation plan~~

District Responsibilities

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered
4. Maintain for each student a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained

(cf. 5125 - Student Records)

7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

8. Report to a student's parent/guardian and the site administrator any refusal by the student to take his/her medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects

11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
- ~~13. Provide immediate medical assistance if needed and report~~ 13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance
14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Additional Requirements for Management of Epileptic Seizures

~~In addition to applicable provisions in the sections above, the Superintendent or designee shall make arrangements for assisting students with epilepsy who may suffer a seizure at school. Such arrangements shall include the following: (~~

Emergency Epinephrine Auto-Injectors

Note: Education Code 49414.7; ~~5 CCR 620-627)~~

~~1.Services or Accommodations: Whenever a parent/guardian requests that a nonmedical district employee be trained to provide emergency medical assistance to his/her child, the parent/guardian shall be notified that the child may qualify for services or accommodations pursuant aid to 20 USC 1400-1482, the Individuals with Disabilities Education Act (IDEA), or 29 USC 794, Section 504 of the federal Rehabilitation Act of 1973 (Section 504).~~

~~The Superintendent or designee shall assist the parent/guardian to explore that option and shall encourage him/her to adopt the option if the student is determined to be eligible for such service or accommodation.~~

~~If the student's parent/guardian refuses to have him/her assessed for services or accommodations under IDEA or Section 504, the Superintendent or designee may develop an individualized health plan, seizure action plan, or other appropriate health plan designed to acknowledge and prepare for the student's health care needs in school.~~

~~2.Request for Volunteers: The Superintendent or designee shall distribute an electronic notice to school staff no more than twice per school year per student whose parent/guardian has requested~~

~~provision of emergency medical assistance pursuant to Education Code 49414.7. The notice shall be in bold print and, in accordance with Education Code 49414.7, shall contain a description of the request for a volunteer school employee, the training that such volunteer school employee will receive, the voluntary nature of the program, and the timelines for the volunteer school employee to rescind his/her offer. No other means of soliciting volunteer school employees shall be conducted.~~

~~If no employee volunteers to administer emergency antiseizure medication to a student, the Superintendent or designee shall again notify the student's parent/guardian of the option to have the student assessed for services and accommodations under IDEA or Section 504.~~

~~3. Training: Any employee who volunteers to administer an emergency antiseizure medication shall receive from a licensed health care professional the training specified in 5 CCR 623 before administering such medication. The training shall include, but is not limited to:~~

~~a. Recognition and treatment of different types of seizures~~

~~b. Administration of an emergency antiseizure medication~~

~~c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room~~

~~d. Techniques and procedures to ensure student privacy~~

~~When a trained employee has not administered an emergency antiseizure medication to a student within two years after completing the training and a student who may need the administration of an emergency antiseizure medication is enrolled in the school, the employee shall be retrained in order to retain the ability to administer an emergency antiseizure medication.~~

~~4. Notification of Administration: The Superintendent or designee shall establish a process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency antiseizure medication to a student at a school site.~~

~~5. Supervision of Volunteers: Volunteer school employees shall be supervised by a licensed health care professional in accordance with 5 CCR 627.~~

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

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

Note: Education Code 49414 specifies topics to be included in training for employees who volunteer to be trained in the use of epinephrine auto-injectors. Education Code 49414 requires the Superintendent of Public Instruction (SPI), in consultation with specified agencies and organizations, to review the minimum standards for the training at least every five years. These standards are available on the California Department of Education's web site.

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414, and shall be based on the standards developed by the Superintendent of Public Instruction ~~(SPI)~~. Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: Education Code 49414 specifies the type of epinephrine auto-injectors that must be provided to each school and the district personnel authorized to obtain the prescriptions. The following paragraphs may be revised to reflect the position(s) assigned to fulfill this responsibility and the grade levels maintained by the district.

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414)

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

A school may accept gifts, grants, and donations from any source for the support of the school in carrying ~~out~~ the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

(cf. 3580 - District Records)

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

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Sierraville, California

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Loyalton, California

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Sierra County/Sierra-Plumas Joint USD

Board Policy

Students

BP 5141.21

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Note: The following **optional** policy and accompanying administrative regulation apply to the administration of medication to students pursuant to Education Code 49414, 49414.3, 49414.5, 49423, and 49423.1 and the permissive guidelines in 5 CCR 600-611. Education Code 49414.3, as added by AB 1748 (Ch. 557, Statutes of 2016), authorizes districts to make emergency naloxone hydrochloride or another opioid antagonist available to school nurses or trained personnel who have volunteered to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose.

Education Code 49414.7, which authorized trained, unlicensed school personnel to administer medication to students with epilepsy suffering from seizures, is repealed on its own terms effective January 1, 2017. Although the procedures in Education Code 49414.7 are no longer required, health providers may train unlicensed school personnel to administer medication, including emergency anti-seizure medication, pursuant to the general authority in Education Code 49423 and 5 CCR 600-611, as interpreted by the California Supreme Court in *American Nurses Association v. Torlakson*.

This policy and regulation do not address situations in which a district might be engaged in a collaborative arrangement with another entity for the provision of school health services to students; see BP/AR 5141.6 - School Health Services.

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

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

Note: 5 CCR 604 authorizes a parent/guardian to administer medication to his/her child or designate an individual to administer the medication, as specified below. In addition, California law allows students to carry and self-administer medication needed for the treatment or management of certain medical conditions, when the district has received a written request from the student's parent/guardian and written authorization from the student's authorized health care provider, as specified in the accompanying administrative regulation. Students have legal authorization to self-administer diabetes medication pursuant to Education Code 49414.5, auto-injectable epinephrine for anaphylactic reactions pursuant to Education Code 49423, and inhaled asthma medication pursuant to Education Code 49423.1. Pursuant to 5 CCR 605, districts may choose

to allow students to carry and self-administer other types of medication beyond those specifically authorized by the Education Code.

For the administration of medication to other students during school or school-related activities, the Superintendent or designee may shall develop protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

(cf. 1250 - Visitors/Outsiders)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 6116 - Classroom Interruptions)

The Superintendent or designee shall make available epinephrine auto-injectors at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

Note: The following **optional** paragraph may be revised to reflect district practice. The U.S. Department of Health and Human Services and the Centers for Disease Control and Prevention recommend that a district's emergency and disaster preparedness plan include procedures for dealing with medical emergencies, such as a pandemic flu outbreak or public disaster.

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Administration of Medication by School Personnel

Note: Various provisions of state law allow districts to train nonmedical district employees (i.e., those who do not possess a medical license) to provide medical assistance to students at school when a credentialed school nurse or other licensed individual is unavailable. For example, Education Code 49414, 49414.3, 49414.5, 49423, and 49423.1 specifically authorize the use of trained, unlicensed school employees to administer medications to students suffering from allergic reactions, opioid overdose, severe hypoglycemia, or asthma. Moreover, in *American Nurses Association v. Torlakson*, the California Supreme Court held that, as with other prescription medications, state law permits trained, unlicensed school personnel to administer insulin to students where a physician has determined that unlicensed school personnel may safely and appropriately administer the medication. The medication must be administered in accordance with a written health care provider statement and parental consent.

When ~~Any~~ allowed by law, medication prescribed to a student by an authorized health care provider, ~~including, but not limited to, emergency antiseizure medication~~ may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the

physician has authorized administration of medication by unlicensed personnel for a ~~student who suffers epileptic seizures, auto-injectable epinephrine, insulin, or glucagon, may be administered by the school nurse or other particular student, by other~~ designated school personnel ~~only when the Superintendent or designee has received written statements from both~~ with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. ~~(Education Code 49414.7, 49423; 5 CCR 600)~~ Such personnel shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

The

~~When medically unlicensed school personnel are authorized by law to administer any medication to students, such as emergency antiseizure medication, auto-injectable epinephrine, insulin, or glucagon, the Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered.- At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. -Such trained, unlicensed designated school personnel may be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.3, 49414.5, 49414.7, 49423, 49423.1)~~

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

~~School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.~~

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.3 Emergency medical assistance; administration of medication for opioid overdose

49414.5 Providing school personnel with voluntary emergency training

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 *Continuing medication regimen; notice*
BUSINESS AND PROFESSIONS CODE
 2700-2837 *Nursing, especially:*
 2726 *Authority not conferred*
 2727 *Exceptions in general*
 3501 *Definitions*
 4119.2 *Acquisition of epinephrine auto-injectors*
 4119.8 *Acquisition of naloxone hydrochloride or another opioid antagonist*
CODE OF REGULATIONS, TITLE 5
 600-611 *Administering medication to students*
UNITED STATES CODE, TITLE 20
 1232g *Family Educational Rights and Privacy Act of 1974*
 1400-1482 *Individuals with Disabilities Education Act*
UNITED STATES CODE, TITLE 29
 794 *Rehabilitation Act of 1973, Section 504*
COURT DECISIONS
American Nurses Association v. Torlakson, (2013) 57 Cal.4th 570

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS
Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006
Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015
Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007
Program Advisory on Medication Administration, 2005
NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS
Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003
WEB SITES
 CSBA: <http://www.csba.org>
 American Diabetes Association: <http://www.diabetes.org>
 California Department of Education: <http://www.cde.ca.gov/ls/he/hn>
 National Diabetes Education Program: <http://www.ndep.nih.gov>
 U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

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

Policy adopted: April 10, 2007
 revised: April 13, 2010
 revised: June 14, 2011
 revised: May 8, 2012
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Loyalton, California

Policy Reference UPDATE Service

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Sierra County/Sierra-Plumas Joint USD

Board Policy

Instruction

BP 6146.1(a)

HIGH SCHOOL GRADUATION REQUIREMENTS

Education Code 60851.5 provides that the administration of the California High School Exit Examination and the requirement that each student completing grade 12 successfully pass the exam as a condition of receiving a diploma or graduating from high school are suspended for the 2015-16, 2016-17, and 2017-18 school years.

The Governing Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

Note: Education Code 51225.3 specifies the courses that a student is required to complete in order to graduate from high school as listed in items #1-6 below.

Pursuant to Education Code 66204, each district that maintains a high school also is required to develop a process for submitting courses to the University of California to ensure that they align with the "a-g" course requirements for college admission.

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Three courses in mathematics (Education Code 51225.3)

Beginning in the 2011-12 school year, all high school students beginning in the ninth grade will take three consecutive years of math classes. At least one mathematics course, or a combination of two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete three mathematics courses in grades 9-12. (Education Code 51224.5)

Note: The following optional paragraph is for use only by districts that require more than two courses in mathematics for graduation and should be deleted by other districts. Pursuant to Education Code 51225.3 and

51225.35, a district that requires more than two courses in mathematics may award up to one mathematics course credit for an approved computer science course, as defined. Any such course must have been approved by the University of California as a "category c" (mathematics) course in the university's "a-g" course admission criteria; see BP 6143 - Courses of Study.

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6152.1 - Placement in Mathematics Courses)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

Note: Education Code 51225.3 authorizes the Board to include a course in career technical education (CTE) as an alternative to the visual or performing arts or foreign language course requirement for high school graduation. If the Board chooses to do so, it must, at a regular Board meeting prior to allowing a CTE course as an alternative, notify parents/guardians, students, teachers, and the public of information specified in Education Code 51225.3. In addition, the information must be included in the district's annual notification to parents/guardians pursuant to Education Code 48980; see the accompanying administrative regulation. Districts that do not allow this alternative course requirement should delete references to CTE in item #5 below.

5. One course in visual or performing arts, foreign language, including American Sign Language, or career technical education (CTE) (Education Code 51225.3)

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

(cf. 6142.2 - World/Foreign Language Instruction)

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

(cf. 6142.7 - Physical Education and Activity)

Note: Pursuant to Education Code 51225.3, the Board may prescribe additional coursework (e.g., health education, service learning) or other requirements (e.g., portfolios or senior projects) that district students must complete in order to obtain a diploma. If the Board does so, such courses or projects should be listed below.

If the district requires a course in health education for graduation, Education Code 51225.36 requires that the district include instruction in sexual harassment and violence, including, but not limited to, information on the

affirmative consent standard pursuant to Education Code 67386. Also see AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction.

In addition, pursuant to Education Code 51225.6, as added by AB 1719 (Ch. 556, Statutes of 2016), a district that requires a course in health education for graduation is required to include instruction in compression-only cardiopulmonary resuscitation beginning in the 2018-19 school year. See AR 6143 - Courses of Study.

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.4 - Service Learning/Community Service Classes)

(6142.8 - Comprehensive Health Education)

7. One course in state requirements

8. Completion, in grade 12 or academic equivalent, one senior project, the requirements of which are determined and outlined by the high school faculty and administration, to include a research paper, project activity and formal presentation.

With the inception of an eight-period block schedule, the unit requirements are 300 Credits.

Note: Education Code 51225.3 requires the Board to adopt alternative means for students to complete the prescribed course of study; see BP/AR 6146.11 - Alternative Credits Toward Graduation.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

~~The Superintendent or designee shall exempt or waive specific course requirements for foster youth, homeless students, and children of military families in accordance with Education Code 51225.1 and 49701.~~

Exemptions and Waivers

Note: Education Code 51225.1 requires the district to exempt from any district-adopted graduation requirements a foster youth or homeless student who transfers into the district or between district high schools any time after completing his/her second year of high school, unless the Superintendent or designee makes a finding that the youth is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school; see AR 6173.1 - Education for Foster Youth and AR 6173 - Education for Homeless Children. AB 2306 (Ch. 464, Statutes of 2016) amends Education Code 51225.1 to extend this exemption and related requirements to a student transferring from a juvenile court school any time after his/her second year of high school; see AR 6173.3 - Education for Juvenile Court School Students.

Pursuant to Education Code 51225.1, within 30 calendar days of the transfer of a foster youth, homeless student, or former juvenile court school student, the district is required to provide notice to the student of the availability of the exemption and whether the student qualifies for it. If the district fails to provide that notification, the student will be eligible for the exemption once notified, even if the notification is received after the termination of the court's jurisdiction over the foster youth or former juvenile court school student or after the homeless student ceases to be homeless.

Education Code 51225.1 also provides that, if an exempted student completes the statewide coursework requirements before the end of his/her fourth year of high school, the district or a district school must not require or request that he/she graduate before the end of his/her fourth year of high school.

Any complaint alleging the district's failure to comply with the requirements of Education Code 51225.1 may be filed using the district's uniform complaint procedures pursuant to 5 CCR 4600-4687; see BP/AR 1312.3 - Uniform Complaint Procedures.

A foster youth, homeless student, or former juvenile court school student who transfers into the district any time after completing his/her second year of high school shall be required to complete all graduation requirements specified in Education Code 51225.3 but shall be exempt from any additional district-adopted graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether he/she qualifies for it. (Ed Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.6 - Parental Notifications)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.3 - Education for Juvenile Court School Students)

In addition, the Superintendent or designee shall facilitate the on-time graduation of children of military families by waiving specific course requirements for graduation if the student has satisfactorily completed similar coursework in another district. (Education Code 49701)

(cf. 6173.2 - Education for Children of Military Families)

Retroactive Diplomas

Until July 31, 2018, any student who completed grade 12 in the 2003-04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 60851.6)

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service.

A deceased former student who satisfies these conditions may be granted a retroactive diploma to be received by his/her next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school
 48200 Compulsory attendance
 48412 Certificate of proficiency
 48430 Continuation education schools and classes
 48645.5 Acceptance of coursework
 48980 Required notification at beginning of term
 49701 Interstate Compact on Educational Opportunity for Military Children
 51224 Skills and knowledge required for adult life
 51224.5 Algebra instruction
 51225.1 Exemption from district graduation requirements
 51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course
 51225.3 High school graduation
 51225.35 Mathematics course requirements; computer science
 51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation
 51225.5 Honorary diplomas; foreign exchange students
 51225.6 Compression-only cardiopulmonary resuscitation
 51228 Graduation requirements
 51240-51246 Exemptions from requirements
 51250-51251 Assistance to military dependents
 51410-51412 Diplomas
 51420-51427 High school equivalency certificates
 51430 Retroactive high school diplomas
 51440 Retroactive high school diplomas
 51450-51455 Golden State Seal Merit Diploma
 51745 Independent study restrictions
 56390-56392 Recognition for educational achievement, special education
 60851.5 Suspension of high school exit examination
 60851.6 Retroactive diploma; completion of all graduation requirements except high school exit examination
 66204 Certification of high school courses as meeting university admissions criteria
 67386 Student safety; affirmative consent standard

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of students from grade 12 and credit toward graduation
 4600-4687 Uniform complaint procedures

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
 California Department of Education, High School: <http://www.cde.ca.gov/ci/g/hs>
 University of California, List of Approved a-g Courses:
<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

SIERRA COUNTY OFFICE OF EDUCATION

Sierraville, California

Regulation

approved: April 10, 2007

revised: September 14, 2010

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Loyalton, California

Sierra County/Sierra-Plumas Joint USD

Board Policy

Instruction

BP 6154(a)

HOMEWORK/MAKEUP WORK

The Governing Board recognizes that ~~meaningful~~ homework ~~contributes toward building responsibility, self-discipline and life-long~~ assignments can be a valuable extension of student learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects and assist students, in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

The Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians ~~and staff to view.~~

Homework assignments shall be reasonable in length and appropriate to the grade level and course. Teachers shall assign homework only as ~~a routine and important part of students' daily lives~~ necessary to fulfill academic goals and reinforce current instruction.

(cf. 6011 - Academic Standards)

~~The Superintendent or designee shall ensure that administrators and teachers develop and implement an effective homework plan at each school site. As needed, teachers may receive training in designing relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Teachers' expectations related to homework may be addressed in their evaluations.~~

(cf. 4131 - Staff Development)

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive credit for work that is completed late in order to encourage their continued learning.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines also shall be included in student and/or parent handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Although it is the student's responsibility to ~~do most homework~~ undertake assignments independently, ~~the Board expects teachers at all grade levels to use~~ parents/guardians may serve as a contributing resource, and are encouraged to ensure that their child's homework assignments are completed. When ~~students~~ a student repeatedly ~~fail~~ fails to ~~do their~~ complete his/her homework, ~~parents/guardians shall be notified and asked to contact the teacher-~~ shall notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

Note: The following paragraph should be revised to reflect district practice. Pursuant to Education Code 8482.3, before-school and after-school programs operated under the After School Education and Safety Program (Education Code 8482-8484.65) and/or the federal 21st Century Community Learning Center program (Education Code 8484.7-8484.9; 20 USC 7171-7176) are required to include an educational and literacy component in which tutoring or homework assistance is provided in language arts, mathematics, history-social science, computer training, and/or science. If the district offers a before-school or after-school program under the 21st Century High School After School Safety and Enrichment for Teens program for grades 9-12 (Education Code 8420-8428; 20 USC 7171-7176), the program must include an academic assistance program, which may include homework assistance. See AR 5148.2 - Before/After School Programs. In addition, some districts offer a supervised study hall elective which high school students can take instead of other electives.

To further support students' homework efforts, the Superintendent or designee may establish and maintain telephone help lines, provide access to school library media centers and technological resources, and/or provide before-school and after-school ~~centers~~ programs where students can receive ~~encouragement and clarification about~~ homework assignments assistance from teachers, volunteers, and/or ~~more advanced~~ student tutors. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students ~~who are performing community service.~~ to make use of homework support services.

(cf. 1240 - Volunteer Assistance)

(cf. 1700 - Relations between Private Industry and the Schools)

(cf. 3541 - Transportation Routes and Services)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6112 - School Day)

(cf. 6142.4 - Service Learning ~~through~~ (Community Service) Classes)

(cf. 6163.1 - Library Media Centers)

Teachers shall review all completed homework to assess the student's understanding of academic content and shall provide timely feedback to the student.

Makeup Work

: Pursuant to Education Code 48205, students who miss school work because of an excused absence must be given full credit for makeup work satisfactorily completed within a reasonable period of time. State law does not require districts to give full credit for makeup work following an unexcused absence. However, CSBA's governance brief Research-Supported Strategies to Improve the Accuracy and Fairness of Grades recommends that student absence be dealt with separately from determining students' academic understanding and progress. Thus, the following paragraph provides for full credit to be awarded for satisfactory completion of makeup work regardless of the reason for the absence, an approach which is consistent with BP/AR 5121 - Grades/Evaluation for Student Achievement. Also see BP/AR 5113.1 - Chronic Absence and Truancy for strategies to address excessive excused

and/or unexcused absences. The district may revise the following paragraph to reflect district practice, provided that it ensures compliance with Education Code 48205.

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. ~~(Education Code 48205)~~
(cf. 5113 - Absences and Excuses)

~~Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. The final decision shall rest with the teacher, who may make allowances for mitigating circumstances.~~

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

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

Legal Reference:

EDUCATION CODE

8420-8428 21st Century High School After School Safety and Enrichment for Teens

8482-8484.65 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

48205 Absences for personal reasons

48913 Completion of work missed by suspended student

48980 Parental notifications

UNITED STATES CODE, TITLE 20

7171-7176 21st Century Community Learning Centers

Management Resources:

CSBA PUBLICATIONS

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades, Governance Brief, July 2016

WEB SITES

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

California State PTA: <http://www.capta.org>

Policy

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

adopted: April 10, 2007

revised: February 14, 2017

Policy Reference UPDATE Service

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Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Instruction

AR 6164.6(a)

IDENTIFICATION AND EDUCATION UNDER SECTION 504

Note: Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794) prohibits discrimination on the basis of disability. The following **optional** administrative regulation focuses on district procedures for identifying and evaluating students who are eligible to receive a free appropriate public education (FAPE) under Section 504 and is consistent with guidance from the U.S. Department of Education Office for Civil Rights (OCR), which is responsible for enforcing the provisions of Section 504 and also for receiving and handling complaints from parents/guardians, students, and advocates.

Pursuant to 34 CFR 104.7, the district is required to designate the person(s) responsible for the overall implementation of the requirements of Section 504. The district should fill in the blanks below to specify the position title and contact information of the designated employee(s).

The Superintendent designates the following position as the district's 504 Coordinator to implement the requirements of Section 504 of the federal Rehabilitation Act of 1973: (34 CFR 104.7)

School Psychologist
111 Beckwith Road
Loyalton, CA 96118
(530) 993-4485

Definitions

Note: The following definitions are consistent with the Americans with Disabilities Act (ADA) Amendments Act of 2008 (42 USC 12101-12213), and its implementing regulations (28 CFR 35.101-35.190, as amended by 81 Fed. Reg. 53203).

For the purpose of implementing Section 504 ~~of the Rehabilitation Act of 1973~~, the following terms and phrases shall have only the meanings specified below:

Free appropriate public education (FAPE) means the provision of regular or special education and related aids and services designed to meet the individual educational needs of a student with disabilities as adequately as the needs of ~~nondisabled~~ students without disabilities are met, ~~without~~ at no cost to the student or his/her parent/guardian, except when a fee is ~~imposed on nondisabled~~ specifically authorized by law for all students. (34 CFR 104.33)

(cf. 3260 - Fees and Charges)

Note: Pursuant to 28 CFR 35.108, a student is considered to have a disability when he/she has a physical or mental impairment that substantially limits a major life activity, has a record of such impairment, or is regarded as having such impairment. Accordingly, a student may have a disability and technically meet eligibility requirements under

Section 504, but not actually need any services. A Dear Colleague Letter issued by OCR in July 2016 clarifies that a district is not required to provide additional services to a student with a disability if the student does not need any special education or related service as a result of the disability. However, Section 504 still requires districts to protect a student who has a record of or is regarded as having such an impairment from discriminatory treatment. For example, it would be discriminatory and thus illegal to prohibit a student who has a record of bone cancer, even if currently in remission, from trying out for the basketball team based on his/her history of cancer. As added by 81 Fed. Reg. 53203, 28 CFR 35.108 expands and clarifies the definition of "disability" and its associated terms. In general, the term "disability" must be interpreted broadly, in favor of providing "expansive coverage" to the maximum extent permitted by the ADA.

Student with a disability means a student who has a physical or mental impairment which substantially limits one or more major life activities. (~~34~~28 CFR ~~104.3~~35.108)

Note: As added by 81 Fed. Reg. 53203, 28 CFR 35.108 defines "physical and mental impairment" and provides a nonexhaustive list of conditions that qualify as physical and mental impairments, updated to include dyslexia, attention deficit hyperactivity disorder (ADHD), and disorders and conditions affecting the immune and circulatory systems. In the event that these conditions fall within the disabilities categories specified in the Individuals with Disabilities Education Act (IDEA), then the student may need to be considered for services under that law; see BP/AR 6164.4 - Identification and Evaluation of Individuals for Special Education.

Physical impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more ~~of the following~~ body systems: such as neurological; musculoskeletal, special sense organs; respiratory, ~~(including speech organs)~~, cardiovascular; reproductive, digestive, genito-urinary; immune, hemic ~~and~~, lymphatic; skin; and endocrine. (~~34~~28 CFR ~~104.3~~35.108)

Mental impairment means any mental or psychological disorder, such as ~~mental retardation~~ intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. (~~34~~28 CFR ~~104.3~~35.108)

Note: 28 CFR 35.108, as added by 81 Fed. Reg. 53203, requires the term "substantially limits" to be construed broadly. An impairment is a disability if it substantially limits the ability of an individual to perform a major life activity as compared to most people in the general population. Such comparison usually does not require scientific, medical, or statistical evidence. An impairment need not prevent or significantly or severely restrict the performance of a major life activity in order to qualify as substantially limiting.

28 CFR 35.108 also provides that (1) in determining whether or not an impairment substantially limits a major life activity, the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses, may not be considered; (2) an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active; and (3) an impairment that substantially limits one major life activity need not substantially limit other major life activities in order to be considered a substantially limiting impairment. Additionally, 28 CFR 35.108 expands the definition of "major life activities" to include the operation of specific major bodily functions.

Substantially limits major life activities means limiting a person's ability to perform functions, as compared to most people in the general population, such as caring for himself/herself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, writing, communicating, and working. *Major life activities* also includes major bodily functions such as functions of the immune system, special sense organs and skin, normal cell growth, ~~and~~ digestive, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and

reproductive functions. ~~Substantially, as well as the operation of an individual organ within a body system. The determination of whether an impairment substantially limits a student's major life activities shall be determined~~made without regard to the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses. ~~Mitigating measures include~~are measures that an individual may use to eliminate or reduce the effects of an impairment, including, but ~~are~~not limited to, medications, medical supplies or equipment, prosthetic devices, assistive devices, reasonable modifications or auxiliary aids or services, learned behavioral, or adaptive neurological modifications ~~which an individual may use to eliminate or reduce the effects of an impairment~~, psychotherapy, behavioral therapy, or physical therapy. (42 USC 12102; ~~34~~28 CFR ~~104.3~~35.108)

Referral, Identification, and Evaluation

Note: 34 CFR 104.35 requires the district to conduct an evaluation of any student who needs or is believed to need special education or related services under Section 504. However, the law does not require a specific procedure for referral of a student for the evaluation. Items #1-2 below provide such a procedure and should be modified to reflect district practice.

Any action or decision to be taken by the district involving the referral, identification, or evaluation of a student with disabilities shall be in accordance with the following procedures:

1. A parent/guardian, teacher, other school employee, student success team, or community agency may refer a student to the principal or 504 Coordinator for identification as a student with a disability under Section 504.

(cf. 6164.5 - Student Success Teams)

2. Upon receipt of any such referral, the principal, 504 Coordinator, or other qualified individual with expertise in the area of the student's suspected disability shall consider the referral and determine whether an evaluation is appropriate. ~~This determination shall be based on a review of the student's school records, including those in academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs.~~

If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards available, as described in the "Procedural Safeguards" section below.

3. ~~If it is determined that~~ the student needs or is believed to need special education or related services under Section 504, the district shall conduct an evaluation of the student prior to his/her initial placement. (34 CFR 104.35)

Note: OCR has interpreted Section 504 to require districts to obtain parent/guardian permission for initial evaluations. Although the law is silent on the form of parent/guardian consent, it is recommended that the district obtain such consent in writing. The following paragraph should be modified to reflect district practice.

Prior to conducting an initial evaluation of a student for eligibility under Section 504, the district shall obtain written parent/guardian consent.

Note: 34 CFR 104.35 requires that the district's evaluation and placement procedures include the elements specified in items #a-c below.

The district's evaluation procedures shall ensure that the tests and other evaluation materials: (34 CFR 104.35)

- a. Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers
- b. Are tailored to assess specific areas of educational need and are not merely designed to provide a single general intelligence quotient
- c. Reflect the student's aptitude or achievement or whatever else the tests purport to measure rather than his/her impaired sensory, manual, or speaking skills, except where those skills are the factors that the tests purport to measure

Section 504 Services Plan and Placement

Services and placement decisions for students with disabilities shall be determined as follows:

1. A ~~multi-disciplinary~~multidisciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions.

The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. (34 CFR 104.35)

In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34. (34 CFR 104.35)

Note: While there is no specific requirement that a Section 504 services plan (sometimes called an accommodation plan) be in writing, it is strongly recommended that the district develop a written plan for each student detailing the regular and/or special education and related services that the student will be provided in order to ensure that the student is receiving FAPE in accordance with 34 CFR 104.33.

2. If, upon evaluation, a student is determined to be eligible for services under Section 504, the team shall meet to develop a written 504 services plan which shall specify the types of regular or special education services, accommodations, and supplementary aids and services necessary to ensure that the student receives FAPE.

The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

3. If the 504 team determines that no services are necessary for the student, the record of the team's meeting shall reflect whether or not the student has been identified as a **disabled** person with a disability under Section 504 and shall state the basis for the determination that no special services are presently needed. –The student's parent/guardian shall be informed in writing of his/her rights and procedural safeguards, as described in the "Procedural Safeguards" section below.
4. The student shall be placed in the regular educational environment, unless the district can demonstrate that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs. (34 CFR 104.34)

Note: The law does not specify a time frame for completion of the evaluation and placement process, but OCR requires completion within "a reasonable amount of time." Generally, compliance with the timelines in the IDEA will be considered "reasonable" and thus in compliance with Section 504. However, Section 504 does not provide for an automatic suspension of the timelines during extended breaks or when schools are not in session, as is permitted for the IDEA-associated timelines pursuant to Education Code 56043 and 56321. For timelines under the IDEA, see AR 6164.4 - Identification and Evaluation of Individuals for Special Education.

5. The district shall complete the identification, evaluation, and placement process within a reasonable time frame. The district shall adhere to this time frame regardless of any extended school breaks or times that school is otherwise not in session.
6. A copy of the student's Section 504 services plan shall be kept in his/her student record. The student's teacher(s) and any other staff who provide services to the student shall be informed of the plan's requirements.

If a student transfers to another school within the district, the principal or designee at the school from which the student is transferring shall ensure that the principal or designee at the new school receives a copy of the plan prior to the student's enrollment in the new school.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5125 - Student Records)

Review and Reevaluation

Note: 34 CFR 104.35 requires the district to establish procedures for the periodic reevaluation of a student who has been identified as needing services under Section 504. A reevaluation procedure consistent with the IDEA is one means of meeting this requirement. The following section should be modified to reflect district practice.

The 504 team shall monitor the progress of the student and, at least annually, shall review the effectiveness of the student's Section 504 services plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of ~~nondisabled~~ students without disabilities are met. In addition, each student with a disability under Section 504 shall be reevaluated at least once every three years.

Note: As part of its responsibilities pursuant to 34 CFR 104.35, the district is required to reevaluate a student's needs before a significant change in his/her placement. Examples of actions that might constitute a "significant change in placement" triggering a reevaluation include, but are not limited to, expulsions; suspensions that exceed 10 school days within a school year; or removal from a fully integrated curriculum to a resource room, home instruction, independent study, or continuation school.

A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement. (34 CFR 104.35)

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Procedural Safeguards

Note: 34 CFR 104.36 requires districts to adopt a system of procedural safeguards which must include the rights of parents/guardians to receive notice, examine relevant records, have an impartial hearing in which they would have an opportunity to participate and be represented by legal counsel, and a process for review of the hearing and decision as detailed in the following section.

Timelines suggested in this section should be revised to reflect district practice; however, OCR requires that the due process hearing procedures be completed within a "reasonably prompt time frame."

The Superintendent or designee shall notify the parents/guardians of students with disabilities of all actions and decisions by the district regarding the identification, evaluation, or educational placement of their children. He/she also shall notify the parents/guardians of all the procedural safeguards available to them if they disagree with the district's action or decision, including an opportunity to examine all relevant records and an impartial hearing in which they shall have the right to participate. (34 CFR 104.36)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

Note: 34 CFR 104.36 requires that the district's procedural safeguards for Section 504 include an impartial hearing to resolve disagreements about the provision of FAPE. This Section 504 due process hearing is separate from the due process hearing procedures under the IDEA and from the district's uniform complaint procedures, which are used to resolve complaints regarding discriminatory treatment (e.g., harassment or accessibility issues). See BP/AR 1312.3 - Uniform Complaint Procedures.

If a parent/guardian disagrees with any district action or decision regarding the identification, evaluation, or educational placement of his/her child under Section 504, he/she may request a Section 504 due process hearing within 30 days of that action or decision.

Note: According to OCR, the parent/guardian cannot be required to participate in an administrative review prior to exercising his/her right to a Section 504 due process hearing. Districts with questions should consult legal counsel, as appropriate.

Prior to requesting a Section 504 due process hearing, the parent/guardian may, at his/her discretion, but within 30 days of the district's action or decision, request an administrative review of the action or decision. -The Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue and the administrative review shall be held within 14 days of receiving the parent/guardian's request. -If the parent/guardian is not satisfied with the resolution of the issue, or if the parent/guardian did not request an administrative review, he/she may request a Section 504 due process hearing.

A Section 504 due process hearing shall be conducted in accordance with the following procedures:

1. The parent/guardian shall submit a written request to the Coordinator within 30 days of receiving the district's decision or, if an administrative review is held, within 14 days of the completion of the review. The request for the due process hearing shall include:
 - a. The specific nature of the decision with which he/she disagrees
 - b. The specific relief he/she seeks
 - c. Any other information he/she believes is pertinent to resolving the disagreement
2. Within 30 days of receiving the parent/guardian's request, the Superintendent or designee and 504 Coordinator shall select an impartial hearing officer. This 30-day deadline may be extended for good cause or by mutual agreement of the parties.
3. Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day deadline may be extended for good cause or by mutual agreement of the parties.
4. The parties to the hearing shall be afforded the right to:
 - a. Be accompanied and advised by legal counsel and by individuals with special knowledge or training related to the problems of students with disabilities under Section 504
 - b. Present written and oral evidence
 - c. Question and cross-examine witnesses
 - d. Receive written findings by the hearing officer stating the decision and explaining the reasons for the decision

If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

Notifications

The Superintendent or designee shall ensure that the district has taken appropriate steps to notify students and parents/guardians of the district's duty under Section 504. (34 CFR 104.32)

(cf. 5145.6 - Parental Notifications)

Regulation

adopted: April 10, 2007

revised: June 19, 2013

revised: February 14, 2017

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

SIERRA COUNTY OFFICE OF EDUCATION

Sierraville, California

Loyalton, California

Policy Reference UPDATE Service

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Sierra County/Sierra-Plumas Joint USD

Board Policy

Instruction

BP 6164.6

IDENTIFICATION AND EDUCATION UNDER SECTION 504

Note: The following policy and accompanying administrative regulation address the identification and education of students who may be eligible for services under the provisions of Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794; 34 CFR 104.1-104.39). Pursuant to 34 CFR 104.33, eligible students are entitled to a free appropriate public education (FAPE) which is designed to meet the student's individual educational needs as adequately as the needs of students without disabilities are met. Enforcement of Section 504 requirements is the responsibility of the U.S. Department of Education's Office for Civil Rights (OCR), which monitors districts' policies, processes, and practices to ensure legal compliance.

A student may be identified as a student with a disability under Section 504 even though he/she is not identified as a child with a disability under the federal Individuals with Disabilities Education Act (IDEA) (20 USC 1400-1482). The identification of students eligible for special education and related services under the IDEA is addressed at BP/AR 6164.4 - Identification and Evaluation of Individuals for Special Education.

The Governing Board believes that all children, including children with disabilities, should have anthe opportunity to learn in a safe and nurturing environment. The district Superintendent or designee shall work to identify children with disabilities who reside within itsthe jurisdiction of the district in order to ensure that they receive educational and related services required by law.

Note: Section 504 of the Rehabilitation Act of 1973 and its implementing regulations (34 CFR 104.1-104.39) prohibit discrimination on the basis of disability in district programs and activities; see BP 0410 - Nondiscrimination in District Programs and Activities.

The Superintendent or designee shall provide identifiedqualified students with disabilities with a free appropriate public education, (FAPE), as defined under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of nondisabled students without disabilities are met. (34 CFR 104.33)

- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 0430 - Comprehensive Local Plan for Special Education)*
- (cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*
- (cf. 5141.22 - Infectious Diseases)*
- (cf. 5141.23 - Asthma Management)*
- (cf. 5141.24 - Specialized Health Care Services)*
- (cf. 5141.27 - Food Allergies/Special Dietary Needs)*
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*
- (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

Note: Pursuant to 34 CFR 104.33, as interpreted by OCR in its January 2013 Dear Colleague Letter, a district's responsibility under Section 504 extends to providing students with disabilities equal opportunity to participate in extracurricular athletics and other nonacademic programs or activities that constitute the overall educational program.

In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the district's basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities. (34 CFR 104.37)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6145.5 - Student Organizations and Equal Access)

Note: The following **optional** paragraph may be revised to reflect district practice. Education Code 52060 requires that the district adopt a local control and accountability plan (LCAP) that includes annual goals, aligned with specified state priorities, to be achieved for all students and for each numerically significant subgroup as defined in Education Code 52052. Pursuant to Education Code 52052, students with disabilities are one of the numerically significant subgroups whose needs must be addressed in the LCAP, when there are at least 30 students with disabilities in the district or a school. See BP/AR 0460 - Local Control and Accountability Plan.

The district's local control and accountability plan shall include goals and specific actions to improve student achievement and other outcomes of students with disabilities. At least annually, the Superintendent or designee shall assess the district's progress in attaining the goals established for students with disabilities and shall report these results to the Board. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

In providing services to students with disabilities under Section 504, the Superintendent or designee shall ensure district compliance with law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications. -Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the "Procedural Safeguards" section of the accompanying administrative regulation.

Note: The following **optional** paragraph ensures the availability of hearing officers to conduct impartial hearings to resolve disagreements about the provision of FAPE, pursuant to 34 CFR 104.36.

The Superintendent or designee shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract with the district in any other capacity except as hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.

Legal Reference:

EDUCATION CODE

49423.5 *Specialized physical health care services*

52052 *Numerically significant student subgroups*

52060-52077 *Local control and accountability plan*

56043 *Special education, timelines*

56321 *Assessment; development of IEP; parental notifications, consent*

CODE OF REGULATIONS, TITLE 5

3051.12 *Health and Nursing Services*

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

705 Definitions; Vocational Rehabilitation Act

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF REGULATIONS, TITLE 28

35.101-35.190 Nondiscrimination on the basis of disability in state and local government services

CODE OF FEDERAL REGULATIONS, TITLE 34

104.1-104.61 Nondiscrimination on the basis of handicap, especially:

104.1 Purpose to effectuate Section 504 of the Rehabilitation Act of 1973

104.3 Definitions

104.32 Location and notification

104.33 Free appropriate public education

104.34 Educational setting

104.35 Evaluation and placement

104.36 Procedural safeguards

104.37 Nonacademic services

104.7 Responsible employee; grievance procedures

COURT DECISIONS

Christopher S. v. Stanislaus County Office of Education, (2004) 384 F.3d 1205

Management Resources:

CSBA PUBLICATIONS

Rights of Students with Diabetes Under IDEA and Section 504, Policy Brief, December 2007

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter and Resource Guide on Students with ADHD, July 2016

Protecting Students with Disabilities: Frequently Asked Questions About Section 504 and the Education of Children with Disabilities, October 2015

Dear Colleague Letter, January 2013

Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools, January 2012

Free Appropriate Public Education for Students with Disabilities: Requirements under Section 504 of the Rehabilitation Act of 1973, September 2007

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>

Policy

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SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

SIERRA COUNTY OFFICE OF EDUCATION

Sierraville, California

Loyalton, California

Sierra County/Sierra-Plumas Joint USD

Board Bylaw

BB 9240

BOARD TRAINING

CSBA's Professional Governance Standards include expectations that each individual Governing Board member will participate in professional development and commit the time and energy necessary to be an informed and effective leader. See CSBA's web site for education opportunities available through CSBA, including, but not limited to, CSBA's Institute for New and First-Term Board Members, Masters in Governance program, Annual Education Conference and Trade Show, Legal Symposium for Experienced Board Members, Board Presidents Workshop, Brown Act Workshop, Back-to-School Webcast, other workshops and webinars on specific topics, and in-district governance consulting services.

The Governing Board believes that the Board's ability to effectively and responsibly govern the district is essential to promoting student achievement, building positive community relations, and protecting the public interest in district schools. The Board recognizes that its members shall be provided sufficient opportunities for professional development that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardmanship skills.

(cf. 9000 - Role of Board)

(cf. 9005 - Governance Standards)

The Board and/or the Superintendent or designee shall provide an orientation to newly elected or appointed Board members which includes comprehensive information regarding Board roles, policies, and procedures and the district's vision and goals, operations, and current challenges. Throughout their first term, Board members shall continue to participate in additional educational opportunities designed to assist them in understanding the principles of effective governance, including, but not limited to, information on school finance and budgets, student achievement and assessment, labor relations, community relations, program evaluation, open meeting laws (the Brown Act), conflict of interest laws, and other topics necessary to govern effectively and in compliance with law.

(cf. 9230 - Orientation)

All Board members are encouraged to continuously participate in advanced training offered by the California School Boards Association in order to reinforce boardmanship skills and build knowledge related to key education issues. Such activities may include online courses, webinars, webcasts, and in-person attendance at workshops and conferences. In addition, workshops and consultations may be held within the district on issues that involve the entire governance team.

Note: CSBA recommends that board training and travel expenses be budgeted as separate items. While training is essential to maintain an effective, well-informed Board, travel expenses are incurred for a variety of reasons.

It is also recommended that the Board determine the manner in which board training activities that require the use of district funds will be selected or approved. Districts may allocate funds equally to each Board member and allow each member discretion to select activities that meet his/her needs, or may require that all activities or activities over a specified cost be approved by the full Board. The following paragraph may be revised to reflect district practice.

Funds for board training shall be budgeted annually for the Board and each Board member. In selecting appropriate activities, the Board and/or individual Board members shall consider activities that are aligned with the district's vision and goals and the needs of the Board or individual member to obtain specific knowledge and skills. The Board shall annually develop a board training calendar in order to schedule and track board training activities and to schedule opportunities for Board members to report on the activities in which they participated.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 3100 - Budget)

~~Board members shall report to the Board, orally or in writing, as soon as possible on the inservice activities they attend.~~

~~Funds for Board development shall be budgeted annually for each Board member.~~

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Note: Pursuant to Government Code 54952.2, a "meeting" subject to Brown Act requirements does not include the attendance of a majority of the Board's members at a conference or similar public gathering, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the Board. Also see BB 9320 - Meetings and Notices.

Board members may attend a conference or similar public gathering with other Board members and/or with the Superintendent or designee in order to develop common knowledge and understanding of an issue or engage in team-building exercises. In such cases, a majority of the Board members shall not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the district's jurisdiction, so as not to violate the Brown Act open meeting laws pursuant to Government Code 54952.2.

cf. 9320 - Meetings and Notices)

Board members shall report to the Board, orally or in writing, on the board training activities they attend, for the purpose of sharing the acquired knowledge or skills with the full Board and enlarging the benefit of the activity to the Board and district.

Legal Reference:

GOVERNMENT CODE

54950-54963 *The Ralph M. Brown Act, especially:*

54952.2 *Meeting*

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards for School Boards

WEB SITES

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

California County Boards of Education: <http://www.theccbe.org>

National School Boards Association: <http://www.nsba.org>

Bylaw

adopted: April 10, 2007

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SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
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Sierra County/Sierra-Plumas Joint USD

Board Bylaw

Board Bylaws

BB 9323

MEETING CONDUCT

Note: Education Code 35010 mandates the Governing Board to "prescribe and enforce" rules for its own governance.

Meeting Procedures

All **Governing** Board ~~of Education~~ meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

(cf. 9322 - Agenda/Meeting Materials)

Note: The law does not specify that a particular set of procedures must govern Board meetings. Although Robert's Rules of Order can serve as a useful guide, the Board may adopt any procedure that allows for the efficient and consistent conduct of meetings.

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf. 9121 - President)

Note: The following optional paragraph limits the length of Board meetings and should be revised to reflect district practice.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at **10:00 p.m.** unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

(cf. 9320 - Meetings and Notices)

Note: In Rubin v. City of Burbank, an appellate court held that inclusion of "sectarian prayer" at city council meetings, which communicated a preference for a particular religious faith and advanced one faith over another, was unconstitutional by directing the prayer "in the name of Jesus." The court held that it would be constitutional to require the city to advise those people conducting the prayer of this limitation. This opinion is consistent with an unpublished 9th Circuit federal court opinion which stated that an invocation "in the name of Jesus" was unconstitutional in that it displayed allegiance to a particular faith. Some general guidelines for invocations can be found in an Attorney General's opinion (76 Ops. Cal. Atty. Gen. 281 (1993)) which stated that a county board of supervisors could open its sessions with an invocation when the invocation is (1) not required by law as a condition to the official proceedings, (2) not part of the deliberative agenda, (3) not offered, supervised, or approved as to content by a public officer, (4) not officially limited to a particular religion, (5) not disparaging of others, and (6) not directed towards proselytizing. However, because this is an unsettled area of law that is subject to frequent litigation, it is strongly recommended that districts consult

legal counsel if they wish to open meetings with an invocation. Note that a different legal analysis applies to student-led or student-initiated prayer; see BP 5127 - Graduation Ceremonies and Activities.

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

(cf. 9323.2 - Actions by the Board)

Note: According to an Attorney General opinion (61 Ops.Cal.Atty.Gen. 243 (1978)), members of a public body have a duty to vote on issues before them so that the public is represented and receives the services which the public body was created to provide. Issues arise when a motion is tied and one Board member has abstained. The general parliamentary rule is that an abstention is counted as agreeing with the action taken by the majority of those who vote, whether affirmatively or negatively (66 Ops.Cal.Atty.Gen. 336 (1983). However, a stronger argument could be made that the parliamentary rule is in conflict with Education Code 35164 which requires a majority vote of all of the membership of the Board in order for the Board to act (i.e., a majority of all of the membership of the Board must vote affirmatively in order to approve any action). In 55 Ops.Cal.Atty.Gen. 26 (1972), the Attorney General opined that, when a statutory requirement exists that requires an affirmative action of at least a majority of the members of the Board, the general rule that members not voting were deemed to have agreed with the action taken by the majority of those that voted is not applicable.

The following **optional** paragraph is consistent with CSBA's opinion that a majority of the Board must vote affirmatively for a motion to carry, but the law is not settled and contrary legal opinions may exist. It is strongly recommended that the district consult with legal counsel and modify the following paragraph to ensure consistency with district practice.

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

(cf. 9270 - Conflict of Interest)

Public Participation

Note: Pursuant to Government Code 54953.3, a member of the public cannot be required to register his/her name, complete a questionnaire, or provide other information as a condition of attending a Board meeting. If an attendance list or similar document is posted near the entrance or circulated during the meeting, it must clearly state that signing or completing the document is voluntary.

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

Note: Education Code 35145.5 **mandates** the Board to adopt regulations which ensure that the public can address the Board regarding agenda items, as specified below.

District employees have the same right as members of the public to address the Board during a public Board meeting. In 90 Ops.Cal.Atty.Gen. 47 (2007), the Attorney General opined that, under the Ralph M. Brown Act, an administrative district employee cannot be prohibited from attending a Board meeting or from speaking during the public comment period, including comments on an employment-related issue.

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5; Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5; Government Code 54954.2)
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

(cf. 9130 - Board Committees)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Note: Government Code 54954.3 authorizes regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. The following paragraph should be revised to reflect district practice.

If the Board limits the time for public comment, Government Code 54954.3, as amended by AB 1787 (Ch. 507, Statutes of 2016), requires the Board to provide at least twice the allotted time to a member of the public who utilizes a translator, as provided below.

Individual speakers shall be allowed ~~five~~three minutes to address the Board on each agenda or nonagenda item. -The Board shall limit the total time for public input on each item to 20 minutes. -With Board consent, the Board president may increase or decrease the

time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. -The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic—, subject to the following conditions:
- a. If ~~the~~a topic would be ~~more~~ suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.
 - b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3) ~~In addition, the Board may not prohibit public criticism of district employees.~~

Note: The following **optional** item addresses the issue of specific charges or complaints against district employees in open Board meetings. Although the Board may inform the speaker of appropriate district complaint procedures, it cannot prohibit criticisms of the district and its employees, no matter how harsh. Board members and staff may briefly respond to the concerns raised by the complainant at the meeting. In *Baca v. Moreno Valley Unified School District*, a federal district court issued a preliminary injunction against the district prohibiting it from enforcing its policy barring criticism of employees at public Board meetings. The court found that the district's policy violated the plaintiff's First Amendment rights by restricting the content of her speech. The court further noted that the district could not legally prevent a person from speaking in open session, even if the speech was clearly defamatory. It is recommended that the Board consult legal counsel if a question arises regarding public criticism of a district employee.

- c. The Board shall not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an **individual** employee, the Board president shall inform the complainant ~~that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957. The Board president shall also encourage the complainant to file a complaint using the appropriate district complaint~~ of the appropriate complaint procedure.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

Note: As provided in item #7 below, Government Code 54957.9 authorizes the Board to remove persons who willfully disrupt or disturb a meeting. Examples of disruptive conduct might include conduct that is extremely loud, disturbing, or creates a health or safety risk. In *McMahon v. Albany Unified School District*, the court held that a speaker's constitutional rights were not violated when he was removed from a Board meeting after dumping a substantial amount of garbage on the floor of the meeting room. Because the speaker was not removed based on

the content of his speech, the court upheld his conviction for a willful disruption of a public meeting. In City of San Jose v. Garbett, the court held that a legislative body may exclude from a meeting a person who has expressed a credible threat of violence that would place a reasonable person in fear for his/her safety or the safety of his/her immediate family and that serves no legitimate purpose.

However, the courts have found that a person's conduct must actually disrupt the meeting in order to warrant ejection. In Norse v. City of Santa Cruz, the court held that the city council improperly ejected a member of the public who gave the council a silent Nazi salute, on the grounds that the action did not interfere with the proceedings of the meeting.

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. -In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. -When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary.

Recording by the Public

Note: Government Code 54953.5 provides that any person attending an open meeting may record it with an audio or video recorder or a still or motion picture camera unless the Board makes a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view which would persistently disrupt the meeting. Government Code 54953.6 requires a similar finding before the Board can prohibit or restrict a broadcast of its meetings.

The following paragraph extends the right to record an open meeting to include recordings made by other devices such as a cell phone.

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee shall may designate locations from which members of the public may broadcast, photograph, or tape record open meetings make such recordings without causing a distraction.

(cf. 9324 - Board Minutes and Recordings)

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference:

EDUCATION CODE

5095 Powers of remaining board members and new appointees

32210 Willful disturbance of public school or meeting a misdemeanor

35010 Prescription and enforcement of rules

35145.5 *Agenda; public participation; regulations*
 35163 *Official actions, minutes and journal*
 35164 *Vote requirements*
 35165 *Effect of vacancies upon majority and unanimous votes by seven member board*

CODE OF CIVIL PROCEDURE

527.8 Workplace Violence Safety Act

GOVERNMENT CODE

54953.3 *Prohibition against conditions for attending a board meeting*
 54953.5 *Audio or video recording of proceedings*
 54953.6 *Broadcasting of proceedings*
 54954.2 *Agenda; posting; action on other matters*
 54954.3 *Opportunity for public to address legislative body; regulations*
 54957 *Closed sessions*
 54957.9 *Disorderly conduct of general public during meeting; clearing of room*

PENAL CODE

403 *Disruption of assembly or meeting*

COURT DECISIONS

City of San Jose v. Garbett, (2010) 190 Cal.App.4th 526
Norse v. City of Santa Cruz, (9th Cir. 2010) 629 F3d 966
McMahon v. Albany Unified School District, (2002) 104 Cal.App.4th 1275
Rubin v. City of Burbank, (2002) 101 Cal.App.4th 1194
Baca v. Moreno Valley Unified School District, (1996) 936 F.Supp. 719

ATTORNEY GENERAL OPINIONS

90 *Ops.Cal.Atty.Gen. 47 (2007)*
 76 *Ops.Cal.Atty.Gen. 281 (1993)*
 66 *Ops.Cal.Atty.Gen. 336 (1983)*
 63 *Ops.Cal.Atty.Gen. 215 (1980)*
 61 *Ops.Cal.Atty.Gen. 243, 253 (1978)*
 59 *Ops.Cal.Atty.Gen. 532 (1976)*
 55 *Ops.Cal.Atty.Gen. 26 (1972)*

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015
The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

WEB SITES

CSBA: <http://www.csba.org>
 California Attorney General's Office: <https://oag.ca.gov>

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

Bylaw

adopted: April 10, 2007
 revised: November 13, 2007
 revised: June 12, 2012
 revised: February 14, 2017

Sierraville, California

Loyalton, California

Policy Reference UPDATE Service

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